



Department of the Interior
U.S. Fish and Wildlife Service

Expires XXXX/XXXX
OMB No. 1018-0093

Federal Fish and Wildlife Permit Application Form

Return to: U.S. Fish and Wildlife Service
(Enter address from Page 3 and 4 of application)

Type of Activity:
REPLACEMENT DOCUMENT
(CITES/ESA/MMPA/WBCA/LACEY ACT)

Complete Sections A or B, and C, D, and E of this application. U.S. address may be required in Section C, see instructions for details.
See attached instruction pages for information on how to make your application complete and help avoid unnecessary delays.

Section A: Complete if applying as an individual. Fields include: 1.a. Last name, 1.b. First name, 1.c. Middle name or initial, 1.d. Suffix, 2. Date of birth, 3. Social Security No., 4. Occupation, 5. Affiliation, 6.a. Telephone number, 6.b. Alternate telephone number, 6.c. Fax number, 6.d. E-mail address.

Section B: Complete if applying on behalf of a business, corporation, public agency, tribe, or institution. Fields include: 1.a. Name of business, 1.b. Doing business as (dba), 2. Tax identification no., 3. Description of business, 4.a. Principal officer Last name, 4.b. Principal officer First name, 4.c. Principal officer Middle name/ initial, 4.d. Suffix, 5. Principal officer title, 6. Primary contact, 7.a. Business telephone number, 7.b. Alternate telephone number, 7.c. Business fax number, 7.d. Business e-mail address.

Section C: All applicants complete address information. Fields include: 1.a. Physical address, 1.b. City, 1.c. State, 1.d. Zip code/Postal code, 1.e. County/Province, 1.f. Country, 2.a. Mailing Address, 2.b. City, 2.c. State, 2.d. Zip code/Postal code, 2.e. County/Province, 2.f. Country.

Section D: All applicants MUST complete. Fields include: 1. Attach check or money order payable to the U.S. FISH AND WILDLIFE SERVICE in the amount of \$50. 2. Do you currently have or have you ever had any Federal Fish and Wildlife permits? 3. Certification: I hereby certify that I have read and am familiar with the regulations contained in Title 50, Part 13 of the Code of Federal Regulations...

**E. REPLACEMENT DOCUMENT (CITES/ESA/MMPA/WBCA/LACEY ACT)**

NOTE 1: This application is to request a replacement permit if your permit has been lost or misplaced. (For this application, all permits, registrations, and certificates are referred to as a permit.)

NOTE 2: The application **must** be submitted to the office that issued the original document.

Provide the following information. Complete all questions on the application. Mark questions that are not applicable with "N/A". If needed, use a separate sheet of paper. On all attachments or separate sheets you submit, indicate the application question number you are addressing.

1. Identify the permit number (found in the upper right corner) of the permit needing replacement, if known:  
\_\_\_\_\_
  
2. Current location of specimen (include address and country):  
\_\_\_\_\_
  
3. If the shipment has already occurred, provide copies of:
  - a. Cancelled CITES export or re-export document validated by OLE;
  - b. For wildlife, cleared Declaration for Importation or Exportation of Fish or Wildlife (Form 3-177); **AND**
  - c. Provide copies of any correspondence you had with the shipper or importing country's Management Authority concerning the shipment.
  - d. Please be aware that if the permit was lost in transit, the issued permit will be forwarded to the Management Authority of the foreign country.
  
4. If the shipment has **not** occurred and the original permit no longer exists, submit a signed, dated, and notarized statement that:
  - a. Refers to the permit number and describes the circumstances that resulted in the loss or destruction of the original permit.
  - b. Includes a statement that affirms the shipment did not occur.
  - c. Requests a replacement U.S. CITES permit.
  - d. If found, the original permit will be returned to the Division of Management Authority.
  
5. If the shipment has not occurred and the original permit exists but has been damaged, submit the original damaged permit and a signed, dated, and notarized statement that:
  - a. Describes the circumstances that resulted in the permit being damaged.
  - b. Includes a statement that affirms the shipment did not occur.
  - c. Requests a replacement U.S. CITES permit.
  
