

*This document was created to assist U.S. fishers who plan to engage in international commercial trade (e.g. fishing on the high seas and landing in the United States or in a foreign country, importing, exporting, or re-exporting) of oceanic whitetip shark, three species of hammerhead sharks (scalloped, great, and smooth), porbeagle shark, and manta rays.*

## **APPLICATION GUIDELINES FOR OBTAINING CITES INTRODUCTION FROM THE SEA AND EXPORT DOCUMENTS**

**(Application form 3-200-31:** available at <http://www.fws.gov/forms/3-200-31.pdf>)

Effective September 14, 2014, international trade of oceanic whitetip shark, scalloped hammerhead, great hammerhead, smooth hammerhead, porbeagle shark, and manta rays requires appropriate CITES documents. This application should be used to obtain a U.S. CITES Introduction from the Sea (IFS) certificate (which would authorize you to land your catch of these species taken on the high seas at a U.S. port) and/or U.S. CITES export permits (which would allow you to land your catch of these species, taken on the high seas, U.S. waters, or foreign waters, at a foreign port). [CITES documents are also required for international trade of other, previously listed, CITES sharks, including basking sharks, great white sharks, and whale sharks.]

After completing this application form, please mail it, along with any requested documentation and the application fee, to:

U.S. Fish and Wildlife Service  
Division of Management Authority  
Mail Stop: IA, Attn: Permits  
5275 Leesburg Pike  
Falls Church, VA 22041-3803

After review of the application, the U.S. Fish & Wildlife Service (Service) will issue you either an Introduction from the Sea certificate, a number of CITES export permits, or a combination of both, depending on the activities that you intend to carry out. It is important that you clearly identify the activities you wish to conduct, so that the correct documents are sent to you.

SCENARIO #1: You intend to ONLY fish on the high seas and land your catch ONLY in the United States.

SCENARIO #2: You intend to fish in U.S. waters, foreign waters, or the high seas and ONLY land your catch in a foreign country.

SCENARIO #3: You intend to fish in U.S. waters, foreign waters, or the high seas and you are landing your catch in either the U.S. or a foreign country. (WE RECOMMEND CHOOSING THIS SCENARIO IN MOST CASES)

An IFS certificate is valid for one (1) year and allows you to come into a U.S. port as many times as you wish within that time period. When using the certificate, you would need to make a photocopy of the document and fill in the quantity of shark or manta ray you are landing in Block 11 of the certificate.

CITES export permits are valid for six (6) months and allow you to land your catch at a foreign port. When you apply for these permits (Scenario #2 or #3), you will need to indicate the number of permits you will need. You will need to present an ORIGINAL permit (no copies allowed) to the foreign authorities each time you land a catch in a foreign country. You will need to fill in the quantity of shark or manta ray you are landing in Block 11 of the permit.

Please note that if you are landing your catch in a foreign country and intend to transport it to the United States, you MUST obtain a CITES re-export certificate from that country's government BEFORE sending the catch to the United States.

Application fee: The Service charges an application processing fee for all application requests. The fee for an IFS certificate and/or export permits is \$100. When requesting export permits, you will need to identify the number of permits you desire and submit a processing fee of \$5 for each document. For example, if you are requesting an IFS certificate and 20 export permits (because you anticipate landing in Canada twenty separate times over the next year), you would need to submit \$200 (\$100 for the IFS certificate and \$100 for 20 export permits).

## The following is a guide to completing application form 3-200-31.

Application form 3-200-31 was originally designed to facilitate request of only IFS certificates. However, to accommodate the various scenarios that are possible when fishing for sharks and manta rays, the Service is asking fishers to use this form to request both IFS certificates and export permits. The Service will develop a new form in the future.

To help with processing of your application, please include a **cover letter** with your application package including the following information:

- What is the activity for which you are requesting authorization?
  - landing sharks taken on the high seas
  - landing sharks taken in U.S. waters
  - landing sharks taken in foreign waters
  - a combination of all of these
- If you are requesting export permits (in order to land catches in a foreign country), how many permits do you anticipate needing in the next 6 months? Since export permits are only valid for 6 months, we recommend that you consider how many landings you would typically make in a 6-month period and request that number of permits. (Additional documents can be requested by submitting the application form at <http://www.fws.gov/forms/3-200-74.pdf> and including the reference (or Master file) number.)

### **Completing the application form**

Page One – This is the standardized first page of all U.S. Fish and Wildlife Service applications. You will be applying as a business, so you should complete Sections B, C, and D. **Remember to sign and date the application at the bottom of the page under question D.3.**

Page Two, Section E:

**Please ignore all reference to “import”.**

For the question “Are you requesting authorization for (check appropriate box)”:

- For SCENARIO #1 (You intend to ONLY fish on the high seas and land your catch ONLY in the United States.) - Please mark the box for MULTIPLE SHIPMENTS AND write “IFS” to the right.
- For SCENARIO #2 (You intend to fish in U.S. waters, foreign waters, or the high seas and ONLY land your catch in a foreign country.) - Please mark the box for MULTIPLE SHIPMENTS AND write “EXPORT” to the right. Also identify the number of export permits you believe you will need in the next 6 months.

- For SCENARIO #3 (You intend to fish in U.S. waters, foreign waters, or the high seas and you are landing your catch in either the U.S. or a foreign country.) - Please mark the box for MULTIPLE SHIPMENTS AND write “IFS” and “EXPORT” to the right. Also identify the number of export permits you believe you will need in the next 6 months.

Questions 1 and 2: Provide the information requested.

Question 3: Since the purpose of your application is to commercially land fish, please answer this question with “commercial activities”.

Question 4: Provide the information requested.

Questions 5 – 8: These questions are not relevant to the activities you are proposing to carry out, therefore please respond with “N/A”.

Question 9: All shipments entering the United States must either go through a designated port or a non-designated port for which you must request a “Designated Port Exception Permit”. If you will be landing your catch at a non-designated port, please complete form [3-200-2](#) and submit it to the appropriate office identified on the form.

Questions 11-13: Provide the information requested.

Pages 5 and 6 – These two pages contain standardized language about the application, Privacy Act, Paperwork Reduction Act, and the Freedom of Information Act. We encourage you to read this information, but there is nothing on these pages that needs to be completed.