



Department of the Interior
U.S. Fish and Wildlife Service (USFWS)
Federal Fish and Wildlife Permit Application Form

Return to: U.S. Fish and Wildlife Service
[click here for return addresses](#)

Type of Activity: Native Endangered and Threatened Species -- Scientific Purposes, Enhancement of Propagation or Survival Permits (i.e., Recovery Permits) & Interstate Commerce Permits

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. Occupation		4. Affiliation/ Doing business as (see instructions)		4.b. Website URL (if applicable)	
5.a. Telephone number		5.b. Alternate telephone number		6. 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.a. Description of business, agency, Tribe, or institution		3.b. Website URL (if applicable)			
4.a. Principal officer (P.O.) Last name		4.b. P.O. First name		4.c. P.O. Middle initial		4.d. P.O. email	
5. P.O. title			6. Primary contact name				
7.a. P.O. telephone number		7.b. Alternate phone no.		8.a. Primary contact telephone no.		8.b. Primary contact 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	
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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	
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D. All applicants MUST complete

1. Check or money order payable to the U.S. FISH AND WILDLIFE SERVICE in the amount indicated on page3 (nonrefundable processing fee). 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 If yes, list the number of the most current permit you have held or that you are applying to renew or amend: _____
 No

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 of Principal Officer (No photocopied or stamped signatures)

Date of signature (mm/dd/yyyy)

E. ALL APPLICANTS COMPLETE SECTION E.

Provide the information described in Section E. Be as complete and descriptive as possible, and indicate in appropriate fields “not applicable” when necessary. Please do not send pages that are over 8.5” x 11”, videotapes, or DVDs. See page 13 for information on the Paperwork Reduction Act, Privacy Act, and Freedom of Information Act aspects of your application. If a field is not applicable (such as “Division” below under Project Contacts Information), indicate “not applicable”.

What type of permit are you requesting?

- Recovery (see instructions and requirements on pp. 2-8 and 11-13 of this application form)
OR
 Interstate Commerce (IC) (see instructions and requirements on pp. 2-4, 9-13 of this application form)

Previous USFWS Recovery Permits.

Have you ever been issued a Recovery Permit from the USFWS? Yes No
If so, what is your most recent permit number? TE_____.

Project Contacts Information

If you are not applying as an individual but as a business, corporation, Tribe, institution, or non-Federal public agency (block B. on page 1 of the application), the person to whom the permit will be issued (e.g., the landowner, president, director, executive director, or executive officer) is legally responsible for implementing the permit. Although other people under the direct control of the permittee (e.g., employees, contractors, consultants) receive third party take authorization in their capacity as designees of the permittee, the individual named as the permittee ultimately is legally responsible for the permit and any activities carried out under the permit except as otherwise limited in the case of permits issued to State or local government entities under 50 CFR 13.25(e).

Other Federal, State, Foreign, or local approvals or authorizations required to conduct your requested activity.

Have you obtained all required Federal, Tribal, State, county, municipal or foreign government approval to conduct the activity you propose? Please be aware that there may be other requirements necessary to conduct this activity such as an import permit, collection permit, permission to work on Federal or Tribal lands, Federal bird banding permit, Corps of Engineers permits, Environmental Protection Agency permits, authorization under the [National Historic Preservation Act](#), Tribal, State, county or municipal permits, etc. If your activities may affect species under the authority of the National Marine Fisheries Service (NMFS), National Oceanic and Atmospheric Administration Fisheries, then you may need to obtain a separate permit from that agency.

- Yes. Provide a copy of the approval(s). List the Federal agency, tribe, State, county, municipality or foreign countries involved and type of document required. Include a copy of these documents with the application.
- I have applied. List the Federal agency, Tribe, State, county, municipality or foreign countries involved, date of application(s), and type of permit(s). Provide the reasons why the permits have not been issued.
-
- Not required. The proposed activity is not regulated.

Application Type and Processing Fees

Check the appropriate box below for the appropriate activity that you are requesting. Up-to-date annual reports and any other required reports under your valid permit(s) must be on file before a permit will be considered for renewal or amendment.

