



**Department of Interior
U.S. Fish and Wildlife Service
Federal Fish and Wildlife Permit Application Form**

U.S. Fish and Wildlife Service
Division of Management Authority
Branch of Permits, MS: IA
5275 Leesburg Pike
Falls Church, VA 22041-3803
1-800-358-2104 or 703-358-2104

Type of Activity

**EXPORT/RE-EXPORT/MASTER FILE OF WILDLIFE SAMPLES
AND/OR BIOMEDICAL SAMPLES under the Convention on
International Trade in Endangered Species (CITES)**

Complete Sections A or B, and C, D, and E of this application. U.S. address may be required in Section C, see instructions for details.
You may find instructions on how to make your application complete and help avoid unnecessary delays at the following link:

Section A: Complete if applying as an individual

1.a. Last Name		1.b. First Name		1.c. Middle Name/Initial		1.d. Suffix	
2. Date of Birth (mm/dd/yyyy)		3. Telephone Number		3.a. Alternate Telephone Number		4. E-mail address	

Section B: Complete if applying on behalf of a business, corporation, public agency, Tribe, or institution

1.a. Name of business, agency, Tribe, or institution			1.b. Doing business as (DBA)				
2. Tax identification no.			3. Description of business, agency, Tribe, or institution				
4.a. Principal officer Last name		4.b. Principal officer First Name		4.c. Principal officer Middle name/initial		4.d. Suffix	
5. Principal officer title			6. Primary contact name				
7.a. Business telephone number		7.b. Alternate telephone number		7.c. Business fax number		7.d. Business e-mail address	

Section C: All applicants complete address information

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

Section D: All applicants MUST complete

<p>1. Attach the nonrefundable application processing fee in the form of a check or money order payable to the U.S. FISH AND WILDLIFE SERVICE in the amount identified on page 3. Federal, Tribal, State, and local government agencies, and those acting on behalf of such agencies, are exempt from the processing fee – <i>attach documentation of fee exempt status as outlined in instructions</i> [50 CFR 13.11(d)].</p>	
<p>2. 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.</p>	
<p>Signature of applicant/Principal Officer for permit (No photocopied or stamped signatures) Date of signature (mm/dd/yyyy)</p>	
<p>Please continue to next page</p>	

E. Export/Re-Export of Wildlife Samples and/or Biomedical Samples (CITES)

For the export/re-export of samples from species listed under the Endangered Species Act or CITES Appendix I species (50 CFR Part 17), use application form [3-200-37](#).

The U.S. FWS may not be able to issue CITES documents for the commercial export of Appendix-I specimens, unless the specimens were obtained from animals produced at a CITES-registered Appendix-I commercial breeding operation. For more information on registering an Appendix-I commercial breeding operation, contact the Division of Management Authority at 800-358-2104 or managementauthority@fws.gov.

Use this form if you are collecting on the high seas (outside the U.S. E.E.Z.) on a U.S. registered vessel **and** transporting the specimens directly to a different country - your shipment would require a U.S. CITES export permit. In addition, if you are exporting Appendix-I specimens, an import permit issued by the country into which the specimens are transported would be required.

This application can be used to:

Request a single-use permit for export of samples (processing fee = \$100) that is valid for 6 months from the date of issuance. For re-issuance or amendment of a single use permit, the original permit must be returned with this completed application form.

Request a single-use permit for re-export of samples [e.g., samples that were previously imported into the United States or taken from animals previously imported] (processing fee = \$75) that is valid for 6 months from the date of issuance. For re-issuance or amendment of a single use permit, the original permit must be returned with this completed application form.

Establish a Master File (processing fee = \$200 + \$5/partially completed certificates): A "Master File" can be valid for up to 3 years from the date of issuance. Once the Master File is approved, you must obtain partially completed certificates to export or re-export samples. Partially completed certificates are \$5 each, are valid for 6 months. Certificates must be obtained prior to making any shipment and must accompany the shipment.

Amend an existing Master File (processing fee = \$100 + \$5/partially completed certificates): A "Master File" must be **amended** when there have been any changes to the information provided in the original application for a master file. You need only provide the requested information for the changes that need have occurred. However, if you intend to renew your current Master File at the same time you are amending it, see below.

Renew (or Amend and Renew) a Master File (processing fee = \$100 + \$5/partially completed certificates): To renew a Master File that has or will soon expire, **you must complete this entire application**, including providing all of the information requested in this form for all plants to be included in your Master File and information on any changes to your facility, operations, species, or suppliers for the plant specimens that you wish to export.

