



**IMPORT OF SPORT-HUNTED TROPHIES (Appendix I of CITES and/or ESA)**



New  Reissue/Renew  Amendment

Complete Sections **A** or **B**, and C, D, and E of this application. U.S. address may be required in Section C.\*\*

<b>A. Complete if applying as an individual</b>				
1.a. Last name		1.b. First name	1.c. Middle name or initial	1.d. Suffix
2. Date of birth (mm/dd/yyyy)	5.a. Telephone number	5.b. Alternate telephone number	6. E-mail address	

<b>B. Complete if applying on behalf of a business, corporation, public agency, Tribe, or institution</b>			
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.b. P.O. Title
5. Primary contact name		6. Primary e-mail address	
7.a. Business telephone number		7.b. Alternate phone no.	8.a. Primary contact telephone no.

<b>C. All applicants complete address information</b>				
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

<b>D. All applicants MUST complete</b>
1. Include a check or money order, payable to the U.S. FISH AND WILDLIFE SERVICE, a <b>nonrefundable processing fee (see the fee schedule)</b> . 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. If you are requesting a reissue/renew/amendment, what is your permit/file number?
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.
The individual/principal officer of the business must print and sign the application. (No photocopied or stamped signatures) <span style="float: right;">Date (mm/dd/yyyy)</span>

\*\* Click here for additional instructions on completing the above form ([link to instruction page](#)). See the last page for information on the Privacy Act, Paperwork Reduction Act, Estimated Burden, and Freedom of Information Act aspects of this application form.

Mail your application(s) to Division of Management Authority, Branch of Permits, MS:IA 5275 Leesburg Pike, Falls Church, VA 22041-3803.

## E. IMPORT OF SPORT-HUNTED TROPHIES (Appendix I of CITES and/or ESA)

**Note 1:** This form should be used to request authorization to import trophies of species included in Appendix I of CITES and/or as threatened or endangered under the ESA (examples include elephants, lions, cheetahs, wood bison, and markhor).

PLEASE USE FORM [3-200-19](#) FOR SOUTHERN AFRICAN LEOPARD TROPHIES AND NAMIBIAN SOUTHERN WHITE RHINOCEROS TROPHIES.

**Note 2:** If you hold an import permit for trophy/trophies that you did not use, please **return the unused original permit**. If you are requesting reissuance of a permit because you have taken a trophy, but were unable to import it prior to the expiration of the permit, please use the renewal form ([3-200-52](#)) and return your original permit with that form.

**Note 3:** Applications for species listed as endangered under the U.S. Endangered Species Act are published in the Federal Register for a 30-day public comment period. Please allow at least **90 days** for the application to be processed.

**Note 4:** *Sport-hunted trophy* is defined at [50 CFR 23.74](#) as follows: *Sport-hunted trophy* means a whole dead animal or a readily recognizable part or derivative of an animal specifically identified on the accompanying CITES document that meets the following criteria:

- Is raw, processed, or manufactured;
- Was legally obtained by the hunter through hunting for his or her personal use;
- Is being imported, exported, or re-exported by or on behalf of the hunter as part of the transfer from its country of origin ultimately to the hunter's country of usual residence; and
- Includes worked, manufactured, or handicraft items made from the sport-hunted animal only when:
  - i. Such items are contained in the same shipment as raw or tanned parts of the sport-hunted animal and are for the personal use of the hunter;
  - ii. The quantity of such items is no more than could reasonably be expected given the number of animals taken by the hunter as shown on the license or other documentation of the authorized hunt accompanying the shipment; and
  - iii. The accompanying CITES documents (export document and, if appropriate, import permit) contain a complete itemization and description of all items included in the shipment.

**Note 5:** Certain hunting trophies, including elephants, are subject to restrictions on their use after import into the United States. Please see 50 CFR 23.55 for more information or contact the Division of Management Authority.

- **Complete all questions on the application.**
- **Mark questions that are not applicable with "N/A".**
- **If applying for more than one trophy species, be sure to answer questions 4, 5 and 6 for each trophy.**
- **If importing trophies from more than one country, you must submit a separate application for each shipment in order to obtain separate import permits.**

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 the U.S. Postal Service.

