



Federal Fish and Wildlife Permit Application Form

Return to:

U.S. Fish and Wildlife Service
Office of Law Enforcement

Send to the appropriate Issuing Office listed on Page 4 for the State you listed in Block B.

Type of Activity: Import/Export License – U.S. Entities\*

- Options for license type: New - \$100.00, Renewal of I/E License #LE-... \$100.00, Amendment to I/E License #LE-... \$50.00, Name/Address Change ONLY of Permit #LE-... (no fee)

Complete all sections of this application.

See attached instruction pages for information on how to make your application complete and help avoid unnecessary delays.

Section A: All applicants MUST complete. Fields include: Name of Business, Federal Tax ID/SSN, Owner/Principal Officer info, Email Address, Telephone Numbers, etc.

Section B: All applicants MUST complete. Fields include: Address, City, State, Zip code, County.

Section C: All applicants MUST complete. Questions regarding payment, previous licenses, and certification.

\* This application is for U.S. businesses that commercially import (receive into the U.S. from another country) or export (send out from the U.S. to another country) fish or wildlife (including parts and products). Businesses must be located in the United States to use this form.

Businesses located outside the United States (no U.S. presence at all) that carry their wildlife items into or out of the United States for commercial purposes should complete 3-200-3b.

Please continue to next page

**IMPORT/EXPORT LICENSE (U.S. Entities)  
APPLICATION CONTINUATION SHEET**

**SECTION D: ALL APPLICANTS MUST COMPLETE**

**NOTE: An Import/Export License is required ONLY if you commercially import (receive into the U.S. from another country) or export (send out from the U.S. to another country). No Import/Export License is required if your business ships exclusively within the U.S. or its Territories.**

1. **Are you the sole owner?** Yes  No  (must check one)
  
2. **Additional Partner(s) or Additional Principal Officer(s) Information** *(list all – use additional pages as necessary)*  
Name: \_\_\_\_\_  
Complete Federal Tax Identification Number **or** last 4 of SSN: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Address/City/State/Zip (No P.O. Box, Retail Postal or Mail Service Center): \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email address: \_\_\_\_\_
  
3. **Are you keeping your business records concerning imports and/or exports of wildlife under this license at the same location as Block B on page 1 of this application?** Yes  No  (must check one)  
*50 CFR 13.46 and 14.93 describes the required records that are to be maintained for five (5) years from date of expiration of the I/E License.*  
If no, provide location of business records *(list all – use additional pages as necessary)*:  
Name: \_\_\_\_\_  
Primary Contact Name: \_\_\_\_\_  
Address/City/State/Zip (No P.O. Box, Retail Postal or Mail Service Center): \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email address: \_\_\_\_\_
  
4. **Are you keeping your wildlife inventories concerning imports and/or exports of wildlife under this license at the same location as Block B on page 1 of this application?** Yes  No  (must check one)  
*50 CFR 14.93 describes the requirements regarding wildlife inventory.*  
If no, provide location of wildlife inventories *(list all – use additional pages as necessary)*:  
Name: \_\_\_\_\_  
Primary Contact Name: \_\_\_\_\_  
Address/City/State/Zip (No P.O. Box, Retail Postal or Mail Service Center): \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email address: \_\_\_\_\_

Please continue to next page

**IMPORT/EXPORT LICENSE (U.S. Entities)  
APPLICATION CONTINUATION SHEET**

5. **General description** of the wildlife or wildlife products you wish to import/export. (Choose all that apply)
- Perishable
  - Live (*50 CFR 13.41 requires that wildlife possessed under a license must be maintained under humane and healthful conditions*)
  - Venomous
  - Dead
  - Products (Describe: food, sport hunted trophies, jewelry, footwear, carvings, etc.) \_\_\_\_\_
- 
- Other (Describe) \_\_\_\_\_

6. **Type of animal** to be used as described in #5 above. (Choose all that apply)
- |                                      |                                |  |  |
|--------------------------------------|--------------------------------|--|--|
| <input type="checkbox"/> Fish        | <input type="checkbox"/> Coral | <input type="checkbox"/> Reptiles          | <input type="checkbox"/> Amphibians        |
| <input type="checkbox"/> Mammals     | <input type="checkbox"/> Birds | <input type="checkbox"/> Insects/Arachnids | <input type="checkbox"/> Molluscs (Shells) |
| <input type="checkbox"/> Other _____ |                                |  |  |

7. **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**  **(must check one)**

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 (*list all – use additional pages as necessary*).

Please continue to next page

## Office of Law Enforcement Permit Offices

<https://www.fws.gov/le/regional-permit-offices.html>

Please send your application to the appropriate office.

