



## What You Need to Know About a U.S. Fish and Wildlife Service Import/Export License - U.S. Entities



Import/Export (I/E) Licenses are issued only by the U.S. Fish and Wildlife Service (FWS) Office of Law Enforcement (OLE) and are issued to entities (companies or individuals) before they commercially import into or export from the United States shipments containing wildlife (including their parts and products). You should review Title 50 of the Code of Federal Regulations (CFR) Parts [10](#), [13](#), and [14](#). You are responsible for reviewing and understanding these regulations before importing or exporting.

### When do I need to obtain my I/E License?

You are required to obtain your I/E License prior to commercially importing into or exporting from the United States shipments containing wildlife, their parts or products.

### How do I use my I/E License?

Once an I/E License is issued to your company, you will ensure that a copy of the I/E License is provided with each Declaration for Importation or Exportation of Fish or Wildlife ([Form 3-177](#)) document package submitted to FWS/OLE at time of shipment import or export. If you use a Customhouse broker to file with FWS/OLE, you should ensure that they have a copy of your I/E License to submit with your declaration package.

### What is “wildlife”?

The Endangered Species Act (ESA) (16 U.S.C. §§ 1531-1544) defines the term “fish or wildlife” as “any member of the animal kingdom, including without limitation any mammal, fish, bird (including any migratory, nonmigratory, or endangered bird for which protection is also afforded by treaty or other international agreement), amphibian, reptile, mollusk, crustacean, arthropod or other invertebrate, and includes any part, product, egg, or offspring thereof, or the dead body or parts thereof.”

### What is “commercial”?

Commercial means related to the offering for sale or resale, purchase, trade, barter, or the actual or intended transfer in the pursuit of gain or profit, of any item of wildlife and includes the use of any wildlife article as an exhibit for the purpose of soliciting sales, without regard to quantity or weight. There is a presumption that eight or more similar unused items are for commercial use. The Service or the importer/exporter may rebut this presumption based upon the particular facts and circumstances of each case (50 CFR [14.4](#)).

### Do I need an I/E License if I have any other FWS issued permits?

I/E Licenses are separate from any other permit that is issued by FWS (CITES, endangered species, migratory bird, etc.). Other FWS permits do not replace the necessity for an I/E License if you are importing/exporting wildlife shipments for commercial purposes.

**DO I NEED AN IMPORT/EXPORT LICENSE?**

**I ship my items only within the U.S. or its Territories.**

No. If you exclusively trade domestically within a State or U.S territory or between 2 States or U.S territories, you do not need an I/E License.

However, even though an I/E License is not required for your activity, you should check the regulations to determine if your shipment requires any other type of permission from FWS (inter-state transport, possession, etc.)

**Which animals are exempt from I/E License requirements?**

- **Certain domesticated animals (see table below):**

FWS has a specific list of animals exempt from FWS import/export license regulations. However, if the specimens are obtained from wild populations (example: feral goats or pigs), or otherwise require a permit under 50 CFR Parts [15](#) (Wild Bird Conservation Act), [16](#) (Injurious Wildlife), [17](#) (Endangered Species), [18](#) (Marine Mammals), [21](#) (Migratory Bird), [22](#) (Bald and Golden Eagle), or [23](#) (Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)), then they fall under FWS jurisdiction and all importation, exportation, and transportation of wildlife regulations under 50 CFR [14](#) apply.

Current List of domesticated species found at 50 CFR [14.4](#)

