



Federal Fish and Wildlife Permit Application Form

Return to:
U.S. Fish and Wildlife Service
Office of Law Enforcement

Send to the appropriate Issuing Office listed on Page 5 for the State where you (or U.S. Agent for foreign applicant) are located.

Type of Activity: Designated Port Exception Permit*

*If you import/export through a Designated Port, you do not need this permit.

- New - \$100.00
- Renewal of Permit #LE-_____ \$100.00
- Amendment to Permit #LE-_____ \$50.00
- Name/Address Change ONLY of Permit #LE-_____ (no fee)

See attached instruction pages for information on how to make your application complete and help avoid unnecessary delays.

A. Complete this section only if applying as an individual (Non-commercial)			
Last name		First name	Middle name
Date of birth (mm/dd/yyyy)	Last 4 of Social Security No.	Occupation	
Telephone Number	Alternate telephone number	E-mail address	

B. Complete this section only if applying as a business, corporation, public agency or institution			
Name of Business (must match Company's invoice, I/E License (if applicable) and other permits/shipping documents)			
Complete Federal Tax Identification No. or last 4 of SSN	Owner or Principal Officer Date of Birth (mm/dd/yyyy)	Description of Business	
Owner or Principal Officer Last Name Sole Owner? Yes <input type="checkbox"/>	Owner or Principal Officer First Name	Owner or Principal Officer Middle Name	
Principal Officer Email Address		URL/Web Address	
Principal Officer Title		Primary Contact Name	
Principal Officer Telephone Number	Alternate Telephone Number	Primary Contact Telephone Number	Primary Contact Email Address

C. All applicants MUST complete this section				
Address (No P.O. Boxes, Retail Postal, or Mail Service Center) (as shown on Company's invoice, I/E License (if applicable) and other permits/shipping documents) Where you will receive all official notices sent from the Service (Except for foreign entities).				
City	State/Province	Zip code	County (U.S.)	Country

D. All applicants MUST complete this section	
1.	Attach check or money order payable to the U.S. FISH AND WILDLIFE SERVICE in the amount listed above. Application fees are non-refundable.
2.	Do you currently have or have you ever had any Federal Fish and Wildlife permits? Yes <input type="checkbox"/> If yes, list the number of the most recent license/permit you have held: _____ No <input type="checkbox"/>
3.	Certification: I hereby certify that I have read and am familiar with the regulations contained in <i>Title 50, Part 13 of the Code of Federal Regulations</i> and the other <i>applicable parts in subchapter B of Chapter I of Title 50</i> , 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.
Signature of Individual/Principal Officer/U.S. Agent** (No photocopied or stamped signatures) _____ Date of Signature (mm/dd/yyyy) _____	
** (Foreign applicants only – A copy of the Power of Attorney naming foreign entity and U.S. Agent must accompany this application.)	

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DESIGNATED PORT EXCEPTION PERMIT APPLICATION CONTINUATION SHEET

SECTION E: ALL APPLICANTS MUST COMPLETE THIS SECTION

1. Port(s) of entry where importation/exportation is requested: _____

2. Address one of the following as the **primary reason** for your request to be allowed an exception from the designated port requirement. Supporting documentation must include current information and should be attached to this application. All supporting documentation that is attached will be considered a part of the application.

_____ **Scientific Purposes** (50 CFR 14.31): Provide a detailed written statement of the scientific purpose or use of the wildlife to be imported or exported outlining the benefits to the bona fide research project and why importation or exportation should be allowed at the requested port rather than a FWS designated port.

Statement, as described above, is attached. No permit will be issued without this statement.

_____ To **minimize deterioration or loss** (50 CFR 14.32): Provide a detailed written statement for the purpose or use of the wildlife to be imported or exported, and show how import or export at a designated port would result in substantial deterioration or loss of wildlife (attach copies of carrier routings/schedules/timelines/etc. to show the difference in travel time between designated ports and requested FWS non-designated port listed in the table above). **NOTE: provide a separate written statement specific to every FWS non-designated port location requested in Question 1.**

Statement(s), as described above, are attached. No permit will be issued without the statement(s).

_____ To **alleviate undue economic hardship** (50 CFR 14.33): Include a detailed written statement that provides a description of the form in which the item(s) are to be imported/exported (live, frozen, raw hides, full description of any manufactured products – can also use #8 and #9 below). Information must be included to show the monetary difference between the cost of importation or exportation at the port requested and the lowest cost of importation or exportation at a designated port (attach copies of quotes from common carriers/freight forwarders, etc.). **NOTE: provide a separate written statement specific to every FWS non-designated port location requested in Question 1.**

Statement(s), as described above, are attached. No permit will be issued without the statement(s).