Administrative change for permit number _____. You may update your name, address, telephone number, fax number, or e-mail address in your current application package on file at any time. These changes are considered administrative changes, and no application processing fee is required. If you wish to make an administrative change, please fill out the applicable pages and indicate the information that you are updating. Send the completed applicable pages to the appropriate [Regional Office](#) (see attached list or http://www.fws.gov/endangered/regions/index.html).

If you wish to make changes other than an administrative change, an application processing fee is required as described below. Check the appropriate box and enclose a check or money order payable to the *U.S. Fish and Wildlife Service* in the amount indicated. If you are **fee exempt** (as described on the bottom of page 1), attach evidence or a justification, and check this box . If applicable, please indicate the information that you are changing. If you are renewing or amending a valid permit, your complete application package must be received at least **30 days** prior to the expiration of the valid permit ([50 CFR 13.22](#)).

[New](#) The application processing fee for a new Recovery or Interstate Commerce permit is \$100.

[Renew](#) **Renew** my existing valid permit (*without changes*) using my current application on file with no changes (\$100 processing fee). Permit no. _____.

Requests for renewals must be completed and accepted by the Service no later than **30 days** prior to permit expiration to ensure that your current permit remains in effect while we process your request ([50 CFR 13.21\(c\)](#)).

[Amendment.](#) Minor changes. If a permit [amendment](#) (*with minor changes*) is required at a time other than renewal, the processing fee is \$50. Permit no. _____.

Major changes. The application processing fee to substantively amend an existing valid permit (*with major changes*) is \$100. If the information in your current application package on file has changed in a manner that triggers a substantive amendment or a change not otherwise specified in the permit, then you must apply for a substantive amendment to your valid permit. For example, such major changes may include changes in study plan or research proposal, location, activity, amount or type of take, or species to be covered by the permit. Please contact the Regional Endangered Species Program located within the U.S. Fish and Wildlife Service Region of your proposed activity for technical assistance in making this determination ([see attached list](#) or http://www.fws.gov/endangered/regions/index.html).

FOR PERMIT AMENDMENTS (Permit no. _____)

Please check the **type of amendment** you are requesting:

add species (specify) _____

add new activity (specify) _____

add a geographic area _____

change in personnel _____

other (specify) _____

Referral of a Recovery permittee's contact information (optional)

The U.S. Fish and Wildlife Service often receives requests for lists of Recovery permittees who could conduct contract work for endangered and threatened species (e.g., presence/absence surveys). In accordance with our Privacy Act System of Records Notice ([Permits System, Interior, FWS-21](#)), we may release the name and work address or work telephone number of those who wish to be contacted by third parties to do commercial survey activities. Such information is not normally released under the Freedom of Information Act - unless a compelling need on the part of the general public can be cited.

Please be aware that this list does not represent an endorsement by the USFWS of any particular permittee. This referral is provided at the discretion of each U.S. Fish and Wildlife Service Regional Office as time and workload allow.

Please indicate below your preference for the release of your information to third parties.

Yes, I authorize the U.S. Fish and Wildlife Service to release my name, work address and/or work telephone number to third parties as a referral for contract work for endangered and threatened species.

No, I do not authorize the U.S. Fish and Wildlife Service to release my name and work address and/or work telephone number to third parties.

What is Involved in Processing a Permit Application?

To expedite a final decision on your application, we urge you to coordinate with us as soon as possible for guidance in assembling a complete application package, and to send us your complete permit application package **at least three months** prior to the start of your proposed activities. If you are renewing or amending a valid permit, your complete application package must be received at least 30 days prior to the expiration of the valid permit. These time periods begin with our acceptance of a complete permit application package and do not include any time required for requesting clarification or additional information about your application, or the length of time between our request and your response.

The information provided in your permit application will be used to evaluate your application for compliance with the Endangered Species Act (ESA or Act), its implementing regulations (which may require a 30 day public comment period), and with USFWS policy. Receipt and possession of a permit under the Act should be regarded as a privilege, as the USFWS must balance permit issuance with its duties to protect and recover listed species.

