



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

OMB No. 1018-0093  
Expires XX/XX/2017

## Federal Fish and Wildlife Permit Application Form

**Return to:** 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

**Type of Activity:**  
**Export of Wildlife Removed from the Wild  
(Live/Samples/Parts/Products) (CITES)**

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.**

A. Complete if applying as an individual			
1.a. Last name	1.b. First name	1.c. Middle name or initial	1.d. Suffix
2. Date of birth (mm/dd/yyyy)	3. Social Security No.	4. Occupation	5. Affiliation/ Doing business as (see instructions)
6.a. Telephone number	6.b. Alternate telephone number	6.c. Fax number	6.d. E-mail address

B. Complete if applying on behalf of a business, corporation, public agency, Tribe, or institution			
1.a. Name of business, agency, Tribe, or institution		1.b. Doing business as (dba)	
2. Tax identification no.	3. Description of business, agency, Tribe, or institution		
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 name	
7.a. Business telephone number	7.b. Alternate telephone number	7.c. Business fax number	7.d. Business e-mail address

C. All applicants complete address information				
1.a. Physical address (Street address; Apartment #, Suite #, or Room #; no P.O. Boxes)				
1.b. City	1.c. State	1.d. Zip code/Postal code:	1.e. County/Province	1.f. Country
2.a. Mailing Address (include if different than physical address; include name of contact person if applicable)				
2.b. City	2.c. State	2.d. Zip code/Postal code:	2.e. County/Province	2.f. Country

D. All applicants MUST complete	
1.	Attach check or money order payable to the U.S. FISH AND WILDLIFE SERVICE in the amount of \$100, nonrefundable processing fee. Federal, Tribal, State, and local government agencies, and those acting on behalf of such agencies, are exempt from the processing fee – <b>attach documentation of fee exempt status as outlined in instructions.</b> (50 CFR 13.11(d))
2.	Do you currently have or have you ever had any Federal Fish and Wildlife permits? Yes     If yes, list the number of the most current permit you have held or that you are applying to renew/re-issue: _____ No
3.	Certification: I hereby certify that I have read and am familiar with the regulations contained in <b>Title 50, Part 13 of the Code of Federal Regulations</b> and the other <b>applicable parts in subchapter B of Chapter I of Title 50</b> , and I certify that the information submitted in this application for a permit is complete and accurate to the best of my knowledge and belief. I understand that any false statement herein may subject me to the criminal penalties of 18 U.S.C. 1001.
<p>Signature (<b>in blue ink</b>) of applicant/person responsible for permit (No photocopied or stamped signatures) _____ Date of signature (mm/dd/yyyy) _____</p>	

**Please continue to next page**

## E. Export of Wildlife Removed from the Wild (Live/Samples/Parts/Products) (CITES)

**Note 1:** If you are requesting to **re-export** wildlife, submit form 3-200-73.

Export **pre-Convention** wildlife; submit form 3-200-23.

Export **live captive-born animals**; submit form 3-200-24.

Export/Re-export of Wildlife Sample and/or Biomedical Samples (CITES); submit form 3-200-29.

Export or Interstate Take of Animals (Live/Samples/Parts/Products) (ESA and/or CITES); submit form 3-200-37.

Export of **caviar**; submit form 3-200-76.

**Registration of a production facility for certain native species**, submit form 3-200-75.

Export of **hunting trophies**; submit form 3-200-28

(All forms are available from <http://www.fws.gov/international/permits/by-form-number/index.html>)

**Note 2:** Be aware that the U.S. FWS may not be able to issue CITES documents for the commercial export of Appendix-I species.

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. If applying for more than one specimen, be sure to answer all relevant questions for each specimen.

1. **Applicants residing or located outside the United States conducting commercial activities.** The name, physical address and telephone number of your agent that is located in the United States who will maintain your records for five (5) years from the expiration of the permit (50 § 13.12 and 13.46 requires this information).  
**U.S. address (not a P.O. Box) for foreign applicant.**

Name:

Street Address:

City:

State/Province, Country, Postal Code:

2. For EACH animal or specimen to be shipped provide:
  - a. Scientific name (genus, species, and, if applicable, subspecies) and common name
  - b. Birth or hatch date or approximate age
  - c. Gender, if known
  - d. Live or Dead
    - e. Description (e.g., tattoo#, band #, ISIS #, studbook #, other identifying features, size, weight, skull, mount; for parts/products – type, quantity, and container)

If your specimen is American alligator or furbearer skin that must be tagged with a CITES tag, provide a list of the complete CITES Tag numbers [e.g. FL MIS 0712345] or Replacement Tag numbers [e.g. FWS REPL 0123456]. Tags must be inserted through the skins and permanently locked in place at the time of export.

**NOTE:** Replacement tags must be obtained **before** submitting your application (broken tags must be surrendered at the time of requesting replacement tags) [[See 50 § 23.69\(c\)](#)].

**NOTE:** When products made from skins are exported, the tags from the skins used in manufacture must be surrendered with the application, if possible.