3. **Are you keeping your records concerning imports and/or exports of wildlife under this permit at the same location as Block C on page 1 of this application?** Yes No (must check one)

(NOTE: Foreign applicants only – see Question 12)

50 CFR 13.46 describes the required records that are to be maintained for five (5) years from date of expiration of the Designated Port Exception Permit.

If no, provide location of records (*list all – use additional pages as necessary*):

Name: _____

Primary Contact Name: _____

Address/City/State/Zip (No P.O. Box, Retail Postal or Mail Service Center): _____

Phone Number: _____

Email address: _____

Please continue to next page

DESIGNATED PORT EXCEPTION PERMIT APPLICATION CONTINUATION SHEET

4. Is this request for commercial shipment(s)? Yes No (must check one)
If "Yes", you must provide a copy of your **valid** Import/Export License with this application.
5. Is this request for a **single shipment of wildlife or wildlife products**? Yes No (must check one)
If yes, please provide estimated date of arrival/departure for your shipment. _____
6. Is this request for a **series of shipments**? Yes No (must check one)
If yes, provide approximate number of shipments and frequency (weekly/monthly/etc.) _____

7. Is this request for **shipments over a specified period of time**? Yes No (must check one)
If yes, provide date(s) involved: _____

8. **General description** of the wildlife or wildlife products to be imported/exported. (Choose all that apply)
 Perishable
 Live (*50 CFR 13.41 requires wildlife possessed under a FWS permit must be maintained under humane and healthful conditions*)
 Venomous
 Dead
 Products (Describe: sport hunted trophies, jewelry, footwear, carvings, etc.) _____

- Other (Describe:) _____
9. **Type of animal** to be used as described in #8 above. (Choose all that apply)
 Fish Coral Reptiles Amphibians
 Mammals Birds Insects/Arachnids Molluscs (Shells)
 Other _____
10. [50 CFR 14.31 – 14.33](#) requires that you provide number and kinds of wildlife described by scientific and common names to be imported or exported where such number and kinds can be determined (*Use additional pages as necessary*):
- Scientific Name: _____
Common Name: _____
Quantity: (*Use metric, if appropriate*) _____
Country of Species Origin: _____
Country of Re-export: (*If applicable*) _____
- Scientific Name: _____
Common Name: _____
Quantity: (*Use metric, if appropriate*) _____
Country of Species Origin: _____
Country of Re-export: (*If applicable*) _____

Please continue to next page

DESIGNATED PORT EXCEPTION PERMIT APPLICATION CONTINUATION SHEET

11. **Disqualification Factor.** An applicant with 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?

Yes No (must check one)

If you answered "Yes" 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 (list all – use additional pages as necessary).

12. **Foreign Applicants ONLY**

U.S. Agent Designation

A Designated Port Exception Permittee is required to maintain complete and accurate records of any taking, possession, transportation, sale, purchase, barter, exportation or importation of wildlife for a period of five (5) years from the date of the expiration of their Designated Port Exception Permit. Such records shall be kept current and shall include names and addresses of persons with whom any wildlife has been purchased, sold, bartered, or otherwise transferred, and the date of such transaction, and other information as may be required or appropriate. Such records shall be legibly written and in English. The name, address and telephone number of U.S. Agent must be complete and accurate and cannot be a retail postal or mail service center.

Name of U.S. Agent _____
(This name will show up as c/o on the face of the Non-Designated Port Permit)

Date of Birth: _____

Address/City/State/Zip (No P.O. Box, Retail Postal, or Mail Service Center): _____

Phone Number: _____

Email address: _____

I hereby agree to be U.S. Agent for _____.
(Name of Applicant listed on Page 1 of this application)

I acknowledge the above responsibilities and will comply with the above requirements on behalf of the applicant.

Printed Name of U.S. Agent _____

Signature of U.S. Agent (No photocopied or stamped signatures) _____

Date of Signature (mm/dd/yyyy) _____

NOTE: You must notify the U.S. Fish and Wildlife Service immediately of any change in U.S. Agent

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Office of Law Enforcement Permit Offices
<https://www.fws.gov/le/regional-permit-offices.html>

Please send your application to the appropriate office.

If you (or U.S. Agent for foreign applicant) are located in the following states, send your application to the address below:

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

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

If you (or U.S. Agent for foreign applicant) are located in the following states, send your application to the address below:

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

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

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PERMIT APPLICATION FORM INSTRUCTIONS

The following instructions pertain to Form 3-200-2 that must be completed as an application for a U.S. Fish and Wildlife Service Designated Port Exception Permit. **Reminder: It is a violation to import or export fish and/or wildlife through any port listed on page 2 of this application prior to obtaining an Designated Port Exception Permit.**

GENERAL INSTRUCTIONS:

- Complete all applicable blocks/lines/questions in Sections A through E.
- **An incomplete application may cause delays in processing or may be returned to the applicant.**
- **Be sure you are completing the appropriate application form for the proposed activity.**
- Print clearly or type in the information. Illegible applications may cause delays.
- Sign the application. Scans, faxes or copies of the original signature will not be accepted.
- No Designated Port Exception Permit will be issued if any information is missing from the application or if justification in Question E2 is incomplete.
- Mail the original application to the appropriate address on the attached address list.
- **Keep a copy of your completed application.**
- **Allow at least 60 days for your application to be processed. ([50 CFR 13.11](#))**
- Applications are processed in the order they are received.