Sea turtles

If your application involves sea turtles, we share jurisdiction with NMFS/NOAA Fisheries for **sea turtles** (i.e., we evaluate applications for permits to conduct activities impacting sea turtles on land, and NMFS/NOAA Fisheries evaluates applications for permits to conduct activities impacting sea turtles in the marine environment). To apply for a permit to conduct activities with sea turtles only in the marine environment or other species under NMFS/NOAA Fisheries jurisdiction, please contact them via their permit web page at <http://www.nmfs.noaa.gov/pr/permits/>.

5. Disqualification Factor.

Have you or, if applying as a business, any of the owners of the business, been convicted, or entered a plea of guilty or *nolo contendere*, forfeited collateral, or are currently under charges for any violations of the Lacey Act, the Migratory Bird Treaty Act, or the Bald and Golden Eagle Protection Act?

<input type="checkbox"/> No.	A conviction, or entry of a plea of guilty or <i>nolo contendere</i> , for a felony violation of the Lacey Act, the Migratory Bird Treaty Act, or the Bald and Golden Eagle Protection Act disqualifies any such person from receiving or exercising the privileges of a permit, unless such disqualification has been expressly waived by the USFWS Director in response to a written petition (50 CFR 13.21(c)).
<input type="checkbox"/> Yes. If you answered "Yes" 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.	

Option 1. Renew an existing valid recovery permit *without* changes.

If you are applying to **renew an existing valid recovery permit *without* changes**, sign the following statement. The individual signing Box D. on page 1 of the application must also sign the following statement. This certification language is required under 50 CFR 13.22(a).

I certify that the statements and information submitted in support of my original application for a U.S. Fish and Wildlife Service Recovery permit # _____ are still current and correct and hereby request renewal of that permit without changes.

Signature

Date

please print name legibly

If you have signed the above statement, then your renewal/re-issue request is complete. Please submit the completed applicable pages of this application to the [Regional Office](#) covering the location of your proposed activity (see <http://www.fws.gov/ endangered/regions/index.html> if needed).

Option 2. New recovery permit or supplementary information for renewal or amendment of an existing valid permit (*with* changes)

General permit regulations for the USFWS are in 50 CFR 13. Regulations for Recovery and Interstate Commerce permits under the Act can be found at 50 CFR 17.22(a)(1) for endangered wildlife species, 50 CFR 17.32(a)(1) for threatened wildlife species, 50 CFR 17.62 for endangered plant species, and 50 CFR 17.72 for threatened plant species.

Applications for a recovery permit must provide the following specific information (relevant to the activity) in addition to the general information on the previous pages of this application form. Please attach separate pages as needed. In order to assist us in processing your request, please provide the item number (A.1.a., etc.) that corresponds to the required information before each of your responses.

A. Identify species and activity:

1. For a *new* Recovery permit:
 - a. Provide the project title, project duration (start date and timeframe).
 - b. Provide the common and scientific names of the species being requested for coverage in the permit and their status (endangered (E) or threatened (T)). If you need to search for the scientific name of the species, please visit <http://www.fws.gov/ endangered/?ref=topbar>.
 - c. Provide the number, age, and sex of such species to the extent known.
 - d. Identify the activity sought to be authorized (i.e., presence/absence survey, nest monitoring, bird banding, etc.) for each species.
 - e. Quantify any anticipated effects to the habitat of each added species.

2. For an *amended* Recovery permit:
 - a. Identify the project title, project duration (start date and timeframe), activities and/or species to be added to your valid permit (provide both the scientific, to the most specific taxonomic level, and common names) as well as the species' status (see 1.a. above).

- b. Provide the number, age, and sex of such species to the extent known.
 - c. If any activities requested in this application differ from those authorized in your valid permit, then for each species state the currently authorized activity, the requested new activity, and how the new activity will impact each species.
 - d. Identify the activity sought to be authorized (i.e., presence/absence survey, nest monitoring, banding, etc.) for each species.
 - e. Identify activities and/or species to be deleted from your valid permit and the reason(s) for the deletion.
3. If you are applying for a permit for the collection of **plants from the wild**:
- a. Describe what plant part(s), and the number(s) or other type(s) of indication of material you plan to collect (i.e., whole plant, leaves, pollen, seeds, etc.).
 - b. If the proposed activity involves the collection of seeds taken from the wild, provide information that evaluates the effects of the seed collection on the reproductive potential of the species at the collection location.

