Department of the Interior
U.S. Fish and Wildlife Service

Expires June 30, 2007
OMB No. 1018-0093

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:
Certificate of Ownership for Personally Owned Wildlife "Pet passport" (CITES)
(Note: Use this form if you need a "passport" type permit allowing for multiple cross-border movements of your pet)

Complete sections A OR B, and C and D of this application. Note: if a field is "gray," no answer is required. Application will not be considered complete without all sections. See additional instructions on attached pages.

A. Complete if applying as an individual (Provide a U.S. address)

1.a. Last name	1.b. First name	1.c. Middle name or initial	1.d. Suffix
2.a. Street address (line 1)	2.b. Street address (line 2)	2.c. Street address (line 3)	
3.a. City	3.b. Province	3.c. State	3.d. Zip code/Postal code:	3.e. Country
4. Date of birth (mm/dd/yyyy)	5. Social Security No.	6. Occupation	7.a. Home telephone number
7.b. Work telephone number	7.c. Fax number	8. E-mail address	9. County
10. List any business, agency, organizational, or institutional affiliation associated with the wildlife or plants to be covered by this permit (see C.1.)		11. Doing business as (dba)	

B. Complete if applying as a business, corporation, public agency or institution

1.a. Name of business, agency, or institution	1.b. Doing business as (dba)		
2.a. Street address (line 1)	2.b. Street address (line 2)	2.c. Street address (line 3)	
3.a. City	3.b. Province	3.c. State	3.d. Zip code	3.e. Country
4. Tax identification no.	5. Describe the type of business, agency, or institution and provide state of incorporation		
6.a. Principal officer (President, director, etc) Last name	6.b. First name	6.c. Middle name or initial	6.d. Suffix
7. Principal officer title:	8. Home telephone number		
9. Work telephone number	10. Fax number	11. E-mail address	12. County

C. All applicants complete

1. Do you currently have or have you had any Federal Fish and Wildlife permits? (For simplification, all licenses, permits, registrations, and certificates will be referred to as a permit.)
   Yes ☐ If yes, list the number of the most current permit you have held: _____ No ☐
2. Have you obtained all required State, Federal, or foreign government approval(s) to conduct the activity you propose?
   Yes ☐ If yes, provide a copy of the approval(s). Have applied ☐ Not required ☐
3. Enclose check or money order payable to the U.S. FISH AND WILDLIFE SERVICE **in the amount of $25** [50 CFR 13.11(d)(4)]. Institutions which qualify under 50 CFR 13.11(d)(3) may be exempt from the application processing fee.
4. 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.
5. Signature (in blue ink) of applicant/person responsible for permit in Section A or B. (Photocopied signatures are not accepted.) | 6. Date (mm/dd/yyyy):

Please continue to Section D on next page

D. 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. Certificates issued may be valid for up to three years, and are intended for use of multiple border crossings. If you are interested in obtaining a permit for multiple animals or are intending to move your pet overseas permanently, use form 3-200-46.

Please provide the following information. If needed, use a separate sheet of paper. On all attachments or separate sheets you are submitting, please indicate the number of the application question you are addressing. A separate application and certificate is needed for each animal.

1. Provide:
   a. Scientific name (genus, species, and if applicable, subspecies) and common name;
   b. Birth or hatch date;
   c. Sex, if known;
   d. Description (each specimen must be permanently marked; e.g., tattoo#, microchip number, band #, other identifying features; house name);
   e. Country where the animal was acquired; and
   f. Current location of specimen._____

2. For animals **taken from the wild** in the United States, provide:
   a. Evidence that it was legally taken (e.g., State license and tag number), and
   b. The purpose for which the specimen was removed from the wild.

3. **For captive-born wildlife:**
   a. If you are the **breeder**, please provide a statement that the animal was bred and born at your facility. This statement must include:
      i. Birth/hatch date, band/tag number, and sex of each specimen;
      ii. Name and address of your facility where the animal was bred and born;
      iii. Location of parental stock; and
      iv. Your signature and date.
   b. If you **are NOT the breeder** of the specimen, provide a signed statement from the breeder or breeder's record that includes:
      i. that the animal was bred and born at his/her facility;
      ii. Birth/hatch date, and if applicable band/tag number, and sex of each specimen he/she bred;
      iii. Location of parental stock;
      iv. Complete name and address of the breeder's facility; and
      v. Copies of documentation showing that you acquired the animal from the breeder or documentation demonstrating the history of transactions (chain of ownership of each animal).

