



## Import/Export/Re-Export of Personal Pets (CITES/ESA/WBCA)

New  Reissue/Renew  Amendment



### APPLICATION FORM INSTRUCTIONS

The following instructions pertain to U.S. Fish and Wildlife Service (FWS) permit applications. The General Permit Procedures in [50 CFR 13](#) address the permitting process. For simplicity, all licenses, permits, registrations, and certificates are referred to as a permit.

If you are an individual, who would be named on the face of the permit, you need to complete the **Individual Applicant** section of this application.

If you are an individual seeking permits issued to yourself for activities not associated with your business or institution, you need to complete the **Individual Applicant** section as an individual permittee.

If you are an individual associated with a business or institution, and the business or institution's name would appear on the face of the permit, you need to complete the **Business Applicant** section of this application.

If you are a business applying on behalf of an individual, you need to complete the **Business Applicant** section of this application and include a limited power of attorney from the person for whom you represent.

A person/entity is qualified to obtain a U.S. Fish and Wildlife Service permit or license when they are "subject to the jurisdiction of the United States", per 16 USC 1532(13). A foreign person/entity with no permanent physical presence in the United States only qualifies for an import/export license when they physically enter or exit the U.S. with the wildlife items. The foreign entity is required to designate a U.S. agent for purposes of record keeping.

#### GENERAL INSTRUCTIONS:

- 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. Items marked with an asterisk (\*) are required fields.
- 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.
- If you choose to mail your submission, mail the original application to the address listed below or, if applicable, on the attached address list. We encourage electronic filing in the ePermits system.
- Keep a copy of your completed application.
- Please plan ahead. Unless otherwise indicated, 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). Longer processing times will be noted on those applications.
- Applications are processed in the order they are received.

#### Individual or Business Applicants:

Individual Applicant. **Complete if applying as an individual** [do not complete this application if applying for Import/Export License (3-200-3) or a Designated Port Exception Permit (3-200-2)]:

- Enter the information requested. Required fields must be completed. This is used to create your profile and consumer information in the ePermits system. **If you do not have an email address, enter not applicable.**
- **Doing business as (dba) / Affiliation:** The Division of Management Authority (DMA) and the Office of Law Enforcement (OLE) do **not** accept *doing business as* affiliations for individuals seeking permits on behalf of themselves. "Doing business as" affiliations apply to individuals seeking permits for a business, agency, Tribe, organizational, or institutional affiliation *directly* related to the activity requested in the application. For example, a taxidermist is an individual whose business can *directly* relate to the requested activity of exporting taxidermy (dba relevant permit); however, said taxidermist should not apply as a business for permits to non-business related travel with their pet exotic parrot (dba is **not** relevant to the permit; **complete** the **Business Applicant** section).

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

- Enter the information requested. Required fields must be completed. This is used to create your contact and account information in the ePermits system. **If you do not have an email address, enter not applicable.**
- 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.
- **The Contact** is the person at the business, corporation, public agency, or institution who will be available to answer questions about the application or permitted activities. Often this is the preparer of the application. Each person that is associated with the business that would need to access the business account needs to create their own contact in the ePermits system.

**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. Checks or money orders must be for the exact amount for each application submitted. If you are making more than one request, you must submit a separate payment for each request, otherwise your application will be returned.**
- **Documentation of fee exempt status is not required for applications submitted by Federal, Tribal, State, or local government agencies; but must be supplied by those applicants acting on behalf of such agencies.** Such applications must include a letter on agency letterhead and signed by the head of the unit of government for which the applicant is acting on behalf, confirming that the applicant will be carrying out the permitted activity for the agency.

**CERTIFICATION:**

- The individual identified in the Individual Applicant Section, the principal officer named in the Business Applicant Section, or person with a valid power of attorney (documentation must be included in the application) must sign and date the application. This signature legally binds the applicant to the statement of certification. You are certifying that you have read and understand the regulations that apply to the permit. You are also certifying that all information included in the application is true to the best of your knowledge. Be sure to read the statement and re-read the application and your answers before signing.

**ALL APPLICANTS COMPLETE THE QUESTIONS ASSOCIATED WITH YOUR APPLICATION**

**Please continue to next page. DO NOT RETURN THIS PAGE WITH THE APPLICATION**

Mail applications to: U.S. Fish and Wildlife Service; Division of Management Authority; Branch of Permits, MS:IA; 5275 Leesburg Pike; Falls Church, Virginia 22041-3803 or as directed by specific applications.

If you would like expedited mailing, 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.

**If you are making more than one request, you must submit a separate payment for each request, otherwise your application will be returned.**

## INDIVIDUAL APPLICANTS

*First Name	Middle Name	*Last Name

*Email Address	Telephone Number

*Street Address	*City

*State/Province	*Zip or Postal Code	*Country

If you wish to have your permit mailed to a different address, complete the following:

*Street Address	*City

*State/Province	*Zip or Postal Code	*Country

If you would like expedited mailing, 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.

