



## INSTRUCTIONS

This Acquisition and Transfer Request Form is for the use of holders of Federal Migratory Bird Special Purpose Possession Live (Education), Eagle Exhibition (Live), Rehabilitation, and Native American Eagle Aviary permits, in requesting authorization to acquire live migratory birds from other permittees, or to transfer live migratory birds to possession permittees. (Contact your permit office if your Transfer From/To scenario is not listed below.) This form must be completed and submitted to your Regional Migratory Bird Permit Office, and **it must be approved by the appropriate permit office prior to you receiving or transferring a bird.** Allow at least 30 days from the date the approving permit office receives a complete request.

If this request necessitates amendment of your permit, the completed form will serve as your amendment request. The authorizing Service official will approve or deny the transaction at the bottom of the form and provide a copy to you for your records. If your request is approved, you may take possession or transfer the bird once you receive your copy. (You may also require authorization from your State.) If your request is denied, you may not conduct the requested activity (see 50 CFR 13.29 for reconsideration procedures).

### 1. Who completes and signs the Acquisition and Transfer Request form, and where do they submit it?

| For a Transfer From       | To                                  | the 3-202-12 is submitted by | to                             | and must include (attachments)                                      | Comment  |
|---------------------------|-------------------------------------|------------------------------|--------------------------------|---|--|
| Rehabilitation permit     | Rehabilitation permit               | No transfer form required    | NA                             | NA  | Include in annual report   |
| Rehabilitation permit     | Education/Eagle Exhibition permit   | Educator/Eagle Exhibitor     | Educator's permit office       | Veterinarian statement, caging, experience & education information. | Rehabilitator sends veterinarian statement to Education/Eagle Exhibition permittee to submit with their package to their permit office                 |
| Rehabilitation permit     | Native American Eagle Aviary permit | Eagle Aviary                 | Eagle Aviary's permit office   | Veterinarian statement  | Native American Eagle aviaries have priority for nonreleasable eagle acquisition.  |
| Rehabilitation permit     | Exempt Institution                  | Rehabilitator                | Rehabilitator's permit office  | Veterinarian statement & caging information                         | Exempt institution sends caging information to Rehabilitator to submit with their package. No institution is exempt from permit requirement for eagles |
| Rehabilitation permit     | Falconry permit                     | Rehabilitator                | Rehabilitator's permit office  | Copy of State Falconry permit                                       | Falconry permittee must complete electronic 3-186A   |
| Education permit          | Education permit                    | Both permittees              | Their respective permit office | Veterinarian statement, caging, experience & education information. | Sending educator sends vet statement to Receiving educator to submit with their package to their permit office   |
| Raptor propagation permit | Education permit                    | Educator                     | Educator's permit office       | Caging, experience & education information                          | Propagator must submit a completed 3-186A.   |
| Exempt Institution        | Permitted facility                  | NA                           | NA                             | NA  | Transfer of birds from exempt to permitted facilities is prohibited  |

### 2. ATTACHMENTS

This information is required by your permitting office before your permit can be amended to authorize your acquisition and possession of this bird.

- a. Veterinarian's statement -- Must be on letterhead and signed by the veterinarian. Must fully describe the injury, illness or other medical or behavioral condition of the bird, and why it renders the bird non-releasable to the wild. The Service may require an independent evaluation prior to approving transfers of nonreleasable birds.
- b. Enclosure information -- If you are acquiring a bird, you must attach recent photographs and a diagram (including length, width, height) of your permanent enclosure for the bird. Include a description of interior and exterior construction materials, such as flooring and netting. State whether this is a previously existing enclosure or a new enclosure.
- c. Experience Information -- If you are acquiring a bird that is a new species for you (i.e., your permit does not already authorize possession of individuals of this species), describe your experience handling this species.
- d. Educational program -- If you are acquiring a bird that is a new species for you (i.e., your permit does not already authorize possession of individuals of this species), provide a brief outline of the educational program you will deliver regarding this species.

3. The **permittee/principal officer** must sign (in blue ink) and date the form.

4. Mail the completed form and any required attachments to the appropriate Regional Migratory Bird Permit Office indicated in the table above.

**FEDERAL FISH AND WILDLIFE PERMIT REPORT**  
**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: [www.ecfr.gov](http://www.ecfr.gov) and <https://www.fws.gov/birds/policies-and-regulations/permits/permit-policies-and-regulations.php>)
  - a. Bald and Golden Eagle Protection Act (16 U.S.C. 668), 50 CFR 22;
  - b. Migratory Bird Treaty Act (16 U.S.C. 703-712), 50 CFR 21;
  - c. General Provisions, 50 CFR 10;
  - d. General Permit Procedures, 50 CFR 13; and
  - e. Wildlife Provisions (Import/export/transport), 50 CFR 14.
2. Information requested in this form is purely voluntary. However, submission of requested information is a condition of your permit under the above laws. Failure to provide all requested information may be sufficient cause for the U.S. Fish and Wildlife Service to revoke your permit. Response is not required unless a currently valid Office of Management and Budget (OMB) control number is displayed on form.
3. 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 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.
  - c. 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.
  - d. 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.
  - e. 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.
  - f. Routine disclosure to a congressional office in response to an inquiry to the office by the individual to whom the record pertains.
  - g. Routine disclosure to the Government Accountability Office or Congress when the information is required for the evaluation of the permit programs.
  - h. 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.
4. 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.
5. The public reporting burden for information collection varies depending on the type of permit held. The relevant burden estimate for a Migratory Bird and Eagle Acquisition and Transfer Request is 1.5 hours. This includes 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, 5275 Leesburg Pike, MS: BPHC, Falls Church, VA 22041-3803.

**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<br>Portland, OR 97232-4181                     | Tel. (503) 872-2715<br>Email <a href="mailto:permitsR1MB@fws.gov">permitsR1MB@fws.gov</a> |
| Region 2   | Arizona, New Mexico, Oklahoma, Texas   | P.O. Box 709<br>Albuquerque, NM 87103                               | Tel. (505) 248-7882<br>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<br>Suite 990<br>Bloomington, MN 55437-1458 | Tel. (612) 713-5436<br>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                                  | 1875 Century Blvd., NE<br>Atlanta, GA 30345                         | Tel. (404) 679-7070<br>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 | 300 Westgate Center Drive<br>Hadley, MA 01035-0779                  | Tel. (413) 253-8643<br>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<br>DFC(60154)<br>Denver, CO 80225-0486               | Tel. (303) 236-8171<br>Email <a href="mailto:permitsR6MB@fws.gov">permitsR6MB@fws.gov</a> |
| Region 7   | Alaska   | 1011 E. Tudor Road<br>(MS-201)<br>Anchorage, AK 99503               | Tel. (907) 786-3693<br>Email <a href="mailto:permitsR7MB@fws.gov">permitsR7MB@fws.gov</a> |
| Region 8   | California, Nevada   | 2800 Cottage Way<br>Room W-2606<br>Sacramento, CA 95825             | Tel. (916) 978-6183<br>Email <a href="mailto:permitsR8MB@fws.gov">permitsR8MB@fws.gov</a> |