Electronic submission of inventories, photographs, and receipts: Some applications contain extensive inventories and/or a large number of photographs or receipts. You may provide electronic versions of the documents. Such a submission will assist in expediting the processing of your application since it may reduce data entry by the U.S. Fish and Wildlife Service. If you wish to provide information electronically, once you have received an application number via the e-mailed acknowledgment letter, e-mail your information to Permits@fws.gov. Be sure to include the application number provided in the acknowledgment e-mail that will be sent to you when we receive your application.

I will be submitting documents electronically.

Provide the following information. 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. If you are applying for multiple specimens, be sure to indicate which specimen you are addressing in each response.

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 regular mail through the U.S. Postal Service.

2. Who should we contact if we have questions about the application (name, phone number, and e-mail)?

3. 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?

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. What activity are you requesting authorization to carry out?

SINGLE SHIPMENT for export (Processing Fee =\$100)

SINGLE SHIPMENT for re-export only (Processing Fee = \$75)

ESTABLISHING A MASTER FILE (Processing Fee = \$200)

MASTER FILE # _____

AMENDMENT OF AN ESTABLISHED MASTER FILE, (Processing Fee = \$100)

RENEWAL OF AN ESTABLISHED MASTER FILE, (Processing Fee = \$100)

AMENDMENT and RENEWAL OF AN ESTABLISHED MASTER FILE, (Processing Fee = \$100)

AND

Number of partially completed certificates requested at this time: _____ (\$5 each)

Additional partially completed certificates may be requested by submitting form [3-200-74](#). All processing fees are nonrefundable.

- 5. If requesting a **single-use permit**, provide the name and address of foreign recipient (if shipping to yourself, include your foreign address):

Name:
 Business Name:
 Address:
 Address:
 City:
 State/Province:
 Country, Postal Code:

- 6. If requesting renewal, amendment, or establishment of a **Master File**, please be aware that partially completed permits must be issued from the master file in order to ship the requested specimen(s). Considering that partially completed permits are only valid for a 6-month period, please specify the number you are requesting at this time: _____ (Provide an additional \$5 per requested permit).

- 7. For EACH animal from which samples are to be shipped, provide the following (*You may use the attached corresponding inventory sheet*): **Please do NOT include Quarantine, Immunization or Health records unless they document transfer of ownership. (See sample inventory page provided.)**

- a. Scientific name (genus, species, and, if applicable, subspecies);
- b. Common name;
- c. Animal's microchip, tag, band, or other identification number or House name;
- d. Sex, if known;
- e. Birth/hatch date or age class;
- f. Source of specimen (Wild or Captive-Born);
- g. If animal or specimen was previously imported into the United States, foreign CITES export permit number and issuance date associated with that import;
- h. Type of sample (e.g., blood samples, cell cultures, tissue samples); and
- i. Quantity of samples & how packaged (e.g., 10 1-ml flasks, paraffin blocks, slides).

- 8. What is the purpose of the export?

Commercial Scientific
 Other (specify: _____)

- 9. Where is/are the specimen(s) currently located?

Name:
 Address:
 City, State/Province:
 County, Postal Code:

10. For wildlife previously imported into the United States from another country, provide:
- a. All copies of canceled CITES export or re-export documents issued by the appropriate CITES office in the country from which the wildlife was exported,
 - b. All copies of cleared wildlife Declaration for Import (Form 3-177),
 - c. Copies of Inventory sheets that accompanied the original shipment showing original tattoo #'s, and
 - d. If you did not make the original import, provide copies of the importer's documents outlined above and the invoices or other documents that shows you acquired the wildlife from the original importer or history of transactions (chain of ownership).
11. For samples collected from animals **born in the wild in the United States**, provide:
- a. Have the specimens been collected? If not, when will they be collected?

 - b. Specific location of where, when and by whom (name and address) the animal/sample was removed from the wild,

 - c. A description of the method(s) of collection, including previous results using this methodology (e.g. mortality rate, adverse impacts). If mortality occurred, how was the methodology modified to reduce future incidences of injury or death? If the animal was removed from the wild and held for an extended period in captivity, describe the length of time the animal was held in captivity and, if still in captivity, the location and future disposition of the animal,

 - d. The qualifications of the individuals collecting the animal or samples,

 - e. A copy of any applicable local, Tribal, State, or Federal government authorization approving the activity, and
 - f. Documentation that the applicant legally acquired the animals/samples.