B. Identify location of the proposed activity:

1. Provide the name of each State, county, Tribal land, and the specific location of the proposed activity site(s) below. Include a formal legal description, section/township/range information, county tax parcel number, local address, or any other identifying property designation that will precisely place the location of the proposed activity site(s) below. Because the permit is enforceable; it is *required* that you list each specific State that you wish to work in.

Location	
State, county, Tribal land, and the specific location of the proposed activity:	
Location Description:	

2. If the specific study area is known at the time of application, attach a U.S. Geological Survey map of the study area in 7.5 minute quadrangle (1:24,000) scale, or other appropriately scaled map. If you plan to conduct surveys on a contract basis in the future, these maps can be provided once the specific area is known (the counties in which you will work must be provided at this time).
3. If your request is for aquatic species, identify the aquatic system (river/lake/stream name, river mile information, and drainage basin).

C. Describe the proposed activity:

1. Provide a statement justifying the permit request, including the following items below. A copy of a research or study proposal that provides this information can be attached in lieu of the information requested below. Use additional sheets as necessary.
- a. Describe how the proposal will help recover each species.
 - i. If there is an approved recovery plan, identify the recovery tasks by number and name, if applicable. Include any additional recovery tasks identified in a Spotlight Species Action Plan, if applicable, or in a 5-year status review of the species.
 - ii. Identify or provide copies of any previous or similar research conducted on this species.

- iii. If this information exists, explain how the project will attempt to answer questions not answered by earlier research.
 - iv. Explain how you will coordinate your efforts with past and ongoing research studies.
- b. Describe in detail the purpose(s) and objective(s) of the project.
- i. Provide the study design, sampling methodologies and equipment to be used.
 - ii. Identify any null hypothesis or other anticipated results from the project that will support the reasoning why the project is justified for enhancement of propagation or survival of the affected species.
 - iii. Include planned disposition of specimens upon completion of project.
- c. Can this project result in the injury, death, or removal from the wild of any individuals of the species?
- i. If yes, describe all that apply (i.e., injury, death, removal from the wild).
 - ii. For each species, please state the maximum number of individuals that would be injured, killed, or removed from the wild: *[If applicable, please identify, based on a reasonable expectation, the number of individuals likely to be injured or killed per activity.]*
 - iii. Please state what will be done to minimize the possibility of injury to or death of individuals.
 - iv. If the proposed activity would cause the death of individuals from the wild or remove individuals from the wild, describe your attempts to obtain the wildlife or plant specimens currently held in captivity/nurseries/museums, or produced in captivity. You must demonstrate conclusively that existing specimens are unavailable or your study objectives require new/additional specimens. *[Provide the identity and phone number of each contact made in this regard.]*
- d. Identify contracts and agreements held for the proposed activities (attach copy or give title, funding organization name and address, date of signature, duration of contract).
- i. State whether full funding will be available for the completion of the proposed activity. *[If you do not hold a contract at this time, but foresee receiving one, you may apply for a permit contingent upon receiving the contract(s).]*
- e. If live wildlife or plants to be covered by the permit are to be held in captivity:
- [Note: Under our regulations at 50 CFR 17.22(a)(3) and 17.32(a)(3), escape of wildlife held in captivity must be reported immediately to our appropriate Regional Office (see attached list)].
- i. Provide a complete description, attaching photographs and/or diagrams, of the area and facilities where wildlife or plant(s) will be held and/or maintained in captivity and describe arrangements for care during transportation and maintenance. Include the name and address of the area and facilities. *[A separate discussion specific for each species must be provided, if applicable.]*
 - ii. Provide the full names of person(s) who will care for live specimens, including a resume of their experience in raising, caring for, and propagating similar wildlife or plants.
 - iii. Provide any contract or agreement you have secured for care of any live specimens collected under this permit request if the identified facility is not affiliated with you. Attach a copy or give title, funding organization name and address, date of signature, and duration of contract. *[A joint application may be appropriate in situations where one entity will collect the specimens and another entity will conduct the propagation/maintenance activities.]*
 - iv. List mortalities resulting from your activities with these or similar species in the last 2 years.
 - v. Provide an explanation of each mortality event and the procedures employed or modified to

eliminate any future mortality events.

