



Federal Fish and Wildlife Permit Application Form

Return to: Division of Management Authority (DMA)
U.S. Fish and Wildlife Service
4401 N. Fairfax Drive, Room 700
Arlington, VA 22203
1-800-358-2104 or 703-358-2104

Type of Activity:
Retrospective Document (CITES), Supplemental Application

Retrospective documents are CITES documents that are issued after an activity has already taken place. **In addition to** the information requested in this supplemental form, complete and submit the 3-200 form that is appropriate to your activity (see <http://forms.fws.gov>). You need to submit the processing fee as indicated on the appropriate application.

1. Why are you requesting a CITES document after the item(s) has already been exported or introduced from the sea?

2. Do you own the item(s) _____ If no, who does own the item(s)? _____
3. Did you contact any government officials or agencies prior to the export/re-export, import, or introduction from the sea? _____ If yes, who or what office did you contact and when did you contact them?

4. Was the item(s) hand-carried from the United States? By you? _____ By someone else? _____
If by someone else, who (include relationship to you)? _____
5. When was the specimen(s) exported from the United States or introduced from the sea ?

6. Where is the specimen(s) now?

7. Have you had any correspondence with the shipper, the importing country's CITES Management Authority, or others involved in the export/re-export or introduction from the sea? _____. If yes, please provide copies of the correspondence.
8. What is your intended use of the specimen(s) that were exported/re-exported or introduced from the sea?

PERMIT APPLICATION FORM INSTRUCTIONS

The following instructions pertain to the standard Permit Form 3-200 that must be completed as an application for a U.S. Fish and Wildlife Service or CITES permit. The General Permit Procedures in 50 CFR 13 address the permitting process. For simplification, all licenses, permits, registrations, and certificates will be referred to as a permit.

- Complete all appropriate blocks/lines/questions. **Print clearly or type in the information.** A complete application prevents delays. Incomplete applications may be returned.
- Sign the application in blue ink and send the original to the address at the top of the application. Faxes or copies of the original signature will not be accepted.
- Please plan ahead. Allow at least 45 days for your application to be processed (50 CFR 13.11). Some applications may take longer than 90 days to process. Applications are processed in the order they are received.
- Additional forms and instructions are available from either <http://permits.fws.gov/> **OR** for DMA forms only, from the automated facsimile (FAX) system by calling 800-770-0150 or 703-358-2348.

Most of the application form is self-explanatory, but the following provides some assistance for completing the form.

APPLICATION FOR A FEDERAL FISH AND WILDLIFE PERMIT

Paperwork Reduction Act and the Privacy 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 that:

1. The gathering of information on fish and wildlife is authorized by:
 - a. Bald and Golden Eagle Protection Act (16 U.S.C. 668), Title 50 Part 22 of the Code of Federal Regulations (CFR);
 - b. Endangered Species Act of 1973 (16 U.S.C. 1531-1544), Title 50 CFR Part 17;
 - c. Migratory Bird Treaty Act (16 U.S.C. 703-712), Title 50 CFR Part 21;
 - d. Marine Mammal Protection Act of 1972 (16 U.S.C. 1361, *et. seq.*), Title 50 CFR Part 18;
 - e. Wild Bird Conservation Act (16 U.S.C. 4901-4916), Title 50 CFR Part 15;
 - f. Lacey Act (18 U.S.C. 42); Injurious Wildlife, Title 50 CFR Part 16;
 - g. Convention on International Trade in Endangered Species of Wild Fauna and Flora (TIAS 8249); Title 50 CFR Part 23.
 - h. General Provisions, Title 50 CFR Part 10;
 - i. General Permit Procedures, Title 50 CFR Part 13; and
 - j. Wildlife (Import/export/transport), Title 50 CFR Part 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.
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. Routine use disclosures outside the Department of the Interior may be made without the consent of an individual if the disclosure is compatible with the purposes for which the record was collected. (Ref. 68 FR 52611, September 4, 2003) Disclosures outside the DOI may be made under the routine uses listed below without the consent of the individual if the disclosure is compatible with the purposes for which the record was collected.

- a. To subject matter experts, and State, Federal, 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. 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. To Federal, 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. 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. To Federal, 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 sick, injured, or orphaned bird in need of care; and licensed veterinarians who receive, treat, or diagnose sick, orphaned, and injured birds.
 - f. To the Department of Justice (DOJ), 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. To the appropriate Federal, State, tribal, 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. To a congressional office in response to an inquiry to the office by the individual to whom the record pertains.
 - i. To the General Accounting Office or Congress when the information is required for the evaluation of the permit programs.
 - j. 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 this information collection varies depending on the activity for which a permit is requested. The relevant burden for this permit application is 15 minutes. 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 Clearance Officer, U.S. Fish and Wildlife Service, Mail Stop 222, Arlington Square, U.S. Department of the Interior, 1849 C Street, NW, Washington D.C. 20240.

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)].

Application Processing Fee

There is no application fee for submitting this form as this is a supplemental form. The applicant does need to submit the application processing fee as indicated on the appropriate application specific to the activity being requested. **In addition to** the information requested in this supplemental form, complete and submit the 3-200 application form that is appropriate to your activity (see <http://forms.fws.gov>).