



**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

**CERTIFICATE OF OWNERSHIP FOR PERSONALLY OWNED
WILDLIFE "PET PASSPORT" 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. **Instructions on how to make your application complete and help avoid unnecessary delays are attached.**

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 of \$75. 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. CERTIFICATE OF OWNERSHIP FOR PERSONALLY OWNED WILDLIFE "Pet passport" (CITES)

Note: This form is used to request a passport-like certificate for a single animal (one pet per application).

- Your primary residence must be in the United States (i.e., residing the majority of the year in the United States) to be eligible for this certificate.
- Certificates cannot be re-issued if the pet is currently outside the United States; therefore the pet must return to the United States prior to the expiration of the certificate.
- Certificates issued are typically valid for three years, and are intended for multiple border crossings.
- Please review our webpage ["Personal Pets"](#) for important guidance and reminders.

If you are interested in obtaining a single permit for multiple animals without needing multiple crossings, or are intending to move your pet overseas permanently, please use form [3-200-46](#) .

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. **A separate application and certificate is needed for each animal.**

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 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 2, 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" answer does not automatically disqualify you from getting a permit.

4. This is a: ([for Re-issuance use application 3-200-52](#))

New Application

Amendment of Permit#

5. Provide the following information (**note: In most cases, your animal must be permanently marked to qualify for a Certificate of Ownership**):

Scientific name (genus, species, and, if applicable, subspecies)	Common Name	Birth/Hatch date mm/dd/yyyy	Sex	Permanent marking ¹ and/or name	Household name	Source (wild/captive-born)

6. What is the current location of your pet?

7. Indicate date of travel and country or countries of destination (if currently known):

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**; and 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 animal was removed from the wild; and
 - iii. The date the animal was removed from the wild.
 - iv. Documentation demonstrating the history of transactions [e.g., chain of ownership(s) of animal].
 - 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. (please refer to question 11); and
 - iii. The date you acquired the animal.
 - iv. Documentation demonstrating the history of transactions [e.g., chain of ownership(s) of animal].

¹ (e.g., tattoo number; band number; microchip number, type, and location on animal; prominent scars. Some pets, such as snakes, may not be suitable for permanent marking such as microchips or tattoo. Prominent coloration or markings that distinguish the animal from others of its species may be sufficient.)

9. For animals that were **captive-born**:

Provide a dated and signed statement from the breeder that includes the following:

- i. Scientific and common names of bird;
- ii. Birth/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 or 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 animals previously imported into the United States (i.e., did not originate from the United States), provide evidence that the animal was legally imported, including:

- a. Copies of validated canceled CITES export permits or re-export certificates issued by the appropriate CITES office in the country from which the wildlife 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 wildlife from the original importer.
- c. If you did not obtain the wildlife from the original importer, include documentation demonstrating the history of transactions.
- d. For exotic birds previously imported, provide a copy of the Wild Bird Conservation Act (WBCA) import authorization.

12. If requesting a passport for a species listed on the **Migratory Bird Treaty Act** (listed in 50 CFR 10.13), provide Federal and/or State permit(s) or license numbers that authorize possession and acquisition

13. 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.

14. 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 [Dept. of Agriculture Animal and Plant Health Inspection Service](#) .

15. 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.

16. I expect the [export/re-export/import] to occur at the following U.S. port(s): _____

17. **All international shipment(s) of wildlife must be declared to the U.S. Fish and Wildlife Service at the time of export/import. A [list of designated ports](#) (where a wildlife inspector is posted) is available. If you wish to use a port not listed, additional authorization to use a non-designated port will be required. If you wish to use several different non-designated ports, you may be required to contact the Office of Law Enforcement for additional authorization.**

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 3-200-64 is 30 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.