



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

OMB Control No. 1018-0093
Expires ##/##/####

Federal Fish and Wildlife Permit Application Form

Return to: U.S. Fish and Wildlife Service
Division of Management Authority (DMA)
Branch of Permits, MS: IA
5275 Leesburg Pike
Falls Church, VA 22041-3803
1-800-358-2104 or 703-358-2104

Type of Activity:
Export/Re-export/Re-import of Traveling Exhibitions (and Reissuance) (CITES/ESA)

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. Telephone number	3.a. Alternate telephone number	4. 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 listed on page 2 – 3, nonrefundable processing fees. 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.	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 of applicant/Principal Officer for permit (No photocopied or stamped signatures) _____ Date of signature (mm/dd/yyyy) _____	

Please continue to next page

E. EXPORT/RE-EXPORT/REIMPORT OF CIRCUSES, TRAVELING ANIMAL EXHIBITIONS, OR MUSEUM EXHIBITIONS (AND REISSUANCE) (CITES/ESA)

PURPOSE

This application covers a wide range of CITES and/or ESA-listed animals, whether live or dead. To determine whether the species is regulated under CITES, when the species was listed, and whether exemptions apply to your requested activity and would then not require a CITES permit, see www.speciesplus.net. To determine whether the species is regulated under the ESA, when the species was listed, and whether exemptions apply to your requested activity and would not need ESA authorization, see <https://ecos.fws.gov/ecp0/pub/SpeciesReport.do?lead=10&listingType=L>. A **Traveling Exhibition Certificate (Resolution Conf. 12.3(Rev. CoP13))** applies only to an animal or non-living specimens that qualify as **pre-Convention**¹ or **Bred in Captivity**² as defined in Resolution Conf. 10.16 (Rev.). A CITES certificate may be issued up to 3 years for a single animal or a group of (non-living) specimens. For animals or non-living specimens that do not qualify for a Traveling Exhibition Certificate, a **Master File** can be established that is valid for up to three years for one or more animals or specimens. A Master File would authorize a number of (re-)exports and/or imports over a three-year period, but you would still be required to obtain CITES re-export documents for the re-exporting country before returning to the United States. Once a Master File is approved, you must obtain single-use permits, valid for 6 months or until the expiration of the Master File, whichever is sooner, for each export/re-export or import (50 CFR 13.11).

Use this application form for exports/re-exports and re-import for:

Temporary travel (export and re-import) to exhibit animals, museum exhibitions, or other traveling exhibitions where specimens do not change ownership (*e.g.*, not being bought or sold while outside the United States).

This form should NOT be used for:

- Transferring ownership or offer specimens for sale outside the United States, submit form 3-200-23 (pre-Convention specimens) or 3-200-37 (ESA/CITES specimens)
- Traveling with musical instruments, submit form 3-200-88 (Musical Instrument Certificate)
- Activities involving live marine mammals, use form 3-200-53 (Export /Re-Export of Live Captive Held Marine Mammals (CITES))

All applications can be found at <http://www.fws.gov/international/permits/by-form-number/index.html>.

If you are applying on behalf of a client, provide documentation such as a Power of Attorney authorizing you to act on behalf of the client.

PERMIT TYPES AND PROCESSING FEES

Please review the complete application before beginning.

Single-use Permit: A single-use permit is valid for six months from the date of issuance. For re-issuance or amendment of a single-use permit, the original permit must be returned with this completed application form. You may apply for a single-use permit for multiple animals or non-living specimens that is valid for a single export or re-export. If you are making a single import, please use form 3-200-37.

\$100 for export: A one-time export of CITES-listed animals or non-living specimens.

\$100 for re-export: A one-time export of animals or non-living specimens that were previously imported under a CITES permit.

\$75 for pre-Convention specimens: A one-time export of animals or non-living specimens that were obtained before the species was listed under CITES. NOTE: No CITES import permit is required for an Appendix-I specimen that qualifies as pre-Convention.

¹ Specimen was acquired (removed from the wild or held in captivity or a controlled environment) before the date CITES applied to it. The listing date can be found <http://www.cites.org>. CFR 23.45 b1

² Specimen was born/hatched from parents mated in captivity in the United States with reliable documentation to that effect. See Appendix I.

