

Welcome to eLicense – How to Get Started

What is eLicense?

As an alternative to paper applying, we have developed an Internet-based application system for FWS 3-200-3a - Import/Export License - U.S. Entities and 3-200-3b - Import/Export License - Foreign Entities. This system, named "eLicense", allows a filer to apply for an Import/Export license electronically. An Import/Export license gives the license holder permission to commercially import or export fish or wildlife regulated by the U.S. Fish and Wildlife Service.

How to access eLicense

Access the eLicense home page here: <https://www.fws.gov/eLicense/eLicenseHome.cfm>

Once your need for an Import/Export license has been determined, hover over the "Login" link. Two options will be given, and new users without an existing eLicense account will select "Create Account"



U.S. Fish & Wildlife Service
Electronic Import Export License (eLicense)
Office of Law Enforcement

ELICENSE HOME WHAT IS ELICENSE? OFFICE OF LAW ENFORCEMENT **LOGIN**

Electronic License (eLicense)

Obtain Permission to Commercially Import or Export Fish or Wildlife Regulated by Our Agency

Welcome to the U.S. Fish and Wildlife Service (FWS) Electronic Import Export License (eLicense) webpage where you can request a new import/export license or amend/renew an existing one.

Import/Export Licenses are issued to entities (companies or individuals) **before** they commercially import into or export from the United States shipments containing wildlife. This document is separate from any other permit that is issued by FWS, and does not replace the necessity for such documents if your shipment requires them.

Examples of Items Regulated by the U.S. Fish and Wildlife Service

First-Time Users with no eLicense Account

First-time eLicense users will fall into two categories:

- I already have an existing Import Export License, but I don't have an eLicense account
- I've never had an Import Export License, but I'd like to apply online

Select the option that applies to you. If you have an Import Export License but can't remember your Import Export license number, please contact your servicing Permit Office using the contact information provided at the end of this document.

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ELICENSE HOME WHAT IS ELICENSE? OFFICE OF LAW ENFORCEMENT LOGIN

Electronic License (eLicense)

Create New Account

eLicense Account Creation Options

I already have an existing Import Export License, but I don't have an eLicense account...
Yes - I have an existing license and need to renew or amend - Please have your Import Export License Number and email address available, then [Click Here](#)*

No - Go to next section. You may also choose to complete a [paper application form](#)

▲

I've never had an Import Export License, but I'd like to apply online...
Yes - I have access to a valid email account: [Click Here to Continue](#)

No - I already have a license and need to renew or amend: Please see above

▲

I already have an account to renew or amend my license...
Yes - [Click Here to Log In](#)

No - Please see options above. You may also choose to complete a [paper application form](#)

▲

I'm not sure what I need...
For assistance please contact the appropriate USFWS OLE Permits Office:

- USFWS OLE Permits East Office:
U.S. Fish & Wildlife Service

First time eLicense users: If you already have an Import/Export license and need to renew, click here

First time eLicense users: If you DO NOT have an Import/Export license and need a license, click here

I already have an existing Import Export License, but don't have an eLicense account

Your Import Export license number, located in the top right quadrant of your license, is labeled "Permit Number" or "Number" and consists of 6 characters. Your license number may appear in the following formats; the highlighted 6 characters are considered your license number: 123456 or LE123456-0 or 2017-A12345

If you can't remember your Import/Export license number, contact your servicing Permit Office using the contact information provided at the end of this document.

The email address you enter here must be the same as the email address we have on file for this license number. If you do not have an email address on file with us, or the email address entered does not match the email address on file, please contact your servicing Permit Office using the contact information provided at the end of this document. An email address can only be used to create one eLicense account.

Enter your information as shown below. When completed, an email will be sent to the entered email address to confirm your new account request. Follow the link in the email to continue creating your eLicense account. When account creation is complete, you will receive another email confirming your account creation and eLicense ID number. Emails will be sent from USFWS_OLE@fws.gov.



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Create New Account to Renew or Amend an Existing License

Please complete the information below then click on the "Continue" button. Your license number appears in Box 3 of your license ("LE" + NUMBER + "0" OR "20YY + NUMBER") is six characters in length. An email will be sent to the email address on file for that license number. The email address you enter here must be the same as the email address we have on file for this license number.

Follow the link in the email to continue creating your Electronic Import Export License (eLicense) account. If you do not have an email address on file with us, or the email address entered does not match the email address on file, please contact the appropriate office below for assistance.

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| eLicense East 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 | eLicense West 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 |
|--|--|

License Number:

Phone Number Where You Can Be Reached:

Email Address Associated With This License Number:

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Please enter the characters above:

I've never had an Import Export License, but I'd like to apply online

Enter your information as shown below. When completed, an email will be sent to the entered email address to confirm your new account request. Follow the link in the email to continue creating your eLicense account. When account creation is complete, you will receive another email confirming your account creation and eLicense ID number. Emails will be sent from USFWS_OLE@fws.gov.

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


ELICENCE HOME WHAT IS ELICENCE? OFFICE OF LAW ENFORCEMENT LOGIN

Electronic License (eLicense)

Create New Account: NEW License

Complete the information below then click on the "Continue" button. An email will be sent to the email address you provide with a link to assist in creating your Electronic Import Export License (eLicense) account.
**Note: The email address you provide must be a valid email address and will be used to log into your newly created eLicense account*

Email Address:



Please enter the characters above:

I have questions about using eLicense. Who should I contact?

Contact the appropriate USFWS OLE Permits Office:

USFWS OLE Permits East Office:

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

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

USFWS OLE Permits West Office:

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

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