

APPENDIX 9:

**FWS Fish and Wildlife Permit Application Form
(Form 3-200)**

**With Endangered/Threatened Species Attachment, Privacy Act Notices, FOIA Notice,
Application Fee Notice, and Instructions**

and

NMFS Incidental Take Application Instructions



FEDERAL FISH AND WILDLIFE LICENSE/PERMIT APPLICATION FORM

RETURN TO:

Type of Activity:

3-200-56 NATIVE ENDANGERED AND THREATENED SPECIES - INCIDENTAL TAKE

A. COMPLETE IF APPLYING AS AN INDIVIDUAL			
1. Name:			
2. Street address:			3. County:
4. City, State, Zip code:			
5. Date of birth:	6. Social Security No.:	7. Occupation:	
8. List any business, agency, organizational, or institutional affiliation associated with the wildlife to be covered by this license or permit:			
9. Home telephone number:	10. Work telephone number:	11. Fax number:	12. E:mail address:

B. COMPLETE IF APPLYING AS A BUSINESS, CORPORATION, PUBLIC AGENCY OR INSTITUTION			
1. Name of business, agency or institution:			2. Tax identification no.:
3. Street address:			4. County:
5. City, State, Zip code:			
6. Describe the type of business, agency, or institution:			
7. Name and title of person responsible for permit (president, principal officer, director, etc.):			
8. Home telephone number:	9. Work telephone number:	10. Fax number:	11. E:mail address:

C. ALL APPLICANTS COMPLETE	
1. Do you currently have or have you had any Federal Fish and Wildlife License or Permit? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list license or permit numbers:	
2. Have you obtained any required state or foreign government approval to conduct the activity you propose? Yes <input type="checkbox"/> No <input type="checkbox"/> Not required <input type="checkbox"/> If yes, provide a copy of the license or permit.	
3. Enclose check or money order payable to the U.S. FISH AND WILDLIFE SERVICE in the amount of \$25. Institutions which qualify under 50 CFR 13.11(d)(3) may be exempt from fees.	
4. ATTACHMENTS: Complete the additional pages of this application. Application will not be considered complete without these pages. Incomplete applications may be returned.	
5. 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 further certify that the information submitted in this application for a license or 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.	
6. Signature (in ink) of applicant or person responsible for permit in Block A or B	7. Date:

Endangered Species Incidental Take Permits

For Incidental Take Permit applications, the following specific information must be provided in addition to the general information on page one of this application:

1. Physical address or location of activities: Section/Township/Range, County tax parcel number, or other formal legal description.
2. A complete description of activity(ies) to be authorized.
3. The common and scientific names of the species sought to be covered by the permit, as well as, the number, age, and sex of such species, if known.
4. A conservation plan that specifies:
 - a. The impact that will likely result from the incidental taking.
 - b. What steps will be taken to monitor, minimize, and mitigate such impacts, the funding that will be available to implement such steps, and the procedures to deal with unforeseen circumstances.
 - c. What alternative actions to such incidental taking have been considered and the reasons why these alternatives are not proposed for use.
5. A certification notice that states: By submitting this application and receiving an incidental take permit pursuant to Section 10(a)(1)(B) of the Endangered Species Act, the landowner/permittee agrees that he/she owns the lands indicated in this application, or has sufficient authority or rights over these lands to implement the measures of the Habitat Conservation Plan. Further, upon receipt of the incidental take permit, the permittee signing Form 3-200 will conduct the activities as specified in the Habitat Conservation Plan and implementation agreement according to the terms and conditions, of the permit and supporting documents.

The public reporting burden for these reporting requirements is estimated to be 2.5 hours, including time for reviewing instructions, gathering and maintaining data, and completing and reviewing the forms. Comments regarding the burden estimate or any other aspect of the reporting requirement(s) should be directed to the Service Information Collection Clearance Officer, MS 224 ARLSQ, Fish and Wildlife Service, Washington, DC 20240, or the Office of Management and Budget, Attention: Desk Officer for the Department of the Interior; Washington, DC 20503.

An agency may not conduct and a person is not required to respond to a collection of information unless a currently valid OMB control number is displayed.

**NOTICE TO:
APPLICANTS FOR FEDERAL FISH AND WILDLIFE LICENCES/PERMITS**

PRIVACY ACT- NOTICE

In accordance with the Privacy Act of 1974 (S U.S.C. 552a), please be advised that:

1. The gathering of information on fish and wildlife is authorized by:
(a) Bald Eagle Protection Act (16 U.S.C. 663a); (b) Endangered Species Act of 1973 (16 U.S.C. 1539); (c) Migratory Bird Treaty Act (16 U.S.C. 703-711); (d) Marine Mammal Protection Act of 1972 (16 U.S.C. 1371-1383); (e) Lacey Act (18 U.S.C. 42 & 44); and (f) Title 50, Part 13, Code of the Code of Federal Regulations.
2. Submission of requested information is required in order to process applications for licenses or permits authorized under the above acts. With the exception of your social security number, failure to provide all requested information may be sufficient cause for the U.S. Fish and Wildlife Service to deny a permit.
3. Applications for licenses or 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. 1371-1383) may be published in the *Federal Register* as required by the two acts.
4. In the event a violation of a statute, regulations, rule, order, or license, whether civil, criminal, or regulatory in nature is discovered during the application review process, the requested information may be transferred to the appropriate Federal, State, local, or foreign agency charged with investigating or prosecuting such violations.
5. In the event of litigation involving the records or the subject matter of the records, the requested information may be transferred to the U.S. Department of Justice or appropriate law enforcement authorities.
6. Information provided in the application may be disclosed to subject matter experts, and State and other Federal agencies, for the sole purpose of obtaining advise relevant to issuance of the permit.
7. 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.

FREEDOM OF INFORMATION ACT- NOTICE

8. 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 nonconfidential summary of the confidential information. The nonconfidential 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)].

**NOTICE TO:
APPLICANTS FOR FEDERAL FISH AND WILDLIFE LICENSES/PERMITS (CONT.)**

APPLICATION FEE- NOTICE

There is a \$25.00 processing fee for incidental take permit applications under the Endangered Species Act [50 CFR 17.22(b) and 50 CFR 17.32(b)]. The fee applies to permit applications, renewals, and amendments.

A check (it does not need to be certified) or money order should be made payable to the "**U.S. Fish and Wildlife Service**". The processing fee will not be refunded if the permit application is abandoned or the permit is issued or denied. The fee may be refunded if the permit application is withdrawn in writing before significant processing has occurred.

Fee Exemption: State or local government agencies or individuals or institutions under contract to such agencies for proposed activities are exempt from paying this fee. Until further notice, the fee will be waived for public institutions. As defined in 50 CFR 10.12, the term "public" as used in reference to museums, zoological parks, and scientific institutions, refers to such as are open to the general public and are privately owned and organized but are not operated for profit.