COMPLETE SECTION A (*ONLY if applying as an individual – e.g. noncommercial import/export*):

- 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.
- If you are a **U.S. Agent applying on behalf of a foreign entity**, the personal information must pertain to the foreign entity, and a document evidencing power of attorney must be included with the application.

COMPLETE SECTION B:

- Enter the complete name of the business who will be the permittee if a Designated Port Exception Permit is issued.
- **Except for U.S. Agent applying for a foreign entity, we no longer will accept applications signed by anyone other than the sole owner or principal officer.** [50 CFR 13.12](#) clearly states that the applicant must certify they read and are familiar with applicable parts of subchapter B of Chapter I of Title 50, Code of Federal Regulations. No broker, freight forwarder, etc., can certify in the applicant's place. This section of the regulations also calls for the signature of the **applicant**.
- Give a brief description of the type of business in which the applicant is engaged (e.g. Taxidermy, Jewelry, Apparel, etc.).
- **Doing business as (dba):** dbas are not accepted. The name on the Designated Port Exception Permit must match any I/E License (if applicable), invoice(s) and other shipping documents that accompany the shipment to or from the United States.
- **Principal Officer** is the person in charge of the listed business. 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 who will be available to answer questions about the application or permitted activities.
 - **Primary Contact for foreign entity** is the U.S. Agent who will be available to answer questions about the application or permitted activities and can be the preparer of the application.

COMPLETE SECTION C:

- This is the address of the applicant where you will receive all official notices sent from the Service, which must match the invoice(s) and other shipping documents that accompany the shipment to or from the United States.
 - **Foreign entities:** This is the foreign address of the applicant, which must match the invoice(s) and other shipping documents that accompany the shipment to or from the United States. This is not the address that will show up on the Designated Port Exception Permit, if issued. The U.S. Agent's address will be used to send the Designated Port Exception Permit and all other official notices from Service. Your Designated Port Exception Permit will read: Foreign Entity c/o U.S. Agent Name, U.S. Agent Address, City, State, Zip Code.

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PERMIT APPLICATION FORM INSTRUCTIONS, CONTINUED

COMPLETE SECTION D:

Application processing fee:

- An application processing fee is required at the time of application. **The fee does not guarantee the issuance of a permit. Fees will not be refunded for applications that are approved, abandoned, or denied.** We may return fees for withdrawn applications if no significant processing has occurred.

Federal Fish and Wildlife permits:

- List the number of your most recent Permit/License even if it is no longer valid.

CERTIFICATION:

- **The individual identified as sole owner or principal officer must sign and date the application.** This signature binds the applicant to the statement of certification. This means that you certify that you have read and understand the regulations that apply to the permit. You also certify that everything 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 the application.
 - **Foreign entities:** The U.S. Agent designated in Question 12 can sign on your behalf. A copy of a Power of Attorney naming the foreign entity and the U.S. Agent must accompany this application. You must provide (in writing) a revised list of additional partner(s) or principal officer within 10 days of any changes.

COMPLETE SECTION E:

- All questions must be answered. Provide additional pages as necessary.
 - Foreign Entities – U.S. Agent designated in E 12 will be where you will receive all official notices sent from the Service. Your Designated Port Exception Permit will read: Foreign Entity c/o U.S. Agent Name, U.S. Agent Address, City, State, Zip Code.
 - You must notify FWS/OLE immediately of any change in U.S. Agent.

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APPLICATION FOR A FEDERAL FISH AND WILDLIFE PERMIT
Paperwork Reduction Act, Privacy Act, and Freedom of Information Act – Notices

In accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501, *et seq.*) and the Privacy Act of 1974 (5 U.S.C. 552a), please be advised:

1. The gathering of information on fish and wildlife is authorized by:
(Authorizing statutes can be found at: <http://www.ecfr.gov/> and <https://www.fws.gov/le/laws-regulations.html>.)
 - a. Bald and Golden Eagle Protection Act (16 U.S.C. 668), 50 CFR [22](#);
 - b. Endangered Species Act of 1973 (16 U.S.C. 1531-1544), 50CFR [17](#);
 - c. Migratory Bird Treaty Act (16 U.S.C. 703-712), 50 CFR [21](#);
 - d. Marine Mammal Protection Act of 1972 (16 U.S.C. 1361, *et. seq.*), 50 CFR [18](#);
 - e. Wild Bird Conservation Act (16 U.S.C. 4901-4916), 50 CFR [15](#);
 - f. Lacey Act: Injurious Wildlife (18 U.S.C. 42), 50 CFR [16](#);
 - g. Convention on International Trade in Endangered Species of Wild Fauna and Flora (TIAS 8249), <http://www.cites.org/>, 50 CFR [23](#);
 - h. General Provisions, 50 CFR [10](#);
 - i. General Permit Procedures, 50 CFR [13](#); and
 - j. Wildlife Provisions (Import/export/transport), 50 CFR [14](#).
2. 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 above laws. Failure to provide all requested information may be sufficient cause for the U.S. Fish and Wildlife Service to deny the request. Response is not required unless a currently valid Office of Management and Budget (OMB) control number is displayed on the form.
3. Certain applications for permits authorized under the Endangered Species Act of 1973 (16 U.S.C. 1539) and the Marine Mammal Protection Act of 1972 (16 U.S.C. 1374) will be published in the **Federal Register** as required by the two laws.
4. Disclosures outside the Department of the Interior may be made without the consent of an individual under the routine uses listed below, if the disclosure is compatible with the purposes for which the record was collected. (Ref. 68 FR 52611, September 4, 2003)
 - a. Routine disclosure to subject matter experts, and Federal, tribal, State, local, and foreign agencies, for the purpose of obtaining advice relevant to making a decision on an application for a permit or when necessary to accomplish a FWS function related to this system of records.
 - b. Routine disclosure to the public as a result of publishing **Federal Register** notices announcing the receipt of permit applications for public comment or notice of the decision on a permit application.
 - c. Routine disclosure to Federal, tribal, State, local, or foreign wildlife and plant agencies for the exchange of information on permits granted or denied to assure compliance with all applicable permitting requirements.
 - d. Routine disclosure to Captive-bred Wildlife registrants under the Endangered Species Act for the exchange of authorized species, and to share information on the captive breeding of these species.
 - e. Routine disclosure to Federal, tribal, State, and local authorities who need to know who is permitted to receive and rehabilitate sick, orphaned, and injured birds under the Migratory Bird Treaty Act and the Bald and Golden Eagle Protection Act; federally permitted rehabilitators; individuals seeking a permitted rehabilitator with whom to place a bird in need of care; and licensed veterinarians who receive, treat, or diagnose sick, orphaned, and injured birds.
 - f. Routine disclosure to the Department of Justice, or a court, adjudicative, or other administrative body or to a party in litigation before a court or adjudicative or administrative body, under certain circumstances.
 - g. Routine disclosure to the appropriate Federal, tribal, State, local, or foreign governmental agency responsible for investigating, prosecuting, enforcing, or implementing statutes, rules, or licenses, when we become aware of a violation or potential violation of such statutes, rules, or licenses, or when we need to monitor activities associated with a permit or regulated use.
 - h. Routine disclosure to a congressional office in response to an inquiry to the office by the individual to whom the record pertains.
 - i. Routine disclosure to the Government Accountability Office or Congress when the information is required for the evaluation of the permit programs.
 - j. Routine disclosure to provide addresses obtained from the Internal Revenue Service to debt collection agencies for purposes of locating a debtor to collect or compromise a Federal claim against the debtor or to consumer reporting agencies to prepare a commercial credit report for use by the FWS.
5. For individuals, personal information such as home address and telephone number, financial data, and personal identifiers (social security number, birth date, etc.) will be removed prior to any release of the application.
6. The public reporting burden on the applicant for information collection varies depending on the activity for which a permit is requested. The relevant burden for an Designated Port Exception Permit application is 1.25 hours. This burden estimate includes time for reviewing instructions, gathering and maintaining data and completing and reviewing the form. You may direct comments regarding the burden estimate or any other aspect of the form to the Service Information Collection Clearance Officer, U.S. Fish and Wildlife Service, MS BPHC, 5275 Leesburg Pike, Falls Church, VA 22041-3803 (mail). Please include "1018-0092" in the subject line of your comments.

Freedom of Information Act – Notice

For organizations, businesses, or individuals operating as a business (i.e., permittees not covered by the Privacy Act), we request that you identify any information that should be considered privileged and confidential business information to allow the Service to meet its responsibilities under FOIA. Confidential business information must be clearly marked "Business Confidential" at the top of the letter or page and each succeeding page and must be accompanied by a non-confidential summary of the confidential information. The non-confidential summary and remaining documents may be made available to the public under FOIA [43 CFR 2.13(c)(4), 43 CFR 2.15(d)(1)(i)].