Master File: This application form allows you set up a Master File, valid for up to 3 years and is renewable, for exports or re-exports of one or more animals or non-living specimens. Once the Master File is approved, it authorizes a number of (re-)exports and/or imports over a three-year period, but you would still be required to obtain CITES re-export documents for the re-exporting country before returning to the United States. You must also obtain partially completed permits, valid for 6 months, for each export/re-export or import (50 CFR 13.11).

\$200 to establish a new Master File

\$100 to amend an established Master File: Allows you to amend a currently valid Master File. **You must complete the relevant sections within the application (3-200-52 may not be used to amend or renew this Master File)**, providing information on any changes to the quantity, your facility, operations, or species for the animals or non-living specimens that you wish to export.

\$100 to reissue, or amend and reissue an established Master File: Allows you to renew your Master File that has or will soon expire. **You must complete relevant sections within the application (3-200-52 may not be used to amend or reissue this Master File)**, including providing information on any changes to the quantity, your facility, operations, or species for the animals or non-living specimens that you wish to export.

AND

\$5 each for required partially completed permits to accompany each shipment under a Master File: Once the Master File is approved, you must also obtain partially-completed permits to accompany each export (50 CFR 13.11). The partially-completed permits will be valid for six months and can be requested using this form when establishing or renewing a Master File. For future shipments, additional permits may be requested using FWS Form 3-200-74 [<https://www.fws.gov/forms/3-200-74.pdf>].

GENERAL INFORMATION

Review this application carefully and provide complete answers to all of the questions in the sections relevant to the activity for which you are requesting authorization. If you are applying for multiple species, be sure to indicate which species you are addressing in each response. If a question is not applicable, answer with "N/A". **If more space is needed, attach a separate sheet with your responses numbered according to the questions.**

To accommodate the different purposes of this application, please complete the sections that are applicable to your request as laid out below:

Part I. All applicants must complete (pgs. 4-5).

Part II. Live Animals (pgs. 5-6).

Part III. Non-living Specimens (pgs. 6-7).

Electronic submission of inventories, photographs, and receipts: Some applications contain extensive inventories and /or a large number of photographs or receipts. You may provide electronic versions of the documents. Such a submission will assist in expediting the processing of your application since it may reduce data entry by the U.S. Fish and Wildlife Service. If you wish to provide information electronically, please either include a disk containing your information or, once you have received an application number via the e-mailed

acknowledgement letter, e-mail your information to Permits@fws.gov. Be sure to include the application number provided in the acknowledgement e-mail that will be sent to you when we receive your application.

_____ I will be submitting documents electronically.

PART 1.

ALL APPLICANTS MUST COMPLETE

1. Name and address where you wish the permit to be mailed, **if different from page 1**. If you would like expedited shipping, please enclose a self-addressed, pre-paid, computer-generated, courier service airway bill. If unspecified, all documents will be mailed via regular mail through the U.S. Postal Service.
2. Whom should we contact if we have questions about the application (name, phone number, and e-mail)?
3. Have you or any of the owners of the business (if applying as a business, corporation, or institution), been assessed a civil penalty or convicted of any criminal provision of any statute or regulation relating to the activity for which the application is filed; been convicted, or entered 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; forfeited collateral; OR are currently under charges for any violation of the laws mentioned above?

No Yes

If you answered "Yes" to Question 3, 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. Please be aware that a "Yes" response does not automatically disqualify you from getting a permit.

4. Activity for which you are applying:

_____ Request a CITES/ESA pre-Convention/Bred-in-Captivity Traveling Exhibition Certificate (\$100)
_____ Request for a Traveling Exhibition permit (\$75)
_____ Request for a single-use permit (\$75)
_____ Establish a new Master File (\$200)
_____ Amend an existing Master File; PRT # _____ (\$100)
_____ Renew an expired/soon to be expired Master File; PRT # _____ (\$100)
_____ Amend and Renew an expired or soon to be expired Master File; PRT# _____ (\$100)

How many partially completed permits do you anticipate using in the next six months if Master File is approved?

