



**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 4 for the State you listed in Block B.1.c.

**Type of Activity: Import/Export License**

- New - \$100.00
- Requesting Renewal of Permit #LE-\_\_\_\_\_ - \$100.00
- Requesting Change/Amendment of Permit #LE-\_\_\_\_\_ \$50.00

Complete all sections of this application.

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

<b>A. All applicants MUST complete</b>			
1. Name of Business (as shown on Company's invoice and other shipping documents)			
2. Federal Tax Identification No. or Social Security No.	3. Date of Birth (mm/dd/yyyy)		4. Description of Business
5.a. Principal Officer Last Name	5.b. Principal Officer First Name	5.c. Principal Officer Middle Name	5.d. Suffix
6. Principal Officer Title		7. Primary Contact Name	
8.a. Business Telephone Number	8.b. Alternate Telephone Number	8.c. Business Fax Number	8.d. Business E-mail Address

<b>B. All applicants MUST complete</b>					
1a. Address (No P.O. Boxes, Retail Postal or Mail Service Center) (as shown on Company's invoice and other shipping documents) Normally where you will receive all official notices sent from the Service.					
1.b. City	1.c. State	1d. Zip code/Postal Code	1.e. County/Province	1.f. Country (If not US)*	
*See Page 2; Question 1					
2a. Mailing Address (include ONLY if different than above and this is where you want to receive all official notices from the Service) Include name of contact person.					
2.b. City	2.c. State	2d. Zip code/Postal Code	2.e. County/Province	2.f. Country (If not US)*	
*See Page 2; Question 1					

<b>C. All applicants MUST complete</b>	
1.	Attach check or money order payable to the U.S. FISH AND WILDLIFE SERVICE in the amount listed above. <u>Application fees are non-refundable.</u>
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 current 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 (in blue ink) of applicant/person responsible for permit (No photocopied or stamped signatures)      Date of signature (mm/dd/yyyy)	

Please continue to next page

**IMPORT/EXPORT LICENSE APPLICATION CONTINUATION SHEET**

**SECTION D: ALL APPLICANTS MUST COMPLETE**

**NOTE: An Import/Export License is required ONLY if you commercially import (bring into the U.S. from another country) or export (send out from the U.S. to another country). No Import/Export License is required if your business ships exclusively within the U.S. (or its Territories).**

1. **U.S. address** (not a P.O. Box, Retail Postal or Mail Service Center) **for foreign applicant.** (50 CFR 13.12 requires this information for issuance). This is the mailing address where you will receive all official notices sent from the Service. Question 7 must also be completed. **NOTE: No Import/Export License will be issued without this information.**

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2. **Name, street address** (not a P.O. Box, Retail Postal or Mail Service Center), **telephone, fax number, and email address** of additional partners and principal officers of the entity applying for this license. If the applicant is the sole owner, indicate "same as Page 1."

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3. **Street address** (not a P.O. Box, Retail Postal or Mail Service Center), **telephone, and fax number** of the location(s) where business records concerning imports or exports of wildlife will be kept. If the location(s) is the same as on the first page, indicate "same as Page 1". 50 CFR 13.46 describes the required records that are to be maintained five (5) years from date of expiration of the license.

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4. **Street address** (not a P.O. Box, Retail Postal or Mail Service Center), **telephone, and fax number** of the location(s) wildlife inventories will be kept. If the location(s) is the same as on the first page, indicate "same as Page 1".

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5. **General description** of the wildlife or wildlife products to be imported/exported. (Choose all that apply)

a.  Live       Dead  
 Products (Describe: sport hunted trophies, jewelry, footwear, carvings, etc.) \_\_\_\_\_

Other (Describe) \_\_\_\_\_

b.  Fish                       Coral                       Reptiles                       Amphibians  
 Mammals                       Birds                       Insects/Arachnids                       Other \_\_\_\_\_

c.  Venomous

**Please continue to next page**

6. Location of the U.S. Fish and Wildlife Service Port of Entry you wish to import/export your goods through (check all that apply):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Anchorage, Alaska       | <input type="checkbox"/> Honolulu, Hawaii        | <input type="checkbox"/> New Orleans, Louisiana    |
| <input type="checkbox"/> Atlanta, Georgia        | <input type="checkbox"/> Houston, Texas          | <input type="checkbox"/> New York, NY              |
| <input type="checkbox"/> Baltimore, Maryland     | <input type="checkbox"/> Los Angeles, California | <input type="checkbox"/> Newark, NJ                |
| <input type="checkbox"/> Boston, Massachusetts   | <input type="checkbox"/> Louisville, Kentucky    | <input type="checkbox"/> Portland, Oregon          |
| <input type="checkbox"/> Chicago, Illinois       | <input type="checkbox"/> Memphis, Tennessee      | <input type="checkbox"/> San Francisco, California |
| <input type="checkbox"/> Dallas/Ft. Worth, Texas | <input type="checkbox"/> Miami, Florida          | <input type="checkbox"/> Seattle, Washington       |