2. Who should we contact if we have questions about the application (name, phone number, and e-mail)?
3. Have you or your client (if a broker applying on behalf of your client), 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. For each trophy to be imported, provide:
- a. Scientific name (genus, species, and, if applicable, subspecies) and common name.
  - b. Sex (if known).
5. **IF ANIMAL IS CURRENTLY LIVING IN THE WILD**, please include the following information:
- a. Country and location (e.g., area, region, GIS coordinates, ranch, conservancy, management area, or hunting block, AND nearest city) where wildlife is to be taken from the wild:
  - b. Date wildlife is to be hunted:
  - c. Name of hunting outfitter, safari company, or professional hunter you will be hunting with:

6. **IF ANIMAL HAS ALREADY BEEN TAKEN**, please include the following:
- a. Country and location (e.g., area, region, GIS coordinates, ranch, conservancy, management area, or hunting block, AND nearest city) where trophy was removed from the wild:
  
  - b. Date wildlife was hunted:
  
  - c. Approximate age of animal:
  
  - d. Name of hunting outfitter, safari company, and/or professional hunter you hunted with:
  
  - e. The current location of the trophy (address and country) [the U.S. CITES import permit will identify this country as the country of export/re-export and must match with the CITES export/re-export document]:
7. Please provide a copy of any applicable foreign government permits, licenses, or tags, that were required to remove this animal from the wild (if you have not hunted yet and do not currently hold any such permits or licenses, please indicate so).
8. Complete name and address of overseas person or business shipping the trophy to you. If you are applying to import a trophy directly from **Namibia**, you **must** provide the name and address of the professional hunter listed on your Namibian hunting permit [this name will appear on the face of the export permit].
- Name:
  - Business Name:
  - Address:
  - City:
  - State/Province:
  - Country, Postal Code:
9. For species listed under the Endangered Species Act, please be aware that the U.S. Fish and Wildlife Service must make a finding that your activities will enhance or benefit wild populations of the species involved. While we

will communicate with the range country for the species you will hunt or have hunted when making the required findings, **please include the Operator Enhancement Questionnaire** provided in Annex I filled out by the operator or professional hunter of the concession in which you hunted or will hunt. You may attach an updated report of operations from this concession in lieu of this questionnaire if information regarding the enhancement of the survival or propagation of the species in the wild is made available in the report.

10. If required by the country in which you hunted, please include the government-endorsed hunter return form.
11. Provide the name of the operator, safari company, or professional hunter with whom you hunted or will hunt.

Name (Company/Professional Hunter):

E-mail:

Phone number:

**CERTIFICATION STATEMENT** (original signature must be provided for either 11 or 12 below)

12. **If you are a broker or taxidermist applying on behalf of a U.S. hunter or foreign national**, provide documentation to show you have a **Power of Attorney** to act on your client's behalf and sign the following statement.

I acknowledge that the sport-hunted trophy/trophies to be imported has been/will be personally hunted by my client and is being imported only for my client's personal use (i.e., **not for sale, transfer, donation, or exchange that is reasonably likely to result in economic use, gain, or benefit**). If applying for the import of a leopard trophy, I understand that my client may only import two leopard trophies in one calendar year.

**Taxidermist/Broker's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

13. **If you are the hunter applying to import your own trophy**, please read and sign the following statement.

I acknowledge that the sport-hunted trophy/trophies to be imported has been/will be personally hunted by me and is being imported only for my personal use (i.e., **not for sale, transfer, donation, or exchange that is reasonably likely to result in economic use, gain, or benefit**).

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Be aware that there may be additional permitting or approval requirements by your local or state governments, as well as required by other Federal agencies or foreign government to conduct your propose activity. While the Service will attempt to assist where possible, it is your responsibility to obtain such approval.*

14. All international shipment(s) must be through a designated port. A list of designated ports (where an inspector is posted) is available from [the list of designated ports](#). 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).

**ANNEX I**

**OPERATOR ENHANCEMENT QUESTIONNAIRE**

**Operator Information**

- a. Name of Area Operator: \_\_\_\_\_
- b. Years in business: \_\_\_\_\_
- c. Name of company conducting hunt: \_\_\_\_\_
- d. Country: \_\_\_\_\_

**Concession**

- a. Name of Concession: \_\_\_\_\_
- b. Area in Km<sup>2</sup>: \_\_\_\_\_
- c. Land tenure:  
 Government Lease     Community     Private Ranch     Private Conservancy
- d. Length of concession agreement: \_\_\_\_\_
- e. Can it be renewed? \_\_\_\_\_
- f. Length of renewal, if applicable: \_\_\_\_\_
- g. Estimated trophy fees: \_\_\_\_\_
- h. Are there any special obligations under the Concession Agreement (e.g. annual reporting, poaching control, qualification requirements, community investment/employment? If so, please explain (attach extra documents if needed):  
\_\_\_\_\_  
\_\_\_\_\_