6. Address where you wish permit mailed (if different than page 1):  
\_\_\_\_\_  
\_\_\_\_\_
  
7. If you wish the permit to be sent to you by means other than regular mail, provide an air bill, pre-paid envelope, or billing information:  
\_\_\_\_\_
  
8. Who should we contact if we have questions about the application? (Include name, phone number, and email): \_\_\_\_\_

## CITES Permit Offices

### Division of Management Authority (DMA)

U.S. Fish and Wildlife Service  
4401 N. Fairfax Drive, Room 212  
Arlington, VA 22203  
1-800-358-2104 or 703-358-2104

### Office of Law Enforcement

**NOTE:** You must submit your application to the Region where you reside.

### Region 1: California, Guam, Hawaii, Idaho, Nevada, Oregon, & Washington

Los Angeles  
370 Amapola Ave., #114  
Torrance, California 90501  
Phone: (310) 328-6307  
Fax: (310) 328-6399

San Francisco  
1633 Old Bayshore Highway, Suite. 248  
Burlingame, California 94010  
Phone: (650) 876-9078  
Fax: (650) 876-9701

Guam  
415 Chalan San Antonio Road  
Baltej Pavillion, Suite 209  
Tamuning, Guam 96913-3620  
Phone: (671) 647-6064  
Fax: (671) 647-6068

Honolulu  
3375 Koapaka St., #B296  
Honolulu, Hawaii 96819-1867  
Phone: (808) 861-8525  
Fax: (808) 861-8515

Portland  
P.O. Box 55206  
Portland, Oregon 97238  
Phone: (503) 231-6135  
Fax: (503) 231-6133

Blaine  
9925 Pacific Highway  
Blaine, Washington 98230  
Phone: (360) 332-5388  
Fax: (360) 332-3010

Seattle  
19339D 28th Avenue South  
Seattle, Washington 98188  
Phone: (206) 764-3463  
Fax: (206) 764-3485

### Region 2: Arizona, New Mexico, Oklahoma, & Texas

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
2450 W. Broadway Road  
Suite 113  
Mesa, AZ 85202  
Phone: (480) 967-2007 Fax: (480) 966-9766

### Region 3: Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, & Wisconsin

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
10600 Higgins Road, Suite 200  
Rosemont, Illinois 60018  
Phone: (847) 298-3250 Ext: 10 Fax: (847) 298-7669

**Region 4: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Puerto Rico, & Tennessee**

Atlanta  
4341 International Parkway,  
Suite #104  
Atlanta, Georgia 30354  
Phone: (404) 763-7959  
Fax: (404) 366-7031

Miami  
Mail: 10426 NW 31 Terrace  
Miami, Florida 33172  
  
Physical: 6105 NW 18th St., Room 405  
Miami, Florida 33122  
Phone:(305) 526-2994 or 2620  
Fax:(305) 526-7480

New Orleans  
2424 Edenborn, Room 100  
Metairie, Louisiana 70001  
Phone: (504) 219-8870  
Fax: (504) 219-8868

**Region 5: Connecticut, District of Columbia, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, & West Virginia**

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
70 E. Sunrise Hwy, Suite 419  
Valley Stream, NY 11580  
Tel: (516) 825-3950  
Fax: (516) 825-3597

**Region 6: Colorado, Kansas, Montana, Nebraska, North Dakota, South Dakota, Utah, & Wyoming**

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
Denver International Airport  
P.O. Box 492098  
Denver, Colorado 80249  
Phone: (303) 342-7430  
Fax: (303) 342-7433

**Region 7: Alaska**

**Anchorage**  
U.S. Fish & Wildlife Service  
Office of Law Enforcement  
P.O. Box 190045  
4600 Postmark Drive, Suite NB207  
Anchorage, Alaska 99519  
Phone: (907) 271-6198  
Fax: (907) 271-6199

**Fairbanks**  
U.S. Fish & Wildlife Service  
Office of Law Enforcement  
1412 Airport Way  
Fairbanks, Alaska  
Phone: (907) 456-2335  
Fax: (907) 456-2356

## PERMIT APPLICATION FORM INSTRUCTIONS

The following instructions pertain an application for a U.S. Fish and Wildlife Service or CITES permit. The General Permit Procedures in 50 § 13 address the permitting process. For simplicity, all licenses, permits, registrations, and certificates are referred to as a permit.

