



**U.S. Fish & Wildlife Service**

# Electronic Declarations (eDecs)

Office of Law Enforcement

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## Electronic Declarations

### For the Importation or Exportation of Fish or Wildlife



Welcome to the U.S. Fish and Wildlife Service Electronic Declarations webpage where you can submit Declarations online. If you are importing or exporting any fish or wildlife, please login or create a new account to declare your species online.

[Click here to review information for importers and exporters \(including inspection fees\)](#)

**NEW!** [Click here for information about the Low Risk Fee Exemption Program](#)



Images are property of US Fish and Wildlife Service

**Paperwork Reduction Act:** We use the information requested on FWS Form 3-177 to facilitate enforcement of the Endangered Species Act and other wildlife laws. We use the information on the Low Risk Fee Exemption certification to determine if your business qualifies for a fee exemption for certain low risk importations and exportations. The completion time per response is estimated to be 10 minutes for the electronic FWS Form 3-177 and 1 minute for the Low Risk Fee Exemption certification, which includes time for reviewing instructions. Your response is required to obtain or retain a benefit. Send comments regarding the burden estimate or any other aspect of the reporting requirements to the Service Information Collection Clearance Officer, Fish and Wildlife Service, 4401 N. Fairfax Drive, MS 2042-PDM, Arlington, VA 22203. 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. (OMB Control No. 1018-0012, expires XX/XX/XXXX)

Last Updated: January 15, 2013

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**NEW !** [Click here for information about the Low Risk Fee Exemption Program](#)

[Click here for information on inspection fees](#)

## **Attention: eDecs account access procedures**

If you have used the eDecs system before, and you have an existing account, please enter your e-mail address and password in the spaces provided and click the "Login" button.

E-Mail Address:

(e.g., myname@mydomain.com - the primary e-mail address you have included with your account)

Password:

[Forgot your eDecs ID/Password?](#)

If you are new to the eDecs system, please click the "New Account" button below to continue

### **\*\*\*\* WARNING TO USERS OF THIS SYSTEM \*\*\*\***

*This is a United States Government computer system, maintained by the Department of the Interior, to provide Official Unclassified U.S. Government information only. Use of this system by any authorized or unauthorized user constitutes consent to monitoring, retrieval, and disclosure by authorized personnel. USERS HAVE NO REASONABLE EXPECTATION OF PRIVACY IN THE USE OF THIS SYSTEM. Unauthorized use may subject violators to criminal, civil, and /or disciplinary action.*

Last Updated: November 24, 2009

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Please enter a password (*no more than 20 characters and no less than 8 characters*) in the "New Password" field. Then, type the password again to confirm your entry. After you enter your new password, select a "Secret Question" and enter your "Secret Answer". This information will be used to further secure your account, and provide you the ability to retrieve lost account information on-line. When you are finished, click the "Continue" button.

*The format of your password must match the following pattern:*

- *Length: Between 8 and 20 characters.*
- *Include at least one lower case letter (a-z).*
- *Include at least one upper case letter (A-Z).*
- *Include at least one number (0-9).*
- *Include only Alpha and Numeric characters only. Do NOT include any spaces or special characters.*

*Example: 5aTurday1*

**New Password:**

**New Password (Confirm):**

**Email Address:**

**Select a Secret Question:**

**Type In Your Secret Answer:**

**Are you applying for the Fee Exemption Program for Low Risk Importations and Exportations?:**  No [Click HERE to view program requirements](#)

H S N S

Please enter the characters above:

Last Updated: January 22, 2008

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## My EDecs Account

Business Name - *lynnster* ID #21730**Note: Your current password will expire in 90 day(s)**

Manage your password and account information.

[View Account Details](#)

Click here to start a new eDec:

[New Declaration](#)*\* Red label fields are required*

Click here to view a list of all of your pending eDecs submissions:

[Pending eDecs](#)

Click here to view a list of ALL of your previously submitted eDecs (pending, locked, accepted, and rejected)

\*

[My eDecs History](#)*\* Note: Previously submitted eDecs, that have been accepted, are archived in the eDecs system only through the calendar year.*

Click here to retrieve a specific eDec by Transaction Number (Customs Entry Num.):

[Search by Transaction](#)

Click here to retrieve a specific eDec by Confirmation Number (e.g. 2006NY100001):

[Search by Confirm Num](#)

Click here to generate a spreadsheet of your online payment history for the past year:

[Online Payments](#)Click here to return to the eDecs home page (*Warning-This will log you out of your account*):[eDecs Home](#)

Additional Options:

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O.M.B. No. 1018-0012  
(Exp. Date: XX/XX/XXXX)

### New My eDecs Account

**\* Red label fields are required**

#### [Customs Broker Information](#)

*Enter information in these fields if you are a CUSTOMS BROKER (if you are an Importer/Exporter, click the "Importer/Exporter" button above)*

Enter Your Business Name \*:

Enter a Contact Name (first and last) \*:

First:

Last:

Enter your E-mail Address (e.g., jones@acmeimports.com) \*:

abc@gmail.com

Enter your Telephone Number \*:

Enter your Fax Number (optional):

Identifier Number:

Number:  Type:

**Note:** You will need the password you entered to access this account in the future, along with the email address you entered. You will also be assigned a Filer ID value when you click "Save".