- i. Provide concession location and nearest city: \_\_\_\_\_
- j. Please attach a map or maps with marked boundaries and nearest city
- k. If the concession border a National Park, provide park name: \_\_\_\_\_
- l. Describe general and distinctive habitat/water features:  
\_\_\_\_\_  
\_\_\_\_\_

**Communities in the concession**

- a. Are there any communities living in the concession?     Yes     No
- b. If so, estimated number of people/villages in the concession: \_\_\_\_\_
- c. Are there communities bordering this concession?     Yes     No
- d. If so, estimated number of people/villages around the concession: \_\_\_\_\_

**Relevant Game Populations in the Concession**

Species	Relative Abundance			Estimated Population	3-Year Trend			How is it Monitored?
	Dense	Avg.	Sparse		Up	Down	Stable	
Elephant								
Lion								
Prey Species (if applicable)								
Other:								

- If there are any population studies or reports being done in or around the concession area, please provide a copy with your application.
- Are there any actions being taken to conserve game community habitat? If so, please explain and attach any relevant project photos or reports.

**Local Community Participation**

- Total employment number: \_\_\_\_\_
- Total employment in off-season: \_\_\_\_\_
- Identify the number and type of all employees:

Employee Type	Number of Employees	Number of Employees from Local Communities	Number of Employees in the Off-Season
Professional Hunters			
Trackers			
Anti-poaching Scouts/Rangers			
Other Anti-poaching			
Cooks/Housekeepers			
Community Coordinators			
Managers			
Biologists			
Others:			

**Anti-Poaching Efforts**

- Number of anti-poaching staff: \_\_\_\_\_
- Are patrols conducted during the hunting season, off season or both? \_\_\_\_\_
- Months patrols are conducted: \_\_\_\_\_
- Number of patrols per month: \_\_\_\_\_
- Estimate the percentage of trophy fees that go toward anti-poaching efforts: \_\_\_\_\_
- Description of anti-poaching equipment, vehicles, gear, etc. \_\_\_\_\_
- Do government-sponsored game scouts conduct patrols? \_\_\_\_\_
- If so, do they have the ability to arrest? \_\_\_\_\_
- Do you offer rewards to poaching informants leading to arrest?  Yes  No
- Do you offer rewards to poaching informants upon conviction?  Yes  No

k. Please describe the operator's anti-poaching expenditures for the past 3 years below:

Type of Expense	Year 1 (____) Spending	Year 2 (____) Spending	Year 3 (____) Spending	Remarks
Scout Salaries				
Equipment				
Vehicles				
Fuel				
Rewards				
Others: _____				
Totals				

j. What currency are the expenditures given in? \_\_\_\_\_

**Anti-Poaching Results**

Type	Year 1 (____)	Year 2 (____)	Year 3 (____)	Remarks
Poaching Incidents Discovered				
Elephant Carcasses Observed				
Lion Carcasses Observed				
Leopard Carcasses Observed				
Ivory Poachers Observed				
Bush Meat Poachers Observed				
Illegal Logging Observed				
Other Poachers Observed				
Poachers Convicted				
Snares/Traps Collected				
Firearms Confiscated				
Vehicles Confiscated				
Bicycles Confiscated				
Boats/Nets Confiscated				
Tusks Recovered				
Others: _____				

**Community Investment**

a. Does the company contribute money or goods/services to local communities?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No

b. If so, what percentage/amount is shared and how often, and how much is voluntary (i.e., more than required by law)?  
 \_\_\_\_\_

c. Does the company provide game meat to nearby communities?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No



- d. If so, estimate the amount/value of meat contributed in the last year and describe the distribution program:
- e. Are there any programs run by the company that address human-wildlife conflict (e.g. patrolling fields during harvest, PAC hunts, insurance programs); please describe.

- f. Describe any consolation payments made to local residents that have incurred damage by game species:

Species	Damage Caused	Consolation Paid, Year 1 ( )	Consolation Paid, Year 2 ( )	Consolation Paid, Year 3 ( )	Remarks
Elephant					
Lion					
Leopard					
Other: _____					

- g. What currency are the expenditures reported in? \_\_\_\_\_

- h. Describe any community projects paid for by the company:

Product	Spending, Year 1 ( )	Spending, Year 2 ( )	Spending, Year 3 ( )	Remarks
Education (classrooms, offices)				
Education (supplies, fees)				
Health (clinics, offices)				
Health (equipment, salaries)				
Community Scout Salaries				
Community Anti-Poaching				
Local Government Activities				
Infrastructure Improvements				
Sports Teams Funded				
Construction Materials Donated				
Other: _____				
Other: _____				
<b>TOTALS</b>				

- i. What currency are the expenditures reported in? \_\_\_\_\_

- j. Include receipts and photographs of projects, if available.