- vi. Indicate your willingness to participate in a cooperative breeding or propagation program or to contribute data to a database or studbook. Holding wildlife and plants in captivity must comply with our Policy Regarding Controlled Propagation of Species Listed Under the Endangered Species Act. This policy can be found on the U.S. Fish and Wildlife Service's Endangered Species web page at <http://www.fws.gov/endangered/laws-policies/policy-controlled-propagation.html>. Briefly describe how the proposed activity will comply with this policy.
 - vii. State the planned disposition of the collected and/or propagated species after termination of the project/activity.
- f. If working in multiple terrestrial and/or aquatic sites, provide the steps, protocols, methodologies you will follow to prevent the spread of invasive species, diseases, viruses and will follow to decontaminate vehicles and equipment.

D. Identify the persons who will conduct the proposed activity:

1. Provide the full name of all individuals, *including first name, middle initial, and last name*, who you propose will work under this permit.
 - a. If more than one activity is included in the permit application, indicate which activity(ies) will be completed by each individual.
 - b. For each listed individual, please also provide a copy of each person's resume and/or curriculum vitae, plus specific information on previous professional training and experience working with the species affected by the permit request. Information must include: the approximate number of hours of focused activity with each species in occupied habitat; approximate number of each species the applicant has worked with at each site (e.g., how many pair of birds at a specific site); names, dates, and location of areas surveyed; and experience with similar species. Please provide the names, titles, organization, email address, and phone numbers of at least two references, preferably outside of your place of employment, who can verify experience with the species (reference letters are appreciated).

E. Identify the location of the affected species, to the extent known:

1. For each species indicate whether, at the time of the application, the organism was:
 - a. Still in the wild;
 - b. Had been removed from the wild (provide State, county, and specific location of removal); and
 - c. Was born in captivity or artificially propagated (provide State, county, specific location, and name of the institution where born or propagated).
2. If you are applying for a permit for the collection of plants from the wild, list the lands from which you plan to collect the plants. A USFWS permit is only required if removing/reducing to possession from lands under Federal jurisdiction.
 - a. If these lands are under Federal jurisdiction, identify the Federal land management agency(ies) that have jurisdiction for the lands. Include the name, title (District Ranger, Field Supervisor, etc.), address, and telephone number of the person in charge of the Federal lands.

INTERSTATE COMMERCE PERMIT APPLICATION INSTRUCTIONS

General permit regulations for the USFWS can be found at 50 CFR 13. Regulations for Recovery and Interstate Commerce permits under the Endangered Species Act can be found at 50 CFR 17.22(a)(1) for endangered wildlife species, 50 CFR 17.32(a)(1) for threatened wildlife species, 50 CFR 17.62 for endangered plant species, and 50 CFR 17.72 for threatened plant species.

Interstate Commerce permits authorize the sale of native endangered and threatened species across State lines, but only for activities that will contribute to the species' recovery by enhancing their propagation or survival.

PLEASE NOTE:

Unlike other permits for native endangered and threatened species (which are issued by the USFWS Regions according to where the proposed activity will take place), Interstate Commerce permits are issued by the Region having the lead responsibility for the affected species. To determine the lead Region for a species, follow the instructions at the top of our Endangered Species permit web page at <http://www.fws.gov/endangered/permits/how-to-apply.html>.

Applications for an Interstate Commerce permit must provide the following specific information (relevant to the activity) in addition to the general information on pages 1-3 of this application. Please attach separate pages as needed. In order to assist us in processing your request, please provide the item number (A.1., etc.) corresponding to the required information with each of your responses.