<p><i>Mammals:</i>                  Alpaca—<i>Lama alpaca</i>;                  Camel—<i>Camelus dromedarius</i>;                  Camel (Boghdii)—<i>Camelus bactrianus</i>;                  Cat (domestic)—<i>Felis domesticus</i>; <b>NOTE: Does not include exotic cat hybrids</b>                  Cattle—<i>Bos taurus</i>;                  Dog (domestic)—<i>Canis familiaris</i>; <b>NOTE: Does not include specimens crossed with wolf, coyote, fox or any other canid</b>                  European rabbit—<i>Oryctolagus cuniculus</i>;                  Ferret (domestic)—<i>Mustela putorius</i>;                  Goat—<i>Capra hircus</i>;                  Horse—<i>Equus caballus</i>;                  Llama—<i>Lama glama</i>;                  Pig—<i>Sus scrofa</i>;                  Sheep—<i>Ovis aries</i>;                  Water buffalo—<i>Bubalus bubalus</i>;                  White lab mice—<i>Mus musculus</i>;                  White lab rat—<i>Rattus norvegicus</i>.</p>	<p><i>Birds:</i>                  Chicken—<i>Gallus domesticus</i>;                  Ducks &amp; geese—domesticated varieties;                  Guinea fowl—<i>Numida meleagris</i>;                  Peafowl—<i>Pavo cristatus</i>; <b>NOTE: this species is no longer treated as a domesticated species by FWS due to the recent listing on Appendix III of CITES.</b>                  Pigeons (domesticated)—<i>Columba livia domestica</i>;                  Turkey—<i>Meleagris gallopavo</i>;                  Mallards – Domesticated or Barnyard:                      Pekin; Aylesbury; Bouen; Cayuga;                      Gray Call; White Call; East Indian;                      Crested; Swedish; Buff Orpington;                      Indian Runner; Campbell; Duclair;                      Merchtem; Termonde; Magpie;                      Chinese; Khaki Campbell.</p>
<p><i>Fish (For export purposes only):</i>                  Carp (koi)—<i>Cyprinus carpio</i>;                  Goldfish—<i>Carassius auratus</i>.</p>	<p><i>Insects:</i>                  Crickets, mealworms, honeybees (not to include Africanized varieties), and similar insects that are routinely farm raised.</p> <p><i>Other Invertebrates:</i>                  Earthworms and similar invertebrates that are routinely farm raised.</p>

- [Shellfish and nonliving fishery products](#) that do not require a permit under [16](#) (Injurious Wildlife), [17](#) (Endangered Species), or [23](#) (CITES) for human or animal consumption. (**NOTE:** Live shellfish imported or exported for grow out or rearing facilities nor are not considered to be an import or export for human or animal consumption);
- [Live farm-raised fish and farm-raised fish eggs](#) that do not require a permit under [16](#), [17](#), or [23](#) (listed above) that meet the definition of “bred in captivity” (50 CFR [17.3](#)).

### **Which animals are exempt from I/E License requirements (continued)?**

- Exports of [live aquatic invertebrates of Class Pelecypoda](#) that do not require a permit under [16](#), [17](#), or [23](#) (listed above) for the purpose of propagation or research related to propagation.
- [Pearls](#) – unless they come from or are cultivated using any piece or part of a shellfish protected under CITES ([23](#)) or listed as endangered or threatened ([17](#)). If your pearls are shipped in the shells, be aware that the outside shell is not exempt.

### **I ship internationally items for personal use.**

No. A FWS I/E License is not required for personal use. Personal use means use that is for an individual's own consumption or enjoyment and not for commercial use.

Examples below are not a complete list:

- Hobbyists, unless wildlife is for sale, trade, or barter
- Personal Pets
- Tourist souvenirs
- Personally sport-hunted trophies imported or exported by the hunter
- Fish taken for recreational purposes

However, even though an I/E License is not required for your activity, you should check the regulations to determine if your shipment requires any other type of permission from FWS (designated port exception permit, inter-state transport, possession, etc.)

### **I ship internationally for non-commercial scientific or educational purposes.**

No. Wildlife imported or exported for bona fide scientific or educational purposes is typically exempt from FWS import/export license regulations. This includes general public (as defined in 50 CFR [10.12](#)) scientific or educational institutions that are maintained and operated as a governmental service or are privately endowed and organized but not operated for profit. FWS has specific definitions for [scientist](#) and [scientific institution](#) (50 CFR [14.4](#)).

Examples below are not a complete list:

- Museum to museum exchange of accessioned specimens
- Researcher importing specimens for university study

If for commercial scientific or educational purposes, then an I/E License is required.

However, even though an I/E License is not required for your activity, you should check the regulations to determine if your shipment requires any other type of permission from FWS (CITES, designated port exception permit, inter-state transport, possession, etc.)

