

Recovery permittees may add other individuals to their permit, via the List of Authorized Individuals. Changes to the List of Authorized Individuals are handled by email with the applicable Field Office Recovery Permit Coordinator, and they do not require the submission of an amendment application on ePermits. Receipt of this information does not guarantee the addition of an individual to a recovery permit, and a denial may occur if the individual is not deemed qualified.

1. Authorized Individuals

Only individuals on the attached List of Authorized Individuals (List) are authorized to independently conduct activities under this permit. Each named individual, and the associated permit holder, shall be responsible for compliance with the Special Terms and Conditions in this permit. The List shall be retained with these Special Terms and Conditions.

To request changes to the List, the permittee shall review the Pacific Southwest Region's minimum qualifications document, if available, for each requested species and/or activity. The permittee shall submit requests via email to the applicable Field Office Recovery Permit Coordinator at least 90 calendar days prior to the requested effective date. The request shall be signed and dated by the permittee and include the following information:

- a. The permit number;
- b. The name of each new individual to be appended to the List;
- c. The resume and qualifications statement of each new individual, detailing their education, training, and experience with authorized species and authorized activities in this permit, or similar species and activities, and type of activity for which authorization is being requested ([table recommended](#)). Refer to the applicable [Minimum Qualifications documents](#) when detailing experience (if applicable);
- d. Letters of reference from a supervising party for each new individual, which address the individual's qualifications and aptitude for the specific activities and each authorized species to be conducted in independent status. The names, titles, organizations, email addresses, and phone numbers of each reference writer shall be provided in each letter; and
- e. The names of any individuals to be deleted from the List.

The permittee shall include the current updated version of the List with this recovery permit once it is received from the applicable Field Office Recovery Permit Coordinator.

Note: This procedure is for personnel changes to the List only. For requests to renew and/or amend this permit, a complete application and appropriate processing fee shall be submitted through the Service's electronic permitting website (ePermits) available at the [ePermits Public Portal](#).