



### Federal Fish and Wildlife Permit Application Form

Return to: U.S. Fish and Wildlife Service  
(enter address from pages 6 or 7 of application)

Type of Activity: **Re-Export of Wildlife (CITES)**

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) (If Broker or Taxidermist is applying on behalf of a foreign national, provide Broker or Taxidermist's name and address in this block; U.S. hunters must provide their U.S. address)				
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 of \$75, nonrefundable processing fee. Federal, Tribal, State, and local government agencies, and those acting on behalf of such agencies, are exempt from the processing fee – <b>attach documentation of fee exempt status as outlined in instructions.</b> (50 CFR 13.11(d))	
2. Certification: I hereby certify that I have read and am familiar with the regulations contained in <b>Title 50, Part 13 of the Code of Federal Regulations</b> and the other <b>applicable parts in subchapter B of Chapter I of Title 50</b> , 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. Re-Export of Wildlife ([CITES](#))**

**NOTE 1:** If you are re-exporting CITES Appendix II or III specimens that have not be altered or changed since they were originally exported into the United States (e.g., python skin boots were imported and are now being re-exported), the application can be submitted either to the Division of Management Authority or the Office of Law Enforcement (OLE). Applications that are submitted to OLE **must** be submitted to an OLE office in the region where the applicant is located (see pages 5 and 6 for addresses).

Items that are:       Pre-Convention (removed from the wild before CITES applied to the species);  
Have been altered after imported (e.g., tanned python skins converted into boots);  
Covered under the Endangered Species Act (ESA);  
Covered under the Wild Bird Conservation Act (WBCA);  
Covered under the Marine Mammal Protection Act (MMPA); or  
Covered under the Migratory Bird Treaty Act (MBTA)

must be submitted to the Division of Management Authority (DMA).

**NOTE 2:** If you are a Customs broker or a freight forwarder applying on behalf of your client, you must attach documentation that shows you have Power of Attorney to act on your client's behalf.

Complete all questions on the application. Mark questions that are not applicable with "N/A". If needed, use separate sheets of paper. On all attachments or separate sheets you submit, indicate the application question number you are addressing. If applying for more than one specimen, be sure to indicate which specimen is being addressed in each response.

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](mailto: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.

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. Provide the following information (you may use the attached corresponding inventory sheet) [Please do NOT include quarantine, immunization or health records unless they document transfer of ownership].

- a. Scientific Name (genus, species, subspecies);
- b. Common Name;
- c. Source (as listed on the foreign CITES permit used to import the specimen);
- d. Quantity;
- e. Description (if Live animals, provide a complete list of identifiers e.g. tattoo list, band list, etc);
- f. Gender (if Live):
- g. Country of origin and CITES export permit number:
- h. Country of origin CITES export permit issuance date:
- i. Country of last re-export CITES permit number (if applicable):
- j. Country of last re-export CITES permit issuance date (if applicable):

5. What is the current location of specimen(s) \_\_\_\_\_

6. Provide:

- a.\* a copy of the validated foreign CITES export or re-export document (cancelled by OLE) issued by the appropriate CITES office in the country from which the wildlife was imported, and
  - b.\* Wildlife Declaration (Form 3-177), stamped cleared by OLE, (provide either a hard copy or electronic release; not applicable for plants); OR
  - c. If you did not make the original import, provide a copy of the importer's documents outlined above and the invoice or other document that shows you acquired the wildlife from the original importer or history of transactions that demonstrate chain of ownership. **NOTE: Redacted documents can only be accepted if the information redacted is not needed to determine a legal chain of custody (e.g., declared value of wildlife, original exporter name provided a copy of the cleared form 3-177 is provided and traceable). All other redactions will not be accepted.** For further instructions contact the permit issuing office directly.
  - d. If protected by the Wild Bird Conservation Act (WBCA), provide a copy of the WBCA import permit.
- \*Permits cannot be issued without the documents being stamped cancelled and cleared by OLE.

7. Indicate the purpose of the re-export (check all that applies):

- Commercial       Botanical garden       Personal       Zoo
- Traveling Exhibition       Scientific       Medical (including biomedical research)
- Educational       Reintroduction/introduction
- Breeding in captivity or Artificial Propagation

8. Is this shipment a sample collection being exported for temporary exhibition or display purposes and accompanied by a valid ATA carnet?

NO     YES; provide ATA carnet document number \_\_\_\_\_  
 (Application must be processed by DMA, see address on page 6)

9. Provide the name and address of person or facility receiving the shipment (if self, provide your address abroad).

- a. Name:
- b. Address:
- c. City:
- d. State/Province:
- e. County, Postal Code:

10. **Applicants residing or located outside the United States conducting commercial activities.** The name, physical address and telephone number of your agent that is located in the United States who will maintain your records for five (5) years from the expiration of the permit. If the location is the same as Question 2, then indicate "same as Question 2". (50 § 13.12 and 13.46 requires this information).