4. For the export of migratory birds (listed in 50 CFR 10.13), provide Federal and State permit or license numbers that authorize possession and acquisition, where such document is required.

5. **For re-export** (animals previously imported), provide evidence that the specimen was legally imported, including:
   a. Copies of canceled CITES export or re-export permits 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), or
   b. If you did not make the original import, provide copies of the importer's documents outlined above and the invoice or other document that shows you purchased or otherwise obtained the wildlife from the original importer. If you did not obtain the wildlife from the original importer, include documentation showing the transfer of the wildlife from the original importer to you.
   c. For exotic birds, provide a copy of your Wild Bird Conservation Act (WBCA) import authorization.

6. For pre-Convention wildlife, provide documents, signed statements, or other evidence that the specimen was obtained prior to the date CITES applied to it (i.e., bill of sale, breeder's records or statement, etc.).

7. The 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 airline for information). As such, describe:
    a. The type, size, and construction of any shipping container; and,
    b. The arrangements for watering or otherwise caring for the wildlife during transport.

8. Enter the U.S. ports through which the activity will occur. Port: _____. If no port is indicated, you must use a port designated for the export/import of wildlife (see enclosed list).

9. Attach copies of any applicable State permits or licenses (contact your State for information).

10. Address where you wish permit mailed (if different than page 1):
_____.

11. If you wish the permit to be mailed other than by regular mail, provide air bill, pre-paid envelope, or billing information
_____.

12. Who should we contact if we have questions about the application? (Include name, phone number, and email):
_____.

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 in Sections A OR B, and C and D. **Print clearly or type in the information**. An incomplete application may cause delays in processing or may be returned to the applicant. Note: if a field is "grayed in", no answer is required.

- 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 60 days for your application to be processed (50 CFR 13.11). However, 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 http://permits.fws.gov/ **.**

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

COMPLETE EITHER SECTION A OR SECTION B:

Section A. "**Complete if applying as an individual**" **-** 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. All blocks must be completed. **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.**

Section B. "**Complete if applying as a business, corporation, public agency, or institution**" **-** Enter the complete name and address 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, the name and phone number of the person in charge (i.e., principal officer), and if the company is incorporated, the State in which it is incorporated.

ALL APPLICANTS COMPLETE SECTION C:

Section C.1 **"Do you currently have or have you had any Federal Fish and Wildlife permits?** List the number(s) of your most current FWS or CITES permit or the number of the most recent permit if none are currently valid. If applying for a renewal of a CITES permit, the original permit must be returned with this application.

Section C.2 "**Have you obtained all required State, Federal or foreign government approval to conduct the activity you propose?**" (Please be aware that there may be other requirements necessary to conduct this activity such as a hunting license, import permit, or collection permit.) If "yes," list the state, Federal or foreign countries involved and type of document required. Include a copy of these documents with the application. If you have applied for the documents, check the "have applied" box and list the state, Federal or foreign countries involved and type of documents required. If the proposed activity is not regulated check "not required."

Section C.3 **"Check or money order (if applicable)"** There is an application processing fee unless you are applying as a Federal, State or tribal government agency or you are an individual or institution under contract to such agency for the proposed activities. (See 50 CFR 13.11(d)(3) for fee schedule.) Proof of status as a Federal, State or tribal government agency or contractor to such agency should accompany your application. 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. It will not be refunded regardless of whether a permit is issued, abandoned, or denied. See the accompanying section APPLICATION PROCESSING FEE for the fee to process this application. Make your check or money order payable to the "U.S. Fish and Wildlife Service" and attach it to the application form.

Section C.4 **"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 in blue ink.** 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.

ALL APPLICANTS COMPLETE SECTION D:

Provide any required additional information outlined in Section D. of the application form. Be as complete and descriptive as possible. If there is any doubt as to the information's relevance, include it with the application. Please do not send videotapes or DVDs.

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 30 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

The fee to process this application is **$25.** Checks should be made payable to "U.S. Fish and Wildlife Service." Fees for renewals and amendments may vary; see fee schedule at 50 CFR 13.11(d)(4)]. The processing fee will not be refunded regardless of whether a permit is issued, abandoned, or denied. The fee schedule does not apply to any Federal, State, or tribal government agency or individual or institution under contract to such agency for the proposed activities.