### **I ship internationally for non-commercial exhibition purposes.**

No. Wildlife imported or exported for non-commercial exhibition purposes with the intent to return to originating country is exempt from FWS import/export license regulations. Examples below are not a complete list:

- Public museum importing a traveling exhibition
- Orchestras travelling internationally
- Personal pets for 4H, country fairs, etc.

If for commercial exhibition purposes (e.g., museum leases an exhibition to display), then a FWS I/E License is required.

However, even though an I/E License is not required for your activity, you should check the regulations to determine if your shipment requires any other type of permission from FWS (CITES, designated port exception permit, inter-state transport, possession, etc.)

**I ship internationally for my Federal, State, tribal, or municipal agency.**

No. Wildlife imported or exported by these governmental agencies for non-commercial purposes is exempt from FWS I/E License regulations.

Examples below are not a complete list:

- Agency exporting native bird eggs to another country for re-introduction
- Agency importing insects for disease research

If for commercial purposes (e.g., State buying stock fish from another country), an I/E License is required.

However, even though an I/E License is not required for your activity, you should check the regulations to determine if your shipment requires any other type of permission from FWS (designated port exception permit, inter-state transport, possession, etc.)

**I am a Customhouse broker, freight forwarder, or common carrier.**

No. Customhouse brokers, freight forwarders, and common carriers engaged in business as dispatcher, handler, consolidator or transporter of wildlife, or filing documents with FWS on behalf of others. No I/E License is required for your activity **NOTE:** You may not apply for an I/E License on behalf of your client. The FWS Importer/Exporter is required to apply for and obtain their license (and renewal) themselves and provide your company with a copy of the valid license if you are filing declarations with FWS/OLE on behalf of your client.

**I am a U.S. shipment consolidator.**

- No. If your business solely provides a service in which a number of smaller shipments belonging to third parties are combined and shipped together to benefit from better freight rates and security of cargo, you do not need an I/E License.
- Yes, if you are a shipping/handling company that consolidates shipments for foreign entities shopping U.S. stores via the internet (e.g., the shipments are sent to your facility and you open the package for inspection of damage/accuracy prior to shipping to your foreign client), you would be required to obtain an I/E License. The invoices and shipping documents would be in your name going to your foreign client.

If you are unsure if you fit either of these scenarios, contact a wildlife inspector at the FWS port closest to you: <https://www.fws.gov/le/inspection-offices.html>

**I am a U.S. internet sales fulfillment center.**

Yes. If you are an internet sales fulfillment center that maintains and ships inventory that contains wildlife from your warehouse/distribution center(s) directly to foreign buyers, you will need an I/E License. The invoices and shipping documents would be in your name going to your foreign client.

**I am a U.S. internet sales fulfillment center (continued).**

Yes. If you are a boutique who sells through an internet marketplace and direct ships from your location to your foreign client, you will need to obtain an I/E License. The invoices and shipping documents would be in your name going to your foreign client.

If you are an internet sale fulfillment center located outside the U.S., please refer to information on form 3-200-3b.

If you are unsure if you fit either of these scenarios, contact a wildlife inspector at the FWS port closest to you: <https://www.fws.gov/le/inspection-offices.html>

**I am a foreign supplier shipping to a U.S. importer.**

No. The FWS I/E License is restricted to those entities who are importing into or exporting from the United States or its territories. If a foreign supplier is only shipping FWS regulated items to the United States, it is the U.S. importer's responsibility to obtain an I/E License if the shipment is for commercial purposes.

Examples below are not a complete list:

- Foreign company ships to U.S. company
- Foreign company ships to individual
- Foreign taxidermist, outfitter or guide ships to U.S. hunter

However, if a foreign supplier is bringing FWS regulated items with them into the U.S. (e.g., packed in accompanying baggage for a trade show), then they are considered the U.S. importer and must be licensed and designate a U.S. Agent (See Form 3-200-3b).

**I am a foreign consignee receiving from a U.S. exporter.**

No. The FWS I/E License is restricted to those entities who are importing into or exporting from the United States or its territories. If a foreign entity is only receiving FWS regulated items from the United States, it is the U.S. exporter's responsibility to obtain an import/export license if the shipment is for commercial purposes.