**Company Clientele**

- a. How many U.S. clients did the company have in the past 3 years, what percentage of clients were from the U.S., and what fees did they pay?

	<b>Elephant</b>	<b>Lion</b>	<b>All Species</b>
Number of U.S. Clients	Year 1 ( )::	Year 1 ( )::	Year 1 ( )::
	Year 2 ( )::	Year 2 ( )::	Year 2 ( )::
	Year 3 ( )::	Year 3 ( )::	Year 3 ( )::
Percentage of U.S. Clients	Year 1 ( )::	Year 1 ( )::	Year 1 ( )::
	Year 2 ( )::	Year 2 ( )::	Year 2 ( )::
	Year 3 ( )::	Year 3 ( )::	Year 3 ( )::
Trophy Fees Paid by U.S. Clients	Year 1 ( )::	Year 1 ( )::	Year 1 ( )::
	Year 2 ( )::	Year 2 ( )::	Year 2 ( )::
	Year 3 ( )::	Year 3 ( )::	Year 3 ( )::

- b. Approximate amount/percentage of company's revenue from U.S. clientele: \_\_\_\_\_

**Hunting Policies**

- a. List the expertise required for the company's professional hunters (i.e. abilities and experience):

\_\_\_\_\_

b. Are there age/sex requirements for take of trophies? If so, please describe how this is enforced for each species (attach methodology if available):

\_\_\_\_\_

c. Are there hunt return forms that must be reported to officials? If so, please include a copy of these forms or confirmation of their receipt for the past 3 years.

**Other Information**

Provide a narrative of other enhancement information about the operation, such as any additional hunting policies, maintenance of the concession, management activities, research, community involvement and outreach, etc.

I declare that the foregoing is true and correct:

\_\_\_\_\_  
**Signature** **Date**

\_\_\_\_\_  
**Print-Full Name** **Title**

## NOTICES

### PRIVACY ACT STATEMENT

**Authority:** The information requested is authorized by the following: the Bald and Golden Eagle Protection Act (16 U.S.C. 668), 50 CFR 22; the Endangered Species Act (16 U.S.C. 1531-1544), 50 CFR 17; the Migratory Bird Treaty Act (16 U.S.C. 703-712), 50 CFR 21; the Marine Mammal Protection Act (16 U.S.C. 1361, et seq.), 50 CFR 18; the Wild Bird Conservation Act (16 U.S.C. 4901-4916), 50 CFR 15; the Lacey Act: Injurious Wildlife (18 U.S.C. 42), 50 CFR 16; Convention on International Trade in Endangered Species of Wild Fauna and Flora (TIAS 8249), 50 CFR 23; General Provisions, 50 CFR 10; General Permit Procedures, 50 CFR 13; and Wildlife Provisions (Import/export/transport), 50 CFR 14.

**Purpose:** The collection of contact information is to verify the individual has an eligible permit to conduct activities which affect protected species. This helps FWS monitor and report on protected species and assess the impact of permitted activities on the conservation and management of species and their habitats.

**Routine Uses:** The collected information may be used to verify an applicant's eligibility for a permit to conduct activities with protected wildlife; to provide the public and the permittees with permit related information; to monitor activities under a permit; to analyze data and produce reports to monitor the use of protected wildlife; to assess the impact of permitted activities on the conservation and management of protected species and their habitats; and to evaluate the effectiveness of the permit programs. More information about routine uses can be found in the System of Records Notice, Permits System, FWS-21.

**Disclosure:** The information requested in this form is voluntary. However, submission of requested information is required to process applications for permits authorized under the listed authorities. Failure to provide the requested information may be sufficient cause for the U.S. Fish & Wildlife Service to deny the request.

### PAPERWORK REDUCTION ACT STATEMENT

We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) in order provide the U.S. Fish and Wildlife Service the information necessary, under the applicable laws governing the requested activity, for which a permit is requested. 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 applicable laws. Failure to provide all requested information may be sufficient cause for the U.S. Fish and Wildlife Service to deny the request. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OMB has approved this collection of information and assigned Control No. 1018-0093.

### ESTIMATED BURDEN STATEMENT

We estimate public reporting for this collection of information averages 45 minutes (electronically) to 1 hour (paper-based), including time for reviewing instructions, gathering and maintaining data and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of the form to the Service Information Clearance Officer, Fish and Wildlife Service, U.S. Department of the Interior, 5275 Leesburg Pike, MS: PRB/PERMA (JAO), Falls Church, VA 22041-3803, or via email at [Info\\_Coll@fws.gov](mailto:Info_Coll@fws.gov). Please do not send your completed form to this address.