### GENERAL INSTRUCTIONS:

- Complete all blocks/lines/questions in Sections A or B, C, D, and E.
- **An incomplete application may cause delays in processing or may be returned to the applicant. Be sure you are filling in the appropriate application form for the proposed activity.**
- Print clearly or type in the information. Illegible applications may cause delays.
- Sign the application in blue ink. Faxes or copies of the original signature will not be accepted.
- Mail the original application to the address at the top of page one of the application or if applicable on the attached address list.
- **Keep a copy of your completed application.**
- **Please plan ahead. Allow at least 60 days for your application to be processed. Some applications may take longer than 90 days to process. (50 § 13.11)**
- Applications are processed in the order they are received.
- Additional forms and instructions are available from <http://www.fws.gov/forms/display.cfm?number1=200>.

### COMPLETE EITHER SECTION A OR SECTION B:

#### Section A. Complete if applying as an individual:

- Enter the complete name of the responsible individual who will be the permittee if a permit is issued. Enter personal information that identifies the applicant. *Fax and e-mail are not required if not available.*
- If you are applying on behalf of a client, the personal information must pertain to the client, and a document evidencing power of attorney must be included with the application.
- **Affiliation/ Doing business as (dba):** business, agency, organizational, tribe or institutional affiliation *directly* related to the activity requested in the application (e.g., a taxidermist is an individual whose business can *directly* relate to the requested activity). The Division of Management Authority (DMA) will **not** accept *doing business as* affiliations for individuals.

#### Section B. Complete if applying as a business, corporation, public agency, tribe or institution:

- Enter the complete name of the business, agency, tribe or institution that will be the permittee if a permit is issued. Give a brief description of the type of business the applicant is engaged in. Provide contact phone number(s) of the business.
- **Principal Officer** is the person in charge of the listed business, corporation, public agency, tribe or institution. The principal officer is the person responsible for the application and any permitted activities. Often the principal officer is a Director or President. **Primary Contact** is the person at the business, corporation, public agency, tribe or institution who will be available to answer questions about the application or permitted activities. Often this is the preparer of the application.

### ALL APPLICANTS COMPLETE SECTION C:

- For all applications submitted to the Division of Management Authority (DMA) a physical U.S. address is **required**. Province and Country blocks are provided for those USFWS programs which use foreign addresses and are not required by DMA.
- **Mailing address** is address where communications from USFWS should be mailed if different than applicant's physical address.

### ALL APPLICANTS COMPLETE SECTION D:

#### Application processing fee:

- An application processing fee is required at the time of application; unless exempted under 50 § 13.11(d)(3). **The fee does not guarantee the issuance of a permit. Fees will not be refunded for applications that are approved, abandoned, or denied.** We may return fees for withdrawn applications if no significant processing has occurred.
- **Documentation of fee exempt status is not required for Federal, tribal, State, or local government agencies; but must be supplied by those applicants acting on behalf of such agencies.** Those applicants acting on behalf of such agencies must submit a letter on agency letterhead and signed by the head of the unit of government for which the applicant is acting on behalf, confirming that the applicant will be carrying out the permitted activity for the agency.

#### Federal Fish and Wildlife permits:

- List the number(s) of your most current FWS or CITES permit or the number of the most recent permit if none are currently valid. If applying for re-issuance of a CITES permit, the original permit must be returned with this application.

#### Certification:

- **The individual identified in Section A, the principal officer named in Section B, or person with a valid power of attorney (documentation must be included in the application) must sign and date the application in blue ink.** This signature binds the applicant to the statement of certification. This means that you certify that you have read and understand the regulations that apply to the permit. You also certify that everything included in the application is true to the best of your knowledge. Be sure to read the statement and re-read the application and your answers before signing.

**APPLICATION FOR A FEDERAL FISH AND WILDLIFE PERMIT**  
**Paperwork Reduction Act, Privacy Act, and Freedom of Information Act – Notices**

In accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501, *et seq.*) and the Privacy Act of 1974 (5 U.S.C. 552a), please be advised:

1. The gathering of information on fish and wildlife is authorized by:  
(Authorizing statutes can be found at: <http://www.gpoaccess.gov/cfr/index.html> and <http://www.fws.gov/permits/ltr/ltr.html>)
  - a. Bald and Golden Eagle Protection Act (16 U.S.C. 668), 50 CFR 22;
  - b. Endangered Species Act of 1973 (16 U.S.C. 1531-1544), 50CFR 17;
  - c. Migratory Bird Treaty Act (16 U.S.C. 703-712), 50 CFR 21;
  - d. Marine Mammal Protection Act of 1972 (16 U.S.C. 1361, *et seq.*), 50 CFR 18;
  - e. Wild Bird Conservation Act (16 U.S.C. 4901-4916), 50 CFR 15;
  - f. Lacey Act: Injurious Wildlife (18 U.S.C. 42), 50 CFR 16;
  - g. Convention on International Trade in Endangered Species of Wild Fauna and Flora (TIAS 8249), <http://www.cites.org/>, 50 CFR 23;
  - h. General Provisions, 50 CFR 10;
  - i. General Permit Procedures, 50 CFR 13; and
  - j. Wildlife Provisions (Import/export/transport), 50 CFR 14.
2. Information requested in this form is purely voluntary. However, submission of requested information is required in order to process applications for permits authorized under the above laws. Failure to provide all requested information may be sufficient cause for the U.S. Fish and Wildlife Service to deny the request. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB control number.
3. Certain applications for permits authorized under the Endangered Species Act of 1973 (16 U.S.C. 1539) and the Marine Mammal Protection Act of 1972 (16 U.S.C. 1374) will be published in the **Federal Register** as required by the two laws.
4. Disclosures outside the Department of the Interior may be made without the consent of an individual under the routine uses listed below, if the disclosure is compatible with the purposes for which the record was collected. (Ref. 68 FR 52611, September 4, 2003)
  - a. Routine disclosure to subject matter experts, and Federal, tribal, State, local, and foreign agencies, for the purpose of obtaining advice relevant to making a decision on an application for a permit or when necessary to accomplish a FWS function related to this system of records.
  - b. Routine disclosure to the public as a result of publishing **Federal Register** notices announcing the receipt of permit applications for public comment or notice of the decision on a permit application.
  - c. Routine disclosure to Federal, tribal, State, local, or foreign wildlife and plant agencies for the exchange of information on permits granted or denied to assure compliance with all applicable permitting requirements.
  - d. Routine disclosure to Captive-bred Wildlife registrants under the Endangered Species Act for the exchange of authorized species, and to share information on the captive breeding of these species.
  - e. Routine disclosure to Federal, tribal, State, and local authorities who need to know who is permitted to receive and rehabilitate sick, orphaned, and injured birds under the Migratory Bird Treaty Act and the Bald and Golden Eagle Protection Act; federally permitted rehabilitators; individuals seeking a permitted rehabilitator with whom to place a bird in need of care; and licensed veterinarians who receive, treat, or diagnose sick, orphaned, and injured birds.
  - f. Routine disclosure to the Department of Justice, or a court, adjudicative, or other administrative body or to a party in litigation before a court or adjudicative or administrative body, under certain circumstances.
  - g. Routine disclosure to the appropriate Federal, tribal, State, local, or foreign governmental agency responsible for investigating, prosecuting, enforcing, or implementing statutes, rules, or licenses, when we become aware of a violation or potential violation of such statutes, rules, or licenses, or when we need to monitor activities associated with a permit or regulated use.
  - h. Routine disclosure to a congressional office in response to an inquiry to the office by the individual to whom the record pertains.
  - i. Routine disclosure to the General Accounting Office or Congress when the information is required for the evaluation of the permit programs.
  - j. Routine disclosure to provide addresses obtained from the Internal Revenue Service to debt collection agencies for purposes of locating a debtor to collect or compromise a Federal claim against the debtor or to consumer reporting agencies to prepare a commercial credit report for use by the FWS.
5. For individuals, personal information such as home address and telephone number, financial data, and personal identifiers (social security number, birth date, etc.) will be removed prior to any release of the application.
6. The public reporting burden on the applicant for information collection varies depending on the activity for which a permit is requested. The relevant burden for a Replacement of a Permit application is 15 minutes. This burden estimate includes time for reviewing instructions, gathering and maintaining data and completing and reviewing the form. You may direct comments regarding the burden estimate or any other aspect of the form to the Service Information Clearance Officer, U.S. Fish and Wildlife Service, Mail Stop 222, Arlington Square, U.S. Department of the Interior, 1849 C Street, NW, Washington D.C. 20240.

**Freedom of Information Act – Notice**

For organizations, businesses, or individuals operating as a business (i.e., permittees not covered by the Privacy Act), we request that you identify any information that should be considered privileged and confidential business information to allow the Service to meet its responsibilities under FOIA. Confidential business information must be clearly marked "Business Confidential" at the top of the letter or page and each succeeding page and must be accompanied by a non-confidential summary of the confidential information. The non-confidential summary and remaining documents may be made available to the public under FOIA [43 CFR 2.13(c)(4), 43 CFR 2.15(d)(1)(i)].