Examples below are not a complete list:

- Foreign company receives from U.S. company
- Foreign company receives from U.S. individual

However, if a foreign entity is carrying FWS regulated items with them from the U.S. (e.g., packed in accompanying baggage), then they are considered the U.S. exporter and must be licensed and have a U.S. Agent (See Form 3-200-3b).

**I ship internationally for commercial purposes.**

Yes. Commercial means related to the offering for sale or resale, purchase, trade, barter, or the actual or intended transfer in the pursuit of gain or profit, of any item of wildlife and includes the use of any wildlife article as an exhibit for the purpose of soliciting sales, without regard to quantity or weight. There is a presumption that eight or more similar unused items are for commercial use. The Service or the importer/exporter may rebut this presumption based upon the particular facts and circumstances of each case.

Examples below are not a complete list:

- Hobbyist – killifish/beta club members, exotic hybrid breeders
- Auction house
- Internet Fulfillment Center

- Circuses or animal acts
- U.S. taxidermist importing from foreign owners requesting their services
- U.S. taxidermist exporting to foreign owners that requested their services
- Museum/University/Zoo importing items to sell in their gift shop.
- Sells vaccines, etc. made from imported wildlife
- Leasing animals or exhibits for display purposes
- Labs that charge fees for performing analysis
- Samples to solicit sales
- State agency buying wildlife to release into their state
- Foreign company traveling to the U.S. to sell/deliver goods

**I am unsure if I fit any of these categories.**

Contact a wildlife inspector at the FWS port closest to you:

<https://www.fws.gov/le/inspection-offices.html>

**OTHER INFORMATION**

**Can anyone apply for an I/E License?**

You must be at least 18 years of age in order to obtain an I/E License.

**Can I have an I/E License if I don't import or export?**

There is no reason for you to have an I/E License if you do not commercially import or export. This document does not convey any rights, benefits, or privileges beyond authorizing you to engage in business as an importer or exporter of wildlife. The I/E License is not recognized outside the United States. Renewals will be reviewed for import/export activity.

**Can I have more than one I/E License?**

Only 1 I/E License is allowed for a business.

**Do I need an I/E License for each of my locations?**

No. Only 1 I/E License will be issued to a business regardless of the number of store locations. The I/E License will normally be issued to the Company's headquarters; the invoices will show the bill to headquarters location, but ship to distribution center or whichever specific store ordered the goods.

**My company has a dba (doing business as). What do I do?**

You should apply for your I/E License under the name listed as dba. All your invoices and shipping documents will be in dba name and must match your I/E License. (e.g., New Age Importer dba Classic Importer – the I/E License will be issued to 'Classic Importer' because all of the invoices and shipping documents will indicate 'Classic Importer' name and address).

**I own 2 businesses, can I get an I/E License for both?**

We do not issue separate licenses to essentially the same business, even if the company names are different, factors we consider are IRS numbers, same principal officer, same address, same telephone number, same client list, same location of records and inventories, using the same plant/warehouse and equipment; using the same employees, etc. Records and inventories cannot be co-mingled. One business cannot use the other's business inventories to complete orders.



**Can I let someone else use my I/E License?**

No. I/E Licenses are not transferable. The documents (invoices, permits, transportation documents) that accompany the shipment must match your I/E License.

**Can I use a photocopy of my I/E License?**

Yes. A copy of your valid I/E License is required to be submitted with each Declaration for Importation or Exportation of Fish or Wildlife (Form 3-177) document package presented to Service Law Enforcement officers at time of import/export. We do not expect you to provide the original.

**How long is my I/E License valid?**

I/E Licenses are valid for up to one (1) year.

**How much does my I/E License cost?**

\$100.00

**How long does it take to get an I/E License?**

In order to expedite the process, submit applications at least 60 calendar days prior to the date needed. **Reminder:** It is unlawful to commercially import or export without first obtaining a valid I/E License (50 CFR [14.91](#)).

**Can I be denied an I/E License?**

Yes. Disqualifying factors that prohibit issuance of an I/E License are found at 50 CFR [13.21\(c\)](#).