Locations listed below may require an additional Designated Port Exception Permit (Form 3-200-2)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Blaine, Washington  | <input type="checkbox"/> Dunseith, North Dakota | <input type="checkbox"/> Port Huron, Michigan  |
| <input type="checkbox"/> Brownsville, Texas  | <input type="checkbox"/> El Paso, Texas         | <input type="checkbox"/> San Diego, California |
| <input type="checkbox"/> Champlain, New York | <input type="checkbox"/> Laredo, Texas          | <input type="checkbox"/> Sweetgrass, Montana   |
| <input type="checkbox"/> Denver, Colorado    | <input type="checkbox"/> Minneapolis, Minnesota | <input type="checkbox"/> Tampa, Florida        |
| <input type="checkbox"/> Detroit, Michigan   | <input type="checkbox"/> Nogales, Arizona       | <input type="checkbox"/> Guaynabo, Puerto Rico |
| <input type="checkbox"/> Dulles, Virginia    | <input type="checkbox"/> Pembina, North Dakota  | <input type="checkbox"/> Tamuning, Guam        |
| <input type="checkbox"/> Other _____         |   |  |

7. **Applicants residing or located outside the United States.** The **name, physical address** (no P.O. Box, Retail Postal or Mail Service Center address) and **telephone and fax numbers** of your agent that is located in the United States who will maintain your records for five (5) years from the expiration of the permit. If the location is the same as Question 1, then indicate "same as Question 1". (50 CFR 13.12 and 13.46 requires this information for issuance). **NOTE: No Import/Export License will be issued without this information.**

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**Certification of U.S. Agent:**

I hereby agree to be U.S. Agent for \_\_\_\_\_.

(Print name of Business listed in Block A on Page 1 of this application)

Acting in the capacity of U.S. Agent includes maintaining complete and accurate records of any taking, possession, transportation, sale, purchase, barter, exportation or importation of wildlife for the above mentioned Business for a period of five (5) years from the date of the expiration of this Import/Export License. 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 or reproducible in English. The name, address and telephone number listed above in #7 is complete and accurate and is not a retail postal or mail service center.

\_\_\_\_\_  
Printed Name of Responsible Person from #7 Above

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

Please continue to next page

## Office of Law Enforcement Regional Permit Offices

<https://www.fws.gov/le/regional-permit-offices.html>

*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](mailto:permitsEastLE@fws.gov)

*Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming and 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](mailto:permitsWestLE@fws.gov)

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## PERMIT APPLICATION FORM INSTRUCTIONS

The following instructions pertain to the form 3-200-3 that must be completed as an application for a U.S. Fish and Wildlife Service permit. The General Permit Procedures in 50 CFR 13 address the permitting process.

### GENERAL INSTRUCTIONS:

- Complete all blocks/lines/questions in Sections A through D.
- **An incomplete application may cause delays in processing or may be returned to the applicant. Be sure you are filling in the appropriate application form for the proposed activity.**
- Print clearly or type in the information. Illegible applications may cause delays.
- Sign the application in [blue](#) ink. Faxes or copies of the original signature will not be accepted.
- Mail the original application to the appropriate address on the attached address list. The application is to be submitted to the issuing office address in the Region your company is located.
- **Keep a copy of your completed application.**
- **Please plan ahead. 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:

- Enter the complete name of the business who will be the Licensee if an Import/Export License is issued. If no company name exists, then use the Name (Last, First, Middle) of the owner of the business. Enter personal information that identifies the applicant.
- 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.
- Give a brief description of the type of business in which the applicant is engaged (Taxidermy, Jewelry, Apparel, etc.).
- **Doing business as (dba):** dba's are not accepted. The name on the Import/Export License must match the invoice 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. Often this is the preparer of the application.

### COMPLETE SECTION B:

- Mailing address: This is the address where you will receive all official notices sent from the Service (ONLY if different than address listed in Block 1.a.).

### COMPLETE SECTION C:

#### 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(s) of your most current Service permit or the number of the most recent permit if none are currently valid.

### CERTIFICATION:

- **The individual identified in Section A 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 the application.

### COMPLETE SECTION D:

- Question 1. **Foreign Applicant ONLY:** Enter the complete U.S. address. This is the address where you will receive all official notices sent from the Service. 50 CFR 13.12 requires this information for issuance.
- Question 7. **Foreign Applicant ONLY:** Enter the complete name, physical address, telephone and fax numbers of your agent located in the United States where your records (as defined in 50 CFR 13.46) will be maintained for five (5) years from the date of expiration of the license. This can be a customhouse broker, relative, etc. It cannot be a retail postal or mail service center. 50 CFR 13.12 requires this information for issuance.

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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.gpoaccess.gov/cfr/index.html> and <http://www.fws.gov/permits/ltr/ltr.shtml>.)
  - 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 Import/Export license 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 Clearance Officer, U.S. Fish and Wildlife Service, MS 2042-PDM, 4401 North Fairfax Drive, Arlington, VA 22203 (mail); or INFOCOL@fws.gov (email). 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)].