Last Updated: February 6, 2008

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O.M.B. No. 1018-0012  
(Exp. Date: 03/31/2013)

**1. Date of Import/Export (mm/dd/yyyy):**

**2. Import/Export License Number:**

**3. Indicate One:**  
 import  export

**4. Port of Clearance:**  
 Select Port...

**5. Purpose Code:**  
 Select Purpose...

**6. Customs Document Number(s):**  
*(If more than one, separate with commas)*

U.S. FISH AND WILDLIFE SERVICE



DECLARATION FOR IMPORTATION OR EXPORTATION OF FISH OR WILDLIFE

**7. Name of Carrier:**

**8. Air Waybill or Bill of Lading No.:**  
 Master:   
 House:

**9. Transportation Code:**  
 Select Code...  
 Auto License No.   
 State or Province:  
 Select State (if applicable)...

**10. Bonded Location for Inspection:**

**11. No. of Cartons Containing Wildlife:**

**12. Markings on Cartons Containing Wildlife:**

[Filing Instructions](#)  
[Frequently Asked Questions \(FAQs\)](#)  
*Fields with red labels are required*

13. (indicate one)

- U.S. Importer
- U.S. Exporter

**Business Name:**

**Last Name:**

**First Name:**

**Middle Name:**

**Address:**

**City:**  **State:** Select State... **Zip:**  +

**Phone Number:**  **Email Address:**

**Identifier Number:**  **Identifier Type:** Select Identifier Type

14. (indicate one)

- Foreign Importer
- Foreign Exporter

**Business Name:**

**Last Name:**

**First Name:**

**Middle Name:**

**Address:**

**City:**  **14b. Country:** Select Country...

**Phone Number:**  **Email Address:**

**Identifier Number:**  **Identifier Type:**

15. Customs Broker, Shipping Agent or Freight Forwarder (only if applicable):

**Phone Number:**  **Fax Number:**  **Email:**

**Identifier Number:**  **Identifier Type:** Select Identifier Type

**Contact Name:**  
**Last:**  **First:**

- To search for valid codes, click buttons next to fields. (Species search located in Block 16a. No results? Try entering ONLY the genus name, then click "?".)
- To view a list of common and previously used species selections, click your RIGHT MOUSE BUTTON ONCE in the YELLOW field.
- To copy specific fields from the previous line, double-click your LEFT MOUSE BUTTON in the YELLOW field.

	16a. Scientific Name (Genus - Species)	Subspecies	17a. Foreign CITES	18a.	19a. Quantity/Units	20. Country	21.
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	16b. Common Name	(if applicable)	Permit Num. 17b. U.S. CITES Permit Num.	Description Code 18b. Source	19b. Total Monetary Value (\$)	of Species Origin (ISO Code)	Venomous Live Wildlife Indicator (Check if yes)
Item 1	<input type="text"/> <input type="text"/> ?		<input type="text"/>	<input type="text"/> ? <input type="text"/> ?	<input type="text"/> <input type="text"/> ?	<input type="text"/> ?	N/A
Item 2	<input type="text"/> <input type="text"/> ?		<input type="text"/>	<input type="text"/> ? <input type="text"/> ?	<input type="text"/> <input type="text"/> ?	<input type="text"/> ?	N/A
Item 3	<input type="text"/> <input type="text"/> ?		<input type="text"/>	<input type="text"/> ? <input type="text"/> ?	<input type="text"/> <input type="text"/> ?	<input type="text"/> ?	N/A
Item 4	<input type="text"/> <input type="text"/> ?		<input type="text"/>	<input type="text"/> ? <input type="text"/> ?	<input type="text"/> <input type="text"/> ?	<input type="text"/> ?	N/A

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(Exp. Date: XX/XX/XXXX)

# Fee Exemption Program for Low Risk Importations and Exportations

*\* Red label fields are required*

**You must certify that you will exclusively import and export wildlife shipments that meet all the following criteria and renew this certification annually:**

(A)\* Each shipment does not contain live wildlife.

(B)\* Each shipment does not contain wildlife that requires a permit or certificate under 50 CFR parts 15 (Wild Bird Conservation Act), 17 (Endangered Species Act), 18 (Marine Mammal Protection Act), 20 (Migratory Bird Treaty Act), 21 (Migratory Bird Treaty Act), 22 (Bald and Golden Eagle Protection Act), or 23 (CITES) or is listed under 50 CFR part 16 (Injurious).

(C)\* Each shipment contains 25 or fewer wildlife parts and products containing wildlife.

(D)\* Each wildlife shipment is valued at \$5,000 or less.

Last Updated: January 22, 2008

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