12. For samples collected from animals **born in captivity within the United States**:
- a. Have the specimens been collected? If not, when will they be collected?

 - b. A description of the method(s) of collection, including previous results using this methodology (e.g. mortality rate, adverse impacts). If mortality occurred, how was the methodology modified to reduce future incidences of injury or death?

 - c. The qualifications of the individuals collecting the animal or samples.

 - d. A copy of any applicable local, Tribal, State, or Federal government authorization approving the activity.
13. **If you are the breeder**, please provide a dated statement that the animal was bred and born at your facility. This statement must include:
- a. Name and address of the breeding facility;
 - b. Birth/hatch date, band/tag number, and sex of each specimen; and
 - c. Signature of the attending veterinarian or animal caretaker in charge of the breeding operation.
14. If you are NOT the breeder of the animals, provide copies of documentation showing that the specimens were legally acquired, such as documentation that demonstrates the history of transactions (e.g., chain of custody) and a dated signed statement from the breeder or breeder's record that includes:
- a. Complete name and address of the breeder's facility;
 - b. Scientific name; birth/hatch date, sex, and, if applicable, band/tag number or other identifier of each specimen bred;
 - c. Statement that the animal was bred and born at the breeder's facility;
 - d. Location (name of holder, city, State, zip code) of parental stock;
 - e. Whether the parental stock was captive-born or wild-caught; and
 - f. Signature of the attending veterinarian, or animal caretaker in charge of the colony
15. **For marine mammals samples**, provide a copy of your FWS or NOAA Fisheries permit or authorization.

All international shipment(s) must be through a designated port. A [list of designated ports](#) (where an 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).

Please do not submit handwritten inventories with your application. You may re-create this form as long as it contains all the necessary information.

Export/Re-export of Wildlife Samples (CITES)

Inventory Page

Scientific Name (Genus species)	Original Animal #	Current Animal #	Gender	Birth Date mm/dd/yyyy	CITES export Permit #	Type of sample Quantity of samples & how packaged
Ex: <i>Macaca fascicularis</i>	Rx7272-09		F	05/06/1992	VN010-1998	20 1ml vials containing 0.5 ml liver cell samples each
Enter column totals for animals, mls, and vials/flasks/slides, etc.	Animals= Vials= ML=					

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.

GENERAL INSTRUCTIONS:

- Complete all relevant questions in Sections A or B, C, D, and E.
- **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.**
- 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.
- Mail the original application to the address at the top of page one of the application or, if applicable, on the attached address list.
- **Keep a copy of your completed application.**
- **Please plan ahead. 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).**
- Applications are processed in the order they are received.

SECTION A OR SECTION B:

Section A. Complete if applying as an individual [do not complete if importing/exporting under an Import/Export License.]:

- Enter the complete name of the responsible individual who will be the permittee if a permit is issued. Enter personal information that identifies the applicant. **Fax and e-mail, while helpful in processing, are not required.**
- If you are applying on behalf of a client, the personal information must pertain to the client, and a document evidencing **power of attorney** must be included with the application.
- **Affiliation/ Doing business as (dba):** business, agency, Tribe, organizational, or institutional affiliation directly related to the activity requested in the application (e.g., a taxidermist is an individual whose business can directly relate to the requested activity). The Division of Management Authority (DMA) and the Office of Law Enforcement (OLE) do **not** accept doing business as affiliations for individuals (complete Section B).

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

- Enter the complete name of the business, agency, or institution that will be the permittee if a permit is issued. Give a brief description of the type of business the applicant is engaged in. Provide contact phone number(s) of the business. 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. **Primary 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.

ALL APPLICANTS COMPLETE SECTION C:

- For all applications submitted to the Division of Management Authority (DMA), a physical U.S. address is **required**.
- **Mailing address** is the address to which communications from USFWS should be mailed if different from applicant's physical address.

ALL APPLICANTS COMPLETE SECTION D:

Section D.1 **Application processing fee:**

- An application processing fee is required at the time of application, unless exempted under 50 CFR13. 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.**
- **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.

Section D.2 **CERTIFICATION:**

- **The individual identified in Section A, the principal officer named in Section B, 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 SECTION E

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

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

Public reporting for this collection of information varies depending on the activity for which a permit is requested. The relevant burden for FWS Form 3-200-29 is 150 minutes 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: BPHC, Falls Church, VA 22041-3803. Please do not send your completed application to this address.