_____.

5. If requesting a **single-use permit**, provide the name and address of foreign recipient (if shipping to yourself, include your foreign address):

Name:

Business Name:

Address:

Address:

City:

State/Province:

Country, Postal Code:

6. If requesting renewal, amendment, or establishment of a **Master File**, please be aware that partially completed permits must be issued off of the Master File in order to ship the requested specimen(s). Considering that partially completed permits are only valid for a 6-month period, please specify the number you are requesting at this time: _____ (Provide an additional \$5 per requested permit).

PART II
LIVE ANIMALS

7. For EACH animal, provide the following. If your application covers more than one animal, be sure to answer questions 8 through 16 for each animal being addressed in the application.

Live animals

Scientific name (genus, species, and if applicable, subspecies) and Common name	Gender, if known	Date of Birth (MM/DD/YYYY)	Source (Wild or Born in captivity)	Country of last re-export	Description (e.g., I.D. #, band #, tattoo #, tag #, size, microchip #, house name). If microchip #, provide manufacturer and location of microchip ³ . (Border officials must be able to verify that the permit and the animal correspond.)

BORN IN CAPTIVITY

8. If you are the breeder, provide a statement that the animal was bred and born/hatched at your facility. This statement must include:
- i. Birth/hatch date, and if applicable band/tag number, and sex of each specimen;
 - ii. Name and address of your facility where the animal was bred and born;
 - iii. Location of parental stock; and
 - iv. Your signature and date.
9. If you are NOT the breeder, provide copies of documentation showing that you acquired the animal from the breeder or documentation demonstrating the history of transactions (chain of ownership of each animal) and a signed statement from the breeder or breeder's record that includes:
- i. That the animal was bred and born/hatched at his/her facility;
 - ii. Birth/hatch date, and, if applicable, band/tag number, or other identifiers;
 - iii. Sex of each specimen;
 - iv. Location (Name, Street address, City, State) of Parental Stock;
 - v. Complete name and address of the breeder's facility.

COLLECTED FROM THE WILD

10. If the animal was collected from the wild, provide the following:
- i. Location of where, when, and by whom (name and address) the specimen was removed from the wild;
 - ii. Purpose of removal;
 - iii. Copy of any permits or other documents from the State or local wildlife authorities approving the activities;
 - iv. Documentation showing that the specimens were legally acquired by the applicant; and
 - v. Copies of any applicable State permits or licenses that are required to house, maintain, and breed these specimens (contact your State for information).
11. If this animal qualifies as **pre-Convention**, provide documents, signed statements or other evidence that the wildlife was born or removed from the wild prior to the date CITES applied to it (e.g., bill of sale, ISIS record, breeder's record).
12. For animals protected by the U.S. Endangered Species Act (ESA):

³ The exporter may be asked to have a microchip reader on hand to read the microchip at the time of export.

Is the animal **pre-Act** (acquired or held in a controlled environment on or before (a) December 28, 1973 or the date when the species was listed, and (b) has not entered into commerce (e.g., been bought, sold, or offered for sale by you or anyone else) since December 28, 1973, or the date when listed)?

- a. ___ If **yes**, provide evidence that meets the above criteria.
- b. ___ If **no**, you must be able to show that your proposed activity would meet the issuance criteria under ESA. For endangered species, permits can be issued for activities that enhance the survival or propagation of the species or scientific research. For threatened species, permits can be issued for the above reasons, as well as education, zoological display, or other purposes that would meet the purpose of the Endangered Species Act.

Provide a statement, and documentation to support the statement, on how the activities will **enhance or benefit the wild population** (in-situ and ex-situ projects). While permits cannot be issued solely for educational or display purposes for endangered species, if your activities include conservation education, provide copies of educational materials (e.g., handouts, text of signage or public presentations). If you are submitting more than one application at this time for a group of animals, you can complete this section on one application and refer any subsequent application to this statement. If you need more explanation on this question, please contact the Division of Management Authority.