**Can my I/E License be revoked or suspended at anytime?**

Yes. In addition to criteria listed in 50 CFR [13.21](#), FWS/OLE may deny, suspend, revoke, restrict, or deny renewal of an I/E License under any of the following criteria:

- Failure to pay fees, penalties, or costs required by 50 CFR [14](#);
- You repeatedly fail to notify our Service officers at the appropriate port at least 48 hours prior to the estimated time of arrival of a live or perishable wildlife shipment under 50 CFR [14.54\(a\)](#) or at least 48 hours prior to the estimated time of exportation of any wildlife under 50 CFR [14.54\(f\)](#);
- You repeatedly import or export certain types of wildlife without meeting the requirements of the regulations.

**Do I have to amend my I/E License when there are changes?**

Yes. If there is a change in any information related to your I/E License (name, address, principal officer, etc.), you have 10 calendar days to notify the FWS/OLE issuing office in writing.

**Do I need any other authorization to be a commercial importer/exporter?**

Check with other Federal and local Agencies (U.S. Department of Agriculture, U.S. Public Health, etc.), as well as State and local municipal requirements for any additional authorizations to possess/trade wildlife in your State.



## FEDERAL FISH AND WILDLIFE PERMIT APPLICATION FORM



**Return to:**

U.S. Fish and Wildlife Service  
Office of Law Enforcement

Send to the appropriate Issuing Office listed on Page 4 for the State you listed in Block B.

**Type of Activity: Import/Export License – U.S. Entities\***

- ~ New - \$100.00
- ~ Renewal of I/E License #LE-\_\_\_\_\_ \$100.00
- ~ Amendment to I/E License #LE-\_\_\_\_\_ \$50.00
- ~ Name/Address Change ONLY of Permit #LE-\_\_\_\_\_ (no fee)

Complete all sections of this application.

See attached instruction pages for information on how to make your application complete and help avoid unnecessary delays.

A. All applicants MUST complete			
Name of Business (must match Company's invoice and other permits/shipping documents)			
Complete Federal Tax Identification No. or last 4 of SSN	Owner or Principal Officer Date of Birth (mm/dd/yyyy)	Description of Business	
Owner or Principal Officer Last Name <b>Sole Owner? Yes ~</b>	Owner or Principal Officer First Name	Owner or Principal Officer Middle Name	
Principal Officer Email Address	URL/Web Address		
Principal Officer Title	Primary Contact Name		
Principal Officer Telephone Number	Alternate Telephone Number	Primary Contact Telephone Number	Primary Contact Email Address

B. All applicants MUST complete			
Address (No P.O. Boxes, Retail Postal, or Mail Service Center) (as shown on Company's invoice and other permits/shipping documents) Where you will receive all official notices sent from the Service.			
City	State	Zip code	County

C. All applicants MUST complete	
1.	Attach check or money order payable to the U.S. FISH AND WILDLIFE SERVICE in the amount listed above. <u>Application fees are non-refundable.</u>
2.	Do you currently have or have you ever had any Federal Fish and Wildlife license (or other permit)? Yes ~ If yes, list the number of the most recent license/permit you have held: _____ No ~
3.	Certification: I hereby certify that I have read and am familiar with the regulations contained in <i>Title 50, Part 13 of the Code of Federal Regulations</i> and the other <i>applicable parts in subchapter B of Chapter I of Title 50</i> , 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.
<hr/> Signature of Principal Officer (No photocopied or stamped signatures) <span style="float: right;">Date of Signature (mm/dd/yyyy)</span>	

\* This application is for U.S. businesses that commercially import (receive into the U.S. from another country) or export (send out from the U.S. to another country) fish or wildlife (including parts and products). Businesses must be located in the United States to use this form.

Businesses located outside the United States (no U.S. presence at all) that carry their wildlife items into or out of the United States for commercial purposes should complete 3-200-3b.