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", 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.

## Certification Statement

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.

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Signature and date

Include a check or money order, payable to the U.S. FISH AND WILDLIFE SERVICE, as **a nonrefundable processing fee [50 CFR 13.11(d)(4)]** (see instructions above). 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))

**\*Required fields. Applications without this information are subject to delays or returns.**

## BUSINESS APPLICANTS

<b>*Business Name</b>	<b>doing business as (dba)</b>

\*Indicate your business type:

Business or other for profit    
  Small business    
  Government (Federal/State/Local/Tribal)  
 Farm    
  Not-for-profit institution

<b>Name that will appear on the permit if you are applying on behalf of an individual/business</b>

<b>*Primary Contact Name</b>	<b>*Primary Contact Email Address</b>
<b>*Business Email Address</b>	<b>*Preferred Contact Method</b> (e.g. phone, email)

<b>*Principal Officer Name</b>	<b>*Principal Officer Title</b>	<b>*Principal Officer Email</b>
<b>Tax ID Number</b>	<b>*Business Phone</b>	<b>Alternate Phone</b>

<b>*Street Address</b>	<b>*City</b>

<b>*State/Province</b>	<b>*Zip or Postal Code</b>	<b>*Country</b>

If you wish to have your permit mailed to a different address, complete the following:

<b>*Street Address</b>	<b>*City</b>

<b>*State/Province</b>	<b>*Zip or Postal Code</b>	<b>*Country</b>

If you would like expedited mailing, 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.

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

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**\*Required fields. Applications without this information are subject to delays or returns.**

**IMPORT/EXPORT/RE-EXPORT OF PERSONAL PETS (CITES/ESA/WBCA)**

**Note:** This form is for the one-time import, export, or re-export of pets.

- If you are a U.S. resident and intend to travel with your pet in and out of the United States several times over the next few years, use form [3-200-64](#) to apply for a U.S. CITES Certificate of Ownership.
- This form may also be used by non-U.S. residents with pet birds intending to travel to the United States under a foreign CITES Certificate of Ownership, applying for a matching 3-year WBCA permit.
- Please review our webpage "[Personal Pets](#)" for important guidance and reminders.
- [Per USDA requirement](#), birds may not enter the U.S. at a land border port from Mexico.

Complete all questions on the application. Mark questions that are not applicable with "N/A". **If needed, use separate sheets of paper.** On all attachments or separate sheets you submit, indicate the application question number you are addressing. For each individual animal listed provide documentation. Be sure to indicate which animal is being addressed in each response.

This is an application for a(n)  New  Amended  Re-issued permit. If applicable, my permit number

is: \_\_\_\_\_

1. For EACH pet to be imported or exported provide the following: **If needed, use separate sheets of paper.**

Scientific name (genus, species, and, if applicable, subspecies)	Common Name	Hatch date mm/dd/yyyy	Sex	Permanent marking <sup>1</sup>	Household name	Source (wild/captive-born)	Country where the animal was acquired

2. Please provide your address, including country. For pets **entering** the U.S., this would be a U.S. address. For pets **leaving** the U.S., this would be a foreign address.

Name:

Street Address:

City:

State/Province:

Country, Postal Code:

3. Select the authorization you are requesting: (please check one)

**Import** your pet(s) into the United States (only two birds are allowed per person for import).

**Export** your pet(s) from the United States

**Re-Export** your pet(s) from the United States (see question 12)

4. Expected date of import/export: \_\_\_\_\_ (Note: please allow 60 days, for the processing of this application.)

5. What U.S. port do you anticipate you will enter/exit the U.S?

<sup>1</sup> (e.g., tattoo number, band number, microchip number, type, and location on animal, prominent scars)

6. Where is the current location of your pet(s)?
7. Will you be traveling on holiday (vacation) or relocating with your pet?

**Origin of Your Pet:** On a separate sheet of paper answer **question 8** if your pet was **wild-caught**; **question 9** if your pet was **captive-born**; or **question 10** if you **do not know** the origin of your pet.

