



Federal Fish and Wildlife Permit Application Form

Return to: U.S. Fish and Wildlife Service (USFWS)  
<Service Division title here> or <return address list attached>

Type of Activity: **Renewal of a Migratory Bird  
or Eagle Permit**

<Service Division address line 1>  
<Service Division address line 2>  
<Service Division contact phone>

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, 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 [Fee varies. See attached fee schedule.] Federal, Tribal, State, and local government agencies, and those acting on behalf of such agencies, are exempt from the processing fee – attach documentation of fee exempt status as outlined in instructions. (50 CFR 13.11(d))
2.	Do you currently have or have you ever had any Federal Fish and Wildlife permits? Yes <input type="checkbox"/> If yes, list the number of the most current permit you have held or that you are applying to renew/re-issue: _____ No <input type="checkbox"/>
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 and the other applicable parts in subchapter B of Chapter I of Title 50, 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.
_____ Signature (in blue ink) of applicant/person responsible for permit (No photocopied or stamped signatures)      Date of signature (mm/dd/yyyy)	

Please continue to next page

SECTION E. Renewal of a Migratory Bird or Eagle Permit  
(Migratory Bird Treaty Act, 50 CFR 21; Bald and Golden Eagle Protection Act, 50 CFR 22)

**Note:** You may use this form to request renewal of a Federal migratory bird or eagle permit that is due to expire and is not a depredation permit or eagle/eagle nest take permit by signing the renewal statement below. (To renew a depredation or eagle/eagle nest take permit, use forms 3-200-13, 3-200-18, 3-200-71, or 3-200-72 respectively and refer to your permit number.) You do not need to complete the front of this form (page 1) as long as your renewal request is received by our office before your permit expires. If we receive your request for renewal at least 30 days prior to the expiration of your permit, you may continue the activities currently authorized by the permit until the Service has acted on your renewal request (50 CFR 13.22).

*If you wish to amend the authorization on your permit or update information submitted with your original application, in addition to renewing your permit, please specify the changes at the bottom of this form. (If there is a change in any of your personal information at any time (i.e., changes in your name or business name, address, telephone number, etc.), you are required to notify your permit office in writing within 10 calendar days of such a change (50 CFR 13.23).)*

*Regulations at 50 CFR part 13 (General Permit Regulations) and 50 CFR parts 21 or 22 are the Federal regulations governing the activities authorized by your permit. You are responsible for understanding and complying with these regulations, which were provided with your initial permit application. If you no longer have these regulations, you can let us know and we will provide additional copies or you can access them at <http://www.fws.gov/permits/ltr/ltr.html>.*

**Instructions: Submit the following to our office: (1) this form, signed, (2) any new information, (3) your application processing fee (if applicable), and (4) a copy of your current State permit.**

I request renewal of my Federal migratory bird (or eagle) permit.

Permittee: \_\_\_\_\_

My current permit number is MB-\_\_\_\_\_ for \_\_\_\_\_  
(type of permit)

(Complete address/phone only if you do not complete page 1)

Street/P.O.: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone number: (\_\_\_\_\_) \_\_\_\_\_

Alternate telephone number: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

I certify that the information submitted in support of my original application for the permit indicated above is still current and correct except as changed previously and as indicated below, and I hereby request renewal of that permit. I understand that any false statement may subject me to criminal penalties of 18 U.S.C. 1001.

Permittee's signature (in blue ink): \_\_\_\_\_ Date: \_\_\_\_\_  
(No photocopied or stamped signatures)

Provide a description of changes (i.e., change in principal officer, subpermittees, species or quantity, project, activity or location of activity, holding facilities, location of facilities, etc.) Attach a separate sheet if necessary. If changes involve a change in location of activities and/or new facilities, you need to attach a description and photographs or diagrams of the new facilities.

Is your Annual Report attached?  Yes  No  Not Applicable

## Migratory Bird & Eagle Permit Application Processing Fee Table (50 CFR 13.11(d))<sup>1</sup>

*The fee to process a renewal is the same as the fee to process a new permit.*

Permit Type	Application #	Fee <sup>2</sup>	Amendment Fee <sup>2, 3</sup>
Import / Export	3-200-6	\$75	\$0
Scientific Collecting	3-200-7	\$100	\$50
Taxidermy	3-200-8	\$100	\$0
Waterfowl Sale/Disposal	3-200-9	\$75	\$0
Special Purpose-Salvage	3-200-10a	\$75	\$0
Rehabilitation	3-200-10b	\$50	\$0
Special Purpose-Education (Live)	3-200-10c	\$75	\$0
Special Purpose-Education (Dead)	3-200-10d	\$75	\$0
Special Purpose-Game Bird Propagation	3-200-10e	\$75	\$0
Special Purpose-Miscellaneous	3-200-10f	\$100	\$0
Special Purpose-Miscellaneous-Abatement Activities Using Raptors	3-200-79	\$100	\$0
Special Purpose – Utility	2-202-81	\$100	\$0
Raptor Propagation	3-200-12	\$100	\$0
Depredation – Regular	3-200-13	\$100	\$50
Depredation – Homeowner	3-200-13	\$50	\$0
Special Canada Goose	3-200-67	no fee	no fee
Eagle Exhibition	3-200-14	\$75	\$0
Eagle-Indian Religious	3-200-15	no fee	no fee
Eagle Depredation	3-200-16	\$100	\$50
Golden Eagle Nest Take for Resource Development or Recovery	3-200-18	\$100	\$50
Eagle Take for Indian Religious Purposes	3-200-77	no fee	no fee
Live Eagle Possession for Indian Religious Purposes	3-200-78	no fee	no fee
Eagle Transport into and out of the U.S.	3-200-82	\$75	\$0