A. For Wildlife:

- Interstate commerce activities for *wildlife* require the buyer to obtain a permit prior to the sale (50 CFR 17.21(f) and 17.31(a)).
 1. Provide the common and scientific names of the species being requested for coverage in the permit and each species' status (endangered (E) or threatened (T)).
 2. Identify the activity sought to be authorized for each species.
 3. Provide the sex, birth date, birth place, age, number of specimens, and identifying features (e.g., band number, collar number, scars, tattoo number, etc.).
 4. Provide the name, address and telephone number of the seller.
 5. State whether the wildlife has been captively bred or removed from the wild.
 6. Provide the expected time needed to complete the transaction(s).
 7. Provide a complete description with photographs and/or diagrams of the area and facilities where wildlife will be held in captivity, and description of arrangements for care during transportation and maintenance. [Note: Under our regulations at 50 CFR 17.22(a)(3) and 17.32(a)(3), escape of wildlife held in captivity must be reported immediately to our Regional Office (see attached list)].
 8. Describe buyer's experience with breeding this or similar species in the past.
 9. Provide the full names of person(s) who will care for live specimens, including any experience in raising, caring for, and propagating similar wildlife.
 10. List mortalities resulting from your activities with these or similar species in the last 2 years. Provide an explanation of each mortality event and the procedures employed or modified to eliminate any future mortality events.
 11. Indicate your willingness to participate in a cooperative breeding or propagation program or to contribute data to a database or studbook. Holding wildlife in captivity must comply with our Policy Regarding Controlled Propagation of Species Listed Under the Endangered Species Act. This policy can be found on the U.S. Fish and Wildlife Service's Endangered Species web page at <http://www.fws.gov/endangered/laws-policies/policy-controlled-propagation.html>. Briefly describe how the proposed activity will comply with this policy.

12. Provide a statement from the wildlife breeder certifying that the wildlife was bred at their home or facility. This statement must include the name and address of the breeder, date of birth or hatch, band number or any other identifying marks or characteristics.
13. Please provide detailed information on how you propose to manage your breeding stock to uniquely identify all progeny, and to ensure that the genetic diversity and integrity of your breeding stock are maintained to the maximum extent possible.

B. For Plants:

The regulations at 50 CFR 17.62(a) for endangered plant species and 17.72(a) for threatened plant species require that:

- Interstate commerce activities for *plants taken from the wild* require the buyer to obtain a permit prior to the sale.
 - Interstate commerce activities for *plants taken from cultivated stock* require the seller to obtain a permit prior to the sale.
1. Provide the common and scientific names of the species being requested for coverage in the permit and their status (endangered (E) or threatened (T)).
 2. Identify the activity sought to be authorized for each species.
 3. Provide the location where plants will be cultivated for sale.
 4. Provide the full names of person(s) who will care for live specimens, including any experience in raising, caring for, and propagating similar plants.
 5. State whether the breeding stock is of cultivated or wild origin.
 6. If you are applying a permit to buy plants taken from the wild, provide the name, address and telephone number of the seller. If you are applying for a permit to sell plants taken from cultivated stock, provide the name, address, and telephone number of the buyer.
 7. Indicate your willingness to participate in a cooperative breeding or propagation program or to contribute data to a database. Holding plants in captivity must comply with our Policy Regarding Controlled Propagation of Species Listed Under the Endangered Species Act. This policy can be found on the U.S. Fish and Wildlife Service's Endangered Species web page at <http://www.fws.gov/endangered/laws-policies/policy-controlled-propagation.html>. Briefly describe how the proposed activity will comply with this policy.