8. For animals that were **wild caught**:
  - a. If your pet was removed from the wild within the United States, provide:
    - i. Evidence that it was legally acquired (State authorization);
    - ii. The purpose for which the pet was removed from the wild; and
    - iii. The date the pet was removed from the wild.
    - iv. Documentation demonstrating the history of transactions (e.g., chain of ownership of pet(s)).
  - b. If your pet was removed from the wild outside the United States, provide:
    - i. Country of origin;
    - ii. Evidence that it was legally imported into the U.S. (you may refer to question 12);
    - iii. The purpose for which the pet was removed from the wild;
    - iv. The date the pet was removed from the wild; and
    - v. The date you acquired the pet.
    - vi. Documentation demonstrating the history of transactions (e.g., chain of ownership of pet(s)).
9. For animals that were **captive-born**:
  - a. Provide a dated and signed statement from the breeder that includes the following:
    - i. Scientific and common name(s) of animal;
    - ii. Hatch date, band/tag number or identifying markings, and sex of the animal;
    - iii. Name and address of the facility where the animal was bred and born;
    - iv. Location of parental stock; and
    - v. A statement that the animal was bred at the above facility.
    - vi. In addition, provide documentation demonstrating the history of transactions (e.g., chain of ownership of pet(s)).
10. If **you do not know the origin** of your pet, provide a signed and dated statement with a complete description of the circumstances under which you acquired the pet, including when, where, from whom, and any other pertinent information. Include pet store receipts or other information that would assist in determining the source of your pet.
11. For the **EXPORT** of an **APPENDIX I** bird<sup>2</sup>, provide a copy of the foreign CITES import permit or evidence that one will be issued.

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<sup>2</sup> If you are not sure which Appendices your pet is listed under, contact the Division of Management Authority at (703) 358-2104.



12. **For RE-EXPORT** (pet was previously imported into the United States), provide evidence that the pet was legally imported, including:
- a. Copies of canceled CITES export permits or re-export certificates issued by the appropriate CITES office in the country from which the pet was imported, and a copy of the cleared Declaration for Importation (Form 3- 177).
  - b. If you did not make the original import, provide copies of the importer's documents outlined above and any invoice or other documents that show you purchased or otherwise obtained the bird from the original importer. If you did not obtain the wildlife from the original importer, include documentation demonstrating the history of transactions.
  - c. For birds previously imported, provide a copy of your Wild Bird Conservation Act (WBCA) import authorization (non-native birds) or Migratory Bird Treaty Act (MBTA) authorization (native birds).
13. For pets that are **pre-Convention** (i.e., the pet was born or removed from the wild before the species was listed under CITES), provide documents, signed statements, or other evidence that the specimen was obtained prior to the date CITES applied to it (i.e., bill of sale, signed breeder's records, or signed affidavit attesting to age of animal). [If you are not sure of the listing date for the species, consult Species+ [for CITES listed species](#) or contact the Division of Management Authority.]

**FOR FIRST TIME IMPORT OF BIRDS ONLY:**

14. Provide documentation that shows you have continually resided outside of the United States for at least one (1) year (from 1 year ago and the most recent month) just prior to submission of this application. (e.g., employment records, utility bills, etc.).
15. Provide your primary addresses where you resided for the last full year consecutively.

_____	From _____	To _____
_____	From _____	To _____
_____	From _____	To _____

16. Have you imported any non-native birds in the last 12 months

Yes  No

If yes, how many? \_\_\_\_\_

17. **FOR RE-IMPORT OF BIRDS UNDER WBCA:** Please provide a copy of your export/re-export CITES document and Declaration Form 3-177, validated by the USFWS Office of Law Enforcement.

\*Before your return, you must additionally obtain a CITES re-export certificate from the CITES Management Authority of the country you are leaving.

18. If you are applying for a three-year WBCA import permit (i.e., you are a non-US resident traveling through the United States), you must provide a copy of your valid foreign CITES Certificate of Ownership (Pet Passport).
19. For the **EXPORT** of a **migratory bird** (listed in [50 CFR 10.13](#)), provide Federal and State permit or license numbers that authorize possession and acquisition, where such document is required.
20. Transport conditions must comply with the [CITES Guidelines for Transport of Live Animals](#) or, in the case of air transport, with the [International Air Transport Association \(IATA\)](#) live animal regulations (contact airlines for additional information). Please provide a description of the shipping conditions including:
- a. The type, size, and construction of any shipping container; and
  - b. The arrangements for watering or otherwise caring for your pet during transport.

21. CERTIFICATION STATEMENT (All applicants must complete with an original signature)

I understand that the purpose for the pet(s) identified in this application is to import, export, or re-export my personally owned pet(s) and I have no intention of selling the pet(s) or using the pet(s) for any commercial activity.

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

*When travelling with your pet, there may be animal health requirements specific for that destination. As soon as you know your travel details, contact your local veterinarian to assist with the pet travel process. Factors to consider may include meeting time frames for obtaining a health certificate, updating vaccinations, diagnostic testing, or administration of medications/ treatments. Please contact: <https://www.aphis.usda.gov/aphis/pet-travel>*

Be aware that certain States require pet possession certificates. Contact your State Conservation Agency for pertinent requirements and submit copies of applicable documentation with your application.

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

## 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 to average 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 (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.

Questions regarding permits from Management Authority should be sent to [managementauthority@fws.gov](mailto:managementauthority@fws.gov).