13. If your activity includes public presentations, please provide the following:

- i. In what type of presentation are you proposing to use the specimen (e.g., live performance, movie, TV)?
- ii. Provide a copy of the actual script or material that will be presented to the audience at each performance, show, or viewing of the specimen(s). This material must be original in nature (e.g., photocopies from a reference book are not appropriate) and must be the actual material that will be presented each time the animal is viewed by the target audience.
- iii. Will fact sheets, brochures, or posters be used? Is the written material available free-of-charge?
- iv. When will the material be presented? If the material will be presented orally, when will this presentation be given? What activities will be occurring at the same time the presentation of the message is being provided and could the activity diminish the effectiveness of the presentation? If the material will be presented in a written form, will an oral announcement be made regarding the availability of this material? If the material is in poster form, will the posters be placed so that the material will be accessible by the public?
- v. When exhibiting in countries where English is not the primary language, explain how the conservation education information will be presented to the non-English speaking audience.

14. Is the animal a non-human primate? If so, provide a copy of your current Centers for Disease Control (CDC) registration.

15. For live exhibitions, provide the following on your facilities:

- a. Provide address of the permanent facility where the animal(s) is/are maintained.
 - i. Name of Facility
 - ii. Address
 - iii. City, State, Zip code
- b. A detailed description, including size, construction materials, protection from the elements, and photographs or detailed diagrams clearly depicting the **permanent** facilities;
- c. Provide the same as above for transportation units used while traveling within the United States and abroad. The transport conditions must comply with 50 CFR Part 13, the CITES Guidelines for Transport of Live Animals, as well as the Animal Welfare Act and, in the case of air transport, with the **International Air Transport Association (IATA)** (www.iata.org/cargo/live.htm) live animal regulations. Your description must include:
 - i. The type, size, and construction of any shipping container; and
 - ii. The arrangements for watering or otherwise caring for the wildlife during transport.

- iii. Description of the qualifications of the individuals to train and care for the animal, including the number of years' experience with this species or similar species, and names of current caretakers.
16. For live exhibitions, provide a list all mortalities of ESA listed species which occurred at your facility during the past five years, and explain the cause of the mortalities and measures taken to prevent future mortalities if appropriate.
 17. Provide copies of any applicable permits, licenses and registrations (State Fish and Game, U.S. Department of Agriculture Animal Welfare Act (AWA), Center for Disease Control and Prevention).

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).

PART III NON-LIVING SPECIMENS

18. For EACH non-living specimen, provide the following. If your application covers more than one specimen, be sure to answer questions 19 through 20 for each specimen being addressed in the application.

Scientific name (genus, species, and if applicable, subspecies) and Common name	Date of Manufacture	Description of item (published description from a catalog or art book)	Size (in metrics)	Date of acquisition (e.g. bill of sale, US Customs import declaration, transfer document)

BORN IN CAPTIVITY

19. If you are the breeder of the animal from which the specimen was obtained, provide a statement that the animal was bred and born/hatched at your facility. This statement must include:
 - i. Birth/hatch date, and if applicable band/tag number, and sex of each specimen;
 - ii. Name and address of your facility where the animal was bred and born;
 - iii. Location of parental stock; and
 - iv. Your signature and date.
20. If you are NOT the breeder of the animal from which the specimen was obtained, provide copies of documentation showing that you acquired the animal from the breeder or documentation demonstrating the history of transactions (chain of ownership of each animal) and a signed statement from the breeder or breeder's record that includes:
 - i. That the animal was bred and born/hatched at his/her facility;
 - ii. Birth/hatch date, and, if applicable, band/tag number, or other identifiers;
 - iii. Sex of each specimen;
 - iv. Location (Name, Street address, City, State) of Parental Stock;
 - v. Complete name and address of the breeder's facility.

COLLECTED FROM THE WILD

21. If the specimen was collected from the wild, provide the following:

- i. Location of where, when, and by whom (name and address) the specimen was removed from the wild;
- ii. Purpose of removal;
- iii. Copy of any permits or other documents from the State or local wildlife authorities approving the activities;
- iv. Documentation showing that the specimens were legally acquired by the applicant; and
- v. Copies of any applicable State permits or licenses that are required to house, maintain, and breed these specimens (contact your State for information).

