



NOTICE TO THE WILDLIFE IMPORT/EXPORT COMMUNITY



October 16, 2017

Subject: Electronic Licensing

Background: Anyone engaging in business as an importer or exporter of wildlife must obtain a USFWS import/export license. In the past, importers and exporters could only apply for an import/export license from the Service by completing a paper form and presenting it to a Service wildlife inspection office or an Office of Law Enforcement Permits Office.

The Fish and Wildlife Service has developed and tested a new voluntary electronic licensing system (eLicense). eLicense allows users to apply for a new import/export license or renew or amend a current or expired license from the Service via a secured Internet web site. The system facilitates clearance of wildlife imports and exports, allowing users to store data for future use and communicate by e-mail with Service license issuers.

Action: Effective October 2, 2017, the new eLicense system will be available for use by any individual or company that imports or exports wildlife for commercial purposes. Although the Service will continue to accept and process traditional "paper" applications for those who prefer that method of applying, we encourage importers and exporters to take advantage of the new electronic application system.

Importers and exporters may access eLicense via the Office of Law Enforcement eLicense home page (<https://www.fws.gov/elicense>).

To complete an application with eLicense, users need Internet connectivity, an e-mail address, the Microsoft Internet Explorer browser (version 5.0 or higher), and an ink jet or laser printer. No special software is required, and no additional fees are charged for using eLicense. Help files on the eLicense web site provide an on-line user manual, information on reconfiguring your Internet browser, filing instructions, and useful FAQs.

There is no reason for you to have a USFWS import/export license if you do not commercially import or export wildlife. Requests for license renewals will be reviewed for import/export activity.

This document does not convey any rights, benefits, or privileges beyond authorizing you to engage in business as an importer or exporter of wildlife. The import/export license is not recognized outside the United States.

Contact:

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