If you are located in the following states, send your application to the address below:

*Alabama, Arkansas, Connecticut, District of Columbia, Delaware, Florida, Georgia, Illinois, Indiana, Iowa, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, U.S. Virgin Islands, Vermont, Virginia, West Virginia, Wisconsin*

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
1875 Century Boulevard, Suite 380  
Atlanta, GA 30345-3324  
Phone: (404) 679-7195  
Fax: (404) 679-7065  
Email: [permitsEastLE@fws.gov](mailto:permitsEastLE@fws.gov)

If you are located in the following states, send your application to the address below:

*Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, the Pacific Trust Territories*

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
2800 Cottage Way, W-2928  
Sacramento, CA 95825-1846  
Phone: (916) 414-6660  
Fax: (916) 414-6715  
Email: [permitsWestLE@fws.gov](mailto:permitsWestLE@fws.gov)

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## PERMIT APPLICATION FORM INSTRUCTIONS

The following instructions pertain to the Form 3-200-3a that must be completed as an application for a U.S. Fish and Wildlife Service Import/Export License (U.S. Entities). **Reminder: It is a violation to import or export fish and wildlife commercially prior to obtaining an Import/Export License.**

### GENERAL INSTRUCTIONS:

- Complete all blocks/lines/questions in Sections A through D.
- **An incomplete application may cause delays in processing or may be returned to the applicant.**
- **Be sure you are completing the appropriate application form for the proposed activity.**
  - *3-200-3a for U.S. Entities; 3-200-3b for Foreign Entities (U.S. Agent required)*
- Print clearly or type in the information. Illegible applications may cause delays.
- Sign the application. Scans, faxes or copies of the original signature will not be accepted.
- No Import/Export License will be issued if any information is missing from the application.
- Mail the original application to the appropriate address on the attached address list.
- **Keep a copy of your completed application.**
- **Allow at least 60 days for your application to be processed. ([50 CFR 13.11](#))**
- Applications are processed in the order they are received.

### COMPLETE SECTION A:

- Enter the complete name of the business who will be the Licensee if an Import/Export License is issued. If no company name exists, then use the name (Last, First, Middle) of the owner of the business. Enter personal information that identifies the applicant.
- **We no longer will accept applications signed by anyone other than the sole owner or principal officer.** [50 CFR 13.12](#) clearly states that the applicant must certify they read and are familiar with applicable parts of subchapter B of Chapter I of title 50, Code of Federal Regulations. No broker, freight forwarder, etc., can certify in the applicant's place. This section of the regulations also calls for the signature of the **applicant**.
- Give a brief description of the type of business in which the applicant is engaged (e.g. Taxidermy, Jewelry, Apparel, etc.).
- **Doing business as (dba):** dbas are not accepted. The name on the Import/Export License must match the invoice and other shipping documents that accompany the shipment to or from the United States.
- **Principal Officer** is the person in charge of the listed business. The principal officer is the person responsible for the application and any permitted activities. Often the principal officer is a Director or President. Sole Owner should enter "Owner" under Principal Officer Title. **Primary Contact** is the person at the business who will answer questions about the application or business activities and can be the preparer of the application.

### COMPLETE SECTION B:

- This is the address where you will receive all official notices sent from the Service, which must match the invoice and other shipping documents that accompany the shipment to or from the United States.

### COMPLETE SECTION C:

#### Application processing fee:

- An application processing fee is required at the time of application. **The fee does not guarantee the issuance of an I/E license. 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.

#### Federal Fish and Wildlife license/permits:

- List the number of your most recent Import/Export License even if it is no longer valid.

### CERTIFICATION:

- **The individual identified in Section A as sole owner or principal officer must sign and date the application.** 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 the application.

### COMPLETE SECTION D:

- All questions must be answered. Provide additional pages as necessary. You must provide (in writing) a revised list of additional partner(s) or principal officer(s) within 10 days of any changes.

**Please continue to next page**

**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.ecfr.gov/> and <https://www.fws.gov/le/laws-regulations.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. Response is not required unless a currently valid Office of Management and Budget (OMB) control number is displayed on the form.
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. 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 Import/Export license application is 1.25 hours. 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 Collection Clearance Officer, U.S. Fish and Wildlife Service, MS BPHC, 5275 Leesburg Pike, Falls Church, VA 22041-3803 (mail). Please include "1018-0092" in the subject line of your comments.

**Freedom of Information Act – Notice**

For organizations, businesses, or individuals operating as a business (i.e., licensees 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)].