

# Comprehensive Test Plan

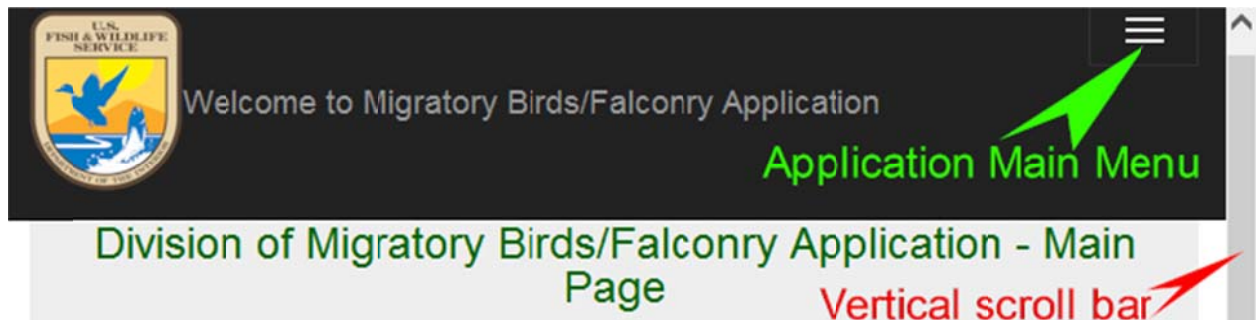
Project Name: Falconry  
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Updated: Tuesday, May 22, 2018

The purpose of this document is to guide our users of the Falconry application to input and maintain their data properly.

**Who are the Falconry users?** The users of the Falconry application are:

1. US Fish and wildlife Biologist who is responsible to enroll state(s) administrators into the falconry reporting program. This may be preferred as “Federal role”.
2. The state administrators who are responsible to issue falcon permits and enroll their state falconers to participate in the falconry reporting programs. This is called “State role”.
3. The state falconers who are responsible to provide falcon activities in details via on-line Federal Form 3-186-A. This is “falconer role”.
4. Finally, the state law enforcement officers who will have only read access to the falconer’s Form 3-186-A. LE Role is authorized by state admin only.

**What does it look like?**



## 01. Introduction to Main page (top)

**Please note:** the Application main menu bar only appears in hand-held devices such as any Mobile phones or when a computer screen of any sizes is resized to a point where the system (*your local operating system or web browser*) thinks it’s time to activate the menu bar to accommodate your need.

Already a member, please login [Log in](#)

## New member

1. To activate your account using Authorization/FEDID, please click: [Activate new account](#)

2. If you are a U.S. State's representative or State agent, please contact our resident biologist:

**Mr. Jerry E Thompson**

5275 LEESBURG PIKE

FALLS CHURCH VA 22041-3803

Email: [