Please continue to next page



**IMPORT/EXPORT LICENSE (U.S. Entities)  
APPLICATION CONTINUATION SHEET**

**SECTION D: ALL APPLICANTS MUST COMPLETE**

**NOTE: An Import/Export License is required ONLY if you commercially import (receive into the U.S. from another country) or export (send out from the U.S. to another country). No Import/Export License is required if your business ships exclusively within the U.S. or its Territories.**

1. **Are you the sole owner?** Yes ~ No ~ (must check one)
  
2. **Additional Partner(s) or Additional Principal Officer(s) Information** *(list all – use additional pages as necessary)*  
Name: \_\_\_\_\_  
Complete Federal Tax Identification Number **or** last 4 of SSN: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Address/City/State/Zip (No P.O. Box, Retail Postal or Mail Service Center): \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email address: \_\_\_\_\_
  
3. **Are you keeping your business records concerning imports and/or exports of wildlife under this license at the same location as Block B on page 1 of this application?** Yes ~ No ~ (must check one)  
*50 CFR 13.46 and 14.93 describes the required records that are to be maintained for five (5) years from date of expiration of the I/E License.*  
If no, provide location of business records *(list all – use additional pages as necessary)*:  
Name: \_\_\_\_\_  
Primary Contact Name: \_\_\_\_\_  
Address/City/State/Zip (No P.O. Box, Retail Postal or Mail Service Center): \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email address: \_\_\_\_\_
  
4. **Are you keeping your wildlife inventories concerning imports and/or exports of wildlife under this license at the same location as Block B on page 1 of this application?** Yes ~ No ~ (must check one)  
*50 CFR 14.93 describes the requirements regarding wildlife inventory.*  
If no, provide location of wildlife inventories *(list all – use additional pages as necessary)*:  
Name: \_\_\_\_\_  
Primary Contact Name: \_\_\_\_\_  
Address/City/State/Zip (No P.O. Box, Retail Postal or Mail Service Center): \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email address: \_\_\_\_\_

Please continue to next page

**IMPORT/EXPORT LICENSE (U.S. Entities)  
APPLICATION CONTINUATION SHEET**

5. **General description** of the wildlife or wildlife products you wish to import/export. (Choose all that apply)
- ~ Perishable
  - ~ Live (*50 CFR 13.41 requires that wildlife possessed under a license must be maintained under humane and healthful conditions*)
  - ~ Venomous
  - ~ Dead
  - ~ Products (Describe: food, sport hunted trophies, jewelry, footwear, carvings, etc.) \_\_\_\_\_
- 
- ~ Other (Describe) \_\_\_\_\_

6. **Type of animal** to be used as described in #5 above. (Choose all that apply)
- |               |         |                     |                     |
|---------------|---------|---------------------|---------------------|
| ~ Fish        | ~ Coral | ~ Reptiles          | ~ Amphibians        |
| ~ Mammals     | ~ Birds | ~ Insects/Arachnids | ~ Molluscs (Shells) |
| ~ Other _____ |         |                     |                     |

7. **Disqualification Factor.** A conviction, or entry of 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 disqualifies any such person from receiving or exercising the privileges of a permit, unless such disqualification has been expressly waived by the Service Director in response to a written petition (50 CFR 13.21(c)). Have you or any of the owners of the business, if applying as a business, been convicted, or entered a plea of guilty or nolo contendere, forfeited collateral, or are currently under charges for any violations of the laws mentioned above?

**Yes**  **No**  (**must check one**)

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 (*list all – use additional pages as necessary*).

## Office of Law Enforcement Permit Offices

<https://www.fws.gov/le/regional-permit-offices.html>

Please send your application to the appropriate office.

If you are located in the following states, send your application to the address below:

*Alabama, Arkansas, Connecticut, District of Columbia, Delaware, Florida, Georgia, Illinois, Indiana, Iowa, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, U.S. Virgin Islands, Vermont, Virginia, West Virginia, Wisconsin*

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
1875 Century Boulevard, Suite 380  
Atlanta, GA 30345-3324  
Phone: (404) 679-7195  
Fax: (404) 679-7065  
Email: [permitsEastLE@fws.gov](mailto:permitsEastLE@fws.gov)

If you are located in the following states, send your application to the address below:

*Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, the Pacific Trust Territories*

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
2800 Cottage Way, W-2928  
Sacramento, CA 95825-1846  
Phone: (916) 414-6660  
Fax: (916) 414-6715  
Email: [permitsWestLE@fws.gov](mailto:permitsWestLE@fws.gov)