<sup>1</sup> These fees are effective May 11, 2005. The processing fee final rulemaking may be viewed at <http://www.fws.gov/policy/library/2005/05-7127.pdf>

<sup>2</sup> Federal, Tribal, state, and local government agencies, and individuals and institutions acting on behalf of such agencies, are exempt from the processing fee. Documentation of fee exempt status is not required for Federal, State, Tribal or local government agencies but must be supplied by those applicants acting on behalf of such agencies. 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.

<sup>3</sup> A processing fee is required for substantive amendments of certain permit types. A substantive amendment is one which pertains to the purpose and conditions of the permit and is not purely administrative. Administrative changes, such as updating name and address information, do not require a fee.

(9/2010)

## PERMIT APPLICATION FORM INSTRUCTIONS

The following instructions pertain to an application for a U.S. Fish and Wildlife Service or CITES permit. The General Permit Procedures in 50 CFR 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, and 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 CFR 13.11)**
- Applications are processed in the order they are received.
- Additional forms and instructions are available from <http://permits.fws.gov/>.

### 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, 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:

#### Section D.1 Application processing fee:

- An application processing fee is required at the time of application; unless exempted under 50 CFR 13.11(d)(3). The application processing fee is assessed to partially cover the cost of processing a request. **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 prior to any significant processing occurring.
- **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.

#### Section D.2 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.

#### Section D.3 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.

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.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 an 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 a Renewal of a Migratory Bird or Eagle Permit application is 1 hour and 30 minutes for recordkeeping. 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 2.26 – 2.33].



## U.S. Fish & Wildlife Service

# Migratory Bird Regional Permit Offices

FWS REGION	AREA OF RESPONSIBILITY	MAILING ADDRESS	CONTACT INFORMATION
Region 1	Hawaii, Idaho, Oregon, Washington	911 N.E. 11th Avenue Portland, OR 97232-4181	Tel. (503) 872-2715 Fax (503) 231-2019 Email <a href="mailto:permitsR1MB@fws.gov">permitsR1MB@fws.gov</a>
Region 2	Arizona, New Mexico, Oklahoma, Texas	P.O. Box 709 Albuquerque, NM 87103	Tel. (505) 248-7882 Fax (505) 248-7885 Email <a href="mailto:permitsR2MB@fws.gov">permitsR2MB@fws.gov</a>
Region 3	Iowa, Illinois, Indiana, Minnesota, Missouri, Michigan, Ohio, Wisconsin	5600 American Blvd. West Suite 990 Bloomington, MN 55437-1458 (Effective 5/31/2011)	Tel. (612) 713-5436 Fax (612) 713-5393 Email <a href="mailto:permitsR3MB@fws.gov">permitsR3MB@fws.gov</a>
Region 4	Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virgin Islands, Puerto Rico	P.O. Box 49208 Atlanta, GA 30359	Tel. (404) 679-7070 Fax (404) 679-4180 Email <a href="mailto:permitsR4MB@fws.gov">permitsR4MB@fws.gov</a>
Region 5	Connecticut, District of Columbia, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Virginia, Vermont, West Virginia	P.O. Box 779 Hadley, MA 01035-0779	Tel. (413) 253-8643 Fax (413) 253-8424 Email <a href="mailto:permitsR5MB@fws.gov">permitsR5MB@fws.gov</a>
Region 6	Colorado, Kansas, Montana, North Dakota, Nebraska, South Dakota, Utah, Wyoming	P.O. Box 25486 DFC(60154) Denver, CO 80225-0486	Tel. (303) 236-8171 Fax (303) 236-8017 Email <a href="mailto:permitsR6MB@fws.gov">permitsR6MB@fws.gov</a>
Region 7	Alaska	1011 E. Tudor Road (MS-201) Anchorage, AK 99503	Tel. (907) 786-3693 Fax (907) 786-3641 Email <a href="mailto:permitsR7MB@fws.gov">permitsR7MB@fws.gov</a>
Region 8	California, Nevada	2800 Cottage Way Room W-2606 Sacramento, CA 95825	Tel. (916) 978-6183 Fax (916) 414-6486 Email <a href="mailto:permitsR8MB@fws.gov">permitsR8MB@fws.gov</a>