22. If this specimen qualifies as **pre-Convention**, provide documents, signed statements or other evidence that the wildlife was born or removed from the wild prior to the date CITES applied to it (*e.g.*, bill of sale, ISIS record, breeder's record).

23. For specimens protected by the U.S. Endangered Species Act (ESA):

Is the specimen **pre-Act** (acquired or held in a controlled environment on or before (a) December 28, 1973 or the date when the species was listed, and (b) has not entered into commerce (*e.g.*, been bought, sold, or offered for sale by you or anyone else) since December 28, 1973, or the date when listed)?

a. ___ If **yes**, provide evidence that meets the above criteria.

b. ___ If **no**, you must be able to show that your proposed activity would meet the issuance criteria under ESA. For endangered species, permits can be issued for activities that enhance the survival or propagation of the species or scientific research. For threatened species, permits can be issued for the above reasons, as well as education, zoological display, or other purposes that would meet the purpose of the Endangered Species Act.

Provide a statement, and documentation to support the statement, on how the activities will **enhance or benefit the wild population** (in-situ and ex-situ projects). While permits cannot be issued solely for educational or display purposes for endangered species, if your activities include conservation education, provide copies of educational materials (*e.g.*, handouts, text of signage or public presentations). If you are submitting more than one application at this time for a group of animals, you can complete this section on one application and refer any subsequent application to this statement. If you need more explanation on this question, please contact the Division of Management Authority.

24. If your activity includes public presentations, please provide the following:

- i. In what type of presentation are you proposing to use the specimen (*e.g.*, live performance, movie, TV)?
- ii. Provide a copy of the actual script or material that will be presented to the audience at each performance, show, or viewing of the specimen(s). This material must be original in nature (*e.g.*, photocopies from a reference book are not appropriate) and must be the actual material that will be presented each time the animal is viewed by the target audience.

25. Will fact sheets, brochures, or posters be used? Is the written material available free-of-charge?

26. When will the material be presented? If the material will be presented orally, when will this presentation be given? What activities will be occurring at the same time the presentation of the message is being provided and could the activity diminish the effectiveness of the presentation? If the material will be presented in a written form, will an oral announcement be made regarding the availability of this material? If the material is in poster form, will the posters be placed so that the material will be accessible by the public?

27. When exhibiting in countries where English is not the primary language, explain how the conservation education information will be presented to the non-English speaking audience.

28. Current location of specimen(s):

APPENDIX I
FOR THE PURPOSE OF EXPORT FROM THE UNITED STATES
SPECIES THAT QUALIFY AS CAPTIVE-BRED
IN ACCORDANCE WITH CONF. 10.16

MAMMALS

Order Primates

Callithrix jacchus - Common marmoset [App. II]
Cercocebus agilis - Agile mangabey [App. II]
Lophocebus spp. - Mangabeys [App. II]
Erythrocebus patas - Patas monkey [App. II]
Macaca fascicularis - Crab-eating macaque [App. II]
Macaca mulatta - Rhesus monkey [App. II]

Order Carnivora

Canis lupus (Alaskan population) - Gray wolf [App. II]
Caracal (=Felis) caracal - Caracal [excluding Asian population]
Leptailurus (=Felis) serval - Serval [App. II]
Panthera leo - Lion [excluding Asian population]

Order Artiodactyla

Antelope cervicarpa - Blackbuck [App. III]
Hexaprotodon liberiensis - Pygmy hippopotamus [App. II]
Hippopotamus amphibius - Hippopotamus [App. II]
Lama guanicoe - Guanaco [App. II]

BIRDS

Order Anseriformes

Cygnus melanocoryphus - Black-necked swan [App. II]

Order Falconiformes

Buteo buteo - European buzzard [App. II]

Order Galliformes

Argusianus argus - Great argus pheasant [App. II]
Gallus sonneratii - Sonnerat's junglefowl, Gray junglefowl [App. II]
Polyplectron bicalcaratum - Gray peacock pheasant [App. II]
Polyplectron germaini - Germain's peacock pheasant [App. II]
Polyplectron malacense - Malaysian peacock pheasant [App. II]