## PERMIT APPLICATION FORM INSTRUCTIONS

The following instructions pertain to the Form 3-200-3a that must be completed as an application for a U.S. Fish and Wildlife Service Import/Export License (U.S. Entities). **Reminder: It is a violation to import or export fish and wildlife commercially prior to obtaining an Import/Export License.**

### GENERAL INSTRUCTIONS:

- Complete all blocks/lines/questions in Sections A through D.
- **An incomplete application may cause delays in processing or may be returned to the applicant.**
- **Be sure you are completing the appropriate application form for the proposed activity.**
  - *3-200-3a for U.S. Entities; 3-200-3b for Foreign Entities (U.S. Agent required)*
- Print clearly or type in the information. Illegible applications may cause delays.
- Sign the application. Scans, faxes or copies of the original signature will not be accepted.
- No Import/Export License will be issued if any information is missing from the application.
- Mail the original application to the appropriate address on the attached address list.
- **Keep a copy of your completed application.**
- **Allow at least 60 days for your application to be processed. ([50 CFR 13.11](#))**
- Applications are processed in the order they are received.

### COMPLETE SECTION A:

- Enter the complete name of the business who will be the Licensee if an Import/Export License is issued. If no company name exists, then use the name (Last, First, Middle) of the owner of the business. Enter personal information that identifies the applicant.
- **We no longer will accept applications signed by anyone other than the sole owner or principal officer.** [50 CFR 13.12](#) clearly states that the applicant must certify they read and are familiar with applicable parts of subchapter B of Chapter I of title 50, Code of Federal Regulations. No broker, freight forwarder, etc., can certify in the applicant's place. This section of the regulations also calls for the signature of the **applicant**.
- Give a brief description of the type of business in which the applicant is engaged (e.g. Taxidermy, Jewelry, Apparel, etc.).
- **Doing business as (dba):** dbas are not accepted. The name on the Import/Export License must match the invoice and other shipping documents that accompany the shipment to or from the United States.
- **Principal Officer** is the person in charge of the listed business. The principal officer is the person responsible for the application and any permitted activities. Often the principal officer is a Director or President. Sole Owner should enter "Owner" under Principal Officer Title. **Primary Contact** is the person at the business who will answer questions about the application or business activities and can be the preparer of the application.

### COMPLETE SECTION B:

- This is the address where you will receive all official notices sent from the Service, which must match the invoice and other shipping documents that accompany the shipment to or from the United States.

### COMPLETE SECTION C:

#### Application processing fee:

- An application processing fee is required at the time of application. **The fee does not guarantee the issuance of an I/E license. Fees will not be refunded for applications that are approved, abandoned, or denied.** We may return fees for withdrawn applications if no significant processing has occurred.

#### Federal Fish and Wildlife license/permits:

- List the number of your most recent Import/Export License even if it is no longer valid.

### CERTIFICATION:

- **The individual identified in Section A as sole owner or principal officer must sign and date the application.** This signature binds the applicant to the statement of certification. This means that you certify that you have read and understand the regulations that apply to the permit. You also certify that everything 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 the application.

### COMPLETE SECTION D:

- All questions must be answered. Provide additional pages as necessary. You must provide (in writing) a revised list of additional partner(s) or principal officer(s) within 10 days of any changes.

**Please continue to next page**

## 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 process applications and to verify the individual has an eligible permit to conduct activities that 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 and Case Investigative Files, FWS-20.

**Disclosure:** The information requested in this form is voluntary. However, submission of the 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

In accordance with the Paperwork Reduction Act (44 U.S.C. 3501, *et seq.*), the U.S. Fish and Wildlife Service collects information necessary to consider a permit application, under the applicable laws governing the requested activity, for which a permit is requested, and to respond to requests made under the Freedom of Information Act and the Privacy Act of 1974. 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. 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. 1018-0092.

### ESTIMATED BURDEN STATEMENT

We estimate public reporting for this collection of information averages:

Original submission - paper-based: 1.25 hours (reporting)

Original submission - electronic: 1 hour (reporting)

These estimates include 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 (JAO/3W), 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.

### FREEDOM OF INFORMATION ACT

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)].