**U.S. address (not a P.O. Box) for foreign applicant.** (50 § 13.12 requires this information for issuance).

Name:

Address:

City:

State, Zip Code:

11. For live animals, the **transport conditions** must comply with the [CITES](#) Guidelines for Transport of Live Animals or, in the case of air transport, with the [International Air Transport Association \(IATA\)](#) live animal regulations (contact airline for information). As such, describe:
- The type, size, and construction of any shipping container; and
  - The arrangements for watering or otherwise caring for the wildlife during transport.
12. For the non-commercial export of **CITES Appendix-I species**, provide a copy of the CITES import permit or evidence one will be issued by the Management Authority of the country to which you plan to export the specimen(s). In accordance with Article III of the CITES treaty, it is required that import permits are issued before the corresponding export permit.

All exports and re-exports 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).

**Re-export of Wildlife (CITES)  
Inventory Page**

a. Scientific Name (genus, species, subspecies)	b. Common Name	c. Source Code Listed on Country of Origin Permit	d. Unit of Measure & Quantity	e. Description of Specimen (include tattoo/band lists if applicable)	f. Gender? (Y/N)	g. Country of Origin and Country of Origin Permit Number	h. Country of Origin Export Permit Issuance Date	i. CITES Country of Last Re- export and Re- export Permit No. (If applicable)	j. Last Re-export Certificate Issuance Date (If applicable)
EXAMPLE: <i>Caiman crocodilus fusus</i>	brown caiman	C	NO/1	watch straps	N	CO/123345	07/05/1998	CH/89076	07/05/2000
<b>Enter column totals for number animals/products etc.</b>									

## CITES Permit Offices

**NOTE:** The application **must** be submitted to Division of Management Authority or to the Office of Law Enforcement in the region where the applicant is located.

### Division of Management Authority (DMA)

5275 Leesburg Pike, MS-1A  
Falls Church, VA 22041-3803  
Phone: 1-800-358-2104 or 703-358-2104

### Office of Law Enforcement (OLE)

#### Region 1: Guam, Hawaii, Idaho, Oregon, & Washington

##### Guam

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
415 Chalan San Antonio Road, Suite 209  
Tamuning, Guam 96913-3620  
Phone: (671) 647-6064  
Fax: (671) 647-6068

##### Honolulu

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
3375 Koapaka St., #B296  
Honolulu, HI 96819-1867  
Phone: (808) 861-8525  
Fax: (808) 861-8515

##### Portland

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
P.O. Box 55206  
Portland, OR 97238  
Phone: (503) 231-6135  
Fax: (503) 231-6133

##### Blaine

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
9925 Pacific Highway, Room 136  
Blaine, WA 98230  
Phone: (360) 332-5388  
Fax: (360) 332-3010

#### Region 2: Arizona, New Mexico, Oklahoma, & Texas

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
2545 W. Frye Road, Suite 8  
Chandler, AZ 85224-6273  
Phone: (480) 967-2007  
Fax: (480) 966-9766

#### Region 3: Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, & Wisconsin

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
10600 Higgins Road, Suite 200  
Rosemont, IL 60018  
Phone: (847) 298-3250 Ext. 110  
Fax: (847) 298-7669

#### Region 4: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Puerto Rico, &

## Tennessee

### Atlanta

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
4341 International Parkway, Suite #104  
Atlanta, GA 30354  
Phone: (404) 763-7959  
Fax: (404) 366-7031

### New Orleans

#### Mail:

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
61387 Hwy 434  
Lacombe, LA 70445

#### Physical:

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
2424 Edenborn, Room 100  
Metairie, LA 70001  
Phone: (504) 219-8870  
Fax: (504) 219-8868

### **Region 5: Connecticut, District of Columbia, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, & West Virginia**

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
70 E. Sunrise Hwy, Suite 419  
Valley Stream, NY 11580  
Phone: (516) 825-3950  
Fax: (516) 825-3597

### **Region 6: Colorado, Kansas, Montana, Nebraska, North Dakota, South Dakota, Utah, & Wyoming**

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
Denver International Airport  
P.O. Box 492098  
Denver, CO 80249  
Phone: (303) 342-7430  
Fax: (303) 342-7433

### **Region 7: Alaska**

#### **Anchorage**

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
P.O. Box 190045  
4600 Postmark Drive, Suite NB207  
Anchorage, AK 99519  
Phone: (907) 271-6198  
Fax: (907) 271-6199

#### **Fairbanks**

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
1412 Airport Way  
Fairbanks, AK 99701  
Phone: (907) 456-2335  
Fax: (907) 456-2356

### **Region 8: California and Nevada**

#### **Los Angeles**

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
370 Amapola Ave., #114  
Torrance, CA 90501  
Phone: (310) 328-6307  
Fax: (310) 328-6399

#### **San Francisco**

1633 Old Bayshore Highway, Suite 248  
Burlingame, CA 94010  
Phone: (650) 876-9078  
Fax: (650) 876-9701

## 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 Re-Export of Wildlife (CITES) application is 30 minutes. 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**