Order Psittaciformes

Aratinga jandaya - Jendaya parakeet [App. II]
Barnardius zonarius barnardi - Malice ringneck parrot [App. II]
Bolborhynchus lineola - Lineolated parakeet [App. II]
Cyanoramphus auriceps - Yellow-fronted parakeet [App. II] (excluding C. a. forbesi)
Forpus coelestis - Pacific parrolet [App. II]
Neophema chrysostoma - Blue-winged parrot [App. II]
Neophema elegans - Elegant parrot [App. II]
Platycercus adscitus - Pale-headed rosella [App. II]
Platycercus elegans - Crimson rosella [App. II]
Platycercus eximius - Eastern rosella [App. II]

Platycercus icterotis - Western (Stanley) rosella [App. II]
Platycercus venustus - Northern rosella [App. II]
Polytelis alexandrae - Princess parrot [App. II]
Polytelis anthopeplus - Regent parrot [App. II]
Polytelis swainsonii - Superb parrot [App. II]
Psephotus haematonotus - Red-rumped parakeet [App. II]
Psephotus varius - Mulga parakeet [App. II]
Psittacula eupatria - Alexandrine parakeet [App. II]
Purpureicephalus spurius - Red-capped parrot [App. II]
Trichoglossus chlorolepidotus - Scaly-breasted lorikeet [App. II]

Order Passeriformes

Poephila cincta cincta - Parson finch [App. II]

REPTILES

Order Squamata

Antaresia childreni - Children's python [App. II]
Antaresia maculosa - Spotted python [App. II]
Antaresia perthensis - Pygmy python [App. II]
Boa constrictor - Boa constrictor [App. II] (includes B. c. constrictor, B. c. imperator, B. c. melanogaster, B. c. mexicana, and B. c. ortonii)
Eryx johnii - Blunt-tailed sand boa [App. II]
Eunectes murinus - Green anaconda [App. II]
Morelia spilota variegata - Carpet python [App. II]
Python curtus - Sumatran short-tailed python [App. II]
Python reticulatus - Reticulated python [App. II]
Python molurus bivittatus - Burmese python [App. II]
Python regius - Ball or royal python [App. II]
Python sebae - African rock python [App. II]
Python natalensis - Southern African rock python [App. II]

AMPHIBIANS

Order Caudata

Ambystoma mexicanum - Axolotl [App. II]

APPLICATION FORM INSTRUCTIONS

The following instructions pertain to an U.S. Fish and Wildlife Service (FWS) permit applications. 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 relevant 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. 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, however, some applications may take longer than 90 days to process (50 CFR 13.11).**
- Applications are processed in the order they are received.

SECTION A OR SECTION B:

Section A. **Complete if applying as an individual [do not complete this section if applying for Import/Export License (3-200-3)]:**

- 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, while helpful in processing, are not required.**
- 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, Tribe, 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) and the Office of Law Enforcement (OLE) do **not** accept *doing business as* affiliations for individuals (complete Section B)..

Section B. **Complete if applying as a business, corporation, public agency, Tribe, or institution:**

- Enter the complete name of the business, agency, 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. If you are applying on behalf of a client, a document evidencing power of attorney must be included with the application.
- **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, 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**.
- **Mailing address** is the address to which communications from USFWS should be mailed if different from 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 CFR13. 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, nor will fees be refunded for applications for which processing has begun.**
- **Documentation of fee exempt status is not required for applications submitted by Federal, Tribal, State, or local government agencies; but must be supplied by those applicants acting on behalf of such agencies.** Such applications must include 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 recent issued USFWS permit. 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.** This signature legally binds the applicant to the statement of certification. You are certifying that you have read and understand the regulations that apply to the permit. You are also certifying that all information 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. 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), 50 CFR 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 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/Re-export/Re-import of Circuses and Traveling Animal Exhibitions (and Reissuance) (CITES/ESA) application is 1 hour. 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, 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 2.13(c)(4), 43 CFR 2.15(d)(1)(i)].

DO NOT RETURN THIS PAGE WITH THE APPLICATION