Electronic submission of inventories: Because some applications contain extensive inventories, you may provide electronic versions. Such a submission may assist in expediting the processing of your application since it may reduce data entry by the U.S. Fish and Wildlife Service. You may include a disk containing your information or check here

if you would like to be contacted to provide it via email.

3. Current location of specimen (address – City, State/Province, country):
4. What is the purpose of the export?  
 Commercial     Personal     Exhibition  
 Scientific     Breeding     Other (specify: \_\_\_\_\_)
5. For each specimen to be exported, provide:
- specific location of where, when, and by whom (name and address) the specimen was removed from the wild;
  - describe of the method of removal from the wild;
  - purpose of removal and, if alive, length or approximate length of time held in captivity;
  - copy of any permits, licenses, or other documents from the State or local wildlife authorities required to remove the specimen(s) from the wild;
  - for Alaskan native handicrafts, provide the name of the artist and Tribal affiliation;
  - documentation showing that the specimens were legally obtained by the applicant (e.g., transfer documents, sales receipts); and
  - copies of any applicable State permits or licenses that are required to house, maintain, breed, and/or sell these specimens (contact your State for information).
6. Is this shipment is a sample collection being exported for temporary exhibition or display purposes and is accompanied by a valid U.S. ATA carnet number?  
 NO \_\_\_\_\_ YES \_\_\_\_\_ - provide ATA carnet document number \_\_\_\_\_
7. Provide the name and address of person/facility receiving the shipment (if self, provide address abroad).  
 Name:  
  
 Street Address:  
  
 City:  
  
 State/Province, Country, Postal Code:
8. For the export of migratory birds, their parts, nests, or eggs (50 § 10.13), provide copies of the Federal and State permits or licenses authorizing possession, acquisition, or disposition of such birds, their parts, nests, or eggs.
9. For live animals, the transport conditions must comply with the [CITES](#) Guidelines for Transport of Live Animals or, in the case of air transport, with the [International Air Transport Association \(IATA\)](#) live animal regulations (contact airline for information). As such, describe:
- The type, size, and construction of any shipping container; and
  - The arrangements for watering or otherwise caring for the wildlife during transport.
10. For the non-commercial export of **Appendix-I species**, provide a copy of the CITES import permit, or evidence one will be issued by the Management Authority of the country to which you plan to export the specimen(s). In accordance with Article III of the CITES treaty, it is required that import permits are issued before the corresponding export permit.
11. If you are a CITES-Registered Commercial Operation for Appendix I wildlife, no CITES import is required, please provide the name and registration number of the operation: \_\_\_\_\_

12. All international shipment(s) must be through a designated port. A list of designated ports (where an inspector is posted) is available from <http://www.fws.gov/le/designated-ports.html>. If you wish to use a port not listed, please contact the Office of Law Enforcement for a Designated Port Exemption Permit (form 3-200-2).
13. Address where you wish permit mailed, **if** different from page 1 (All permits will be mailed via the U.S. Postal Service, unless you identify an alternative means below):
14. If you wish the permit to be delivered by means other than USPS regular mail, provide an air bill, pre-paid envelope, or billing information. If you do not have a pre-paid envelope or air bill and wish to pay for a courier service with your credit card, please check the box below. Please **DO NOT** include credit card number or other information; you will be contacted for this information.
- If a permit is issued, please send it via a courier service to the address on page 1 or question 13. I understand that you will contact me for my credit card information once the application has been processed.
15. Who should we contact if we have questions about the application? (Include name, phone number, and email):
16. **Disqualification Factor.** A conviction, or entry of a plea of guilty or nolo contendere, for a felony violation of the Lacey Act, the Migratory Bird Treaty Act, or the Bald and Golden Eagle Protection Act disqualifies any such person from receiving or exercising the privileges of a permit, unless such disqualification has been expressly waived by the Service Director in response to a written petition. (50 CFR 13.21(c)) Have you or any of the owners of the business, if applying as a business, been convicted, or entered a plea of guilty or nolo contendere, forfeited collateral, or are currently under charges for any violations of the laws mentioned above?
- \_\_\_ Yes \_\_\_ No If you answered "Yes" provide: a) the individual's name, b) date of charge, c) charge(s), d) location of incident, e) court, and f) action taken for each violation.

## PERMIT APPLICATION FORM INSTRUCTIONS

The following instructions pertain to the standard permit form 3-200 that must be completed as 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 will be 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.

### ALL APPLICANTS COMPLETE SECTION E:

- Question 6. Enter the complete U.S. address. This can be a temporary address (such as a hotel, relative, etc.). 50 § 13.12 requires this information for issuance.
- Question 7. Enter the complete name and physical address where your records (as defined in 50 § 13.46) will be maintained for five (5) years from the date of expiration of the license. This can be a customshouse broker, relative, etc. It cannot be a retail postal or mail service center. 50 § 13.12 requires this information for issuance.

**Please continue to next page. DO NOT RETURN THIS PAGE WITH THE APPLICATION**

**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 Government Accountability 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 an Export of Wildlife Removed from the Wild application is 45 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 2042-PDM, 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)].

**DO NOT RETURN THIS PAGE WITH THE APPLICATION**