END OF APPLICATION QUESTIONS

USFWS Regional Contacts for Native Endangered and Threatened Species Permits

Pacific Region (Region 1): HI, ID, OR, WA, American Samoa, Commonwealth of the Northern Mariana Islands, Guam, and the Pacific Trust Territories

U.S. Fish and Wildlife Service, Endangered Species Permit Office
911 NE 11th Avenue
Portland, Oregon 97232-4181
Web: <http://www.fws.gov/pacific/ecoservices/endangered/index.html>
Phone: (503) 231-6131 email: permitsR1ES@fws.gov
_____ Fax: (503) 231-6243

Southwest Region (Region 2): AZ, NM, OK, and TX

U.S. Fish and Wildlife Service, Endangered Species Permit Office
500 Gold Avenue S.W. (street address)
P.O. Box 1306 (mailing address)
Albuquerque, New Mexico 87103-1306
Web: http://www.fws.gov/southwest/es/EndangeredSpecies_Main.html
Phone: (505) 248-6649 email: permitsR2ES@fws.gov
_____ Fax: (505) 248-6788

Midwest Region (Region 3): IA, IL, IN, MI, MN, MO, OH, and WI

U.S. Fish and Wildlife Service, Endangered Species Permit Office
5600 American Blvd. West, Suite 990
Bloomington, MN 55437-1458
Web: <http://www.fws.gov/midwest/Endangered/>
Phone: (612) 713-5343 email: permitsR3ES@fws.gov
_____ Fax: (612) 713-5292

Southeast Region (Region 4): AL, AR, FL, GA, KY, LA, MS, NC, PR, SC, TN, and U.S. Virgin Islands

U.S. Fish and Wildlife Service,
Endangered Species Permit Office
Ecological Services
1875 Century Blvd.
Atlanta, Georgia 30345
Web: <http://www.fws.gov/southeast/es/>

Phone: (404) 679-7097 (10(a)(1)(A) permit coordinator) or (404) 679-7140 (R4 Endangered Species main office)
email: permitsR4ES@fws.gov Fax: (404) 679-7081

Northeast Region (Region 5): CT, DC, DE, MA, MD, ME, NH, NJ, NY, PA, RI, VA, VT, and WV

U.S. Fish and Wildlife Service, Endangered Species Permit Office
300 Westgate Center Drive
Hadley, MA 01035-9589
Web: <http://www.fws.gov/northeast/EcologicalServices/endangere dspecies.html>
Phone: (413) 253-8628 email: permitsR5ES@fws.gov
_____ Fax: (413) 253-8482

Mountain-Prairie Region (Region 6): CO, KS, MT, NE, ND, SD, UT, and WY

U.S. Fish and Wildlife Service, Endangered Species Permit Office
Denver Federal Center
P.O. Box 25486
Denver, Colorado 80225-0489
Web: <http://www.fws.gov/mountain-prairie/endspp/>
Phone: (303) 236-4256 email: permitsR6ES@fws.gov
_____ Fax: (303) 236-0027

Alaska Region (Region 7): AK

U.S. Fish and Wildlife Service, Endangered Species Permit Office
1011 E. Tudor Road
Anchorage, Alaska 99503-6199
Web: <http://alaska.fws.gov/fisheries/endangered/index.htm>
Phone: (907) 786-3323 email: permitsR7ES@fws.gov
_____ Fax: (907) 786-3350

Pacific Southwest Region (Region 8): CA, NV and Klamath Basin

U.S. Fish and Wildlife Service,
Endangered Species Permit Office
2177 Salk Avenue, Suite 250
Carlsbad, California 92008
Web: <http://www.fws.gov/cno/es/>
Phone: (760) 431-9440 email: permitsR8ES@fws.gov

APPLICATION FORM INSTRUCTIONS

The following instructions pertain to U.S. Fish and Wildlife Service (USFWS) 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 applications 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 in which 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, organizational, tribe, 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, 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. 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, 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 DMA and OLE, a physical U.S. address is required. Province and Country blocks are provided for those USFWS programs that use foreign addresses and are not required by DMA.
- **Mailing address** is the address to which communications from USFWS should be mailed if different from the 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. 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 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 recently issued USFWS permit. If applying for re-issuance of a Conference on International Trade in Endangered Species (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.

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.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 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 a USFWS 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 estimated relevant burden for a **Recovery and Interstate Commerce** permit application is **2 hours**. If a permit is received, the relevant burden for annual reporting requirements associated with the permit is between 1 and 3 hours. 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 22041-3808.

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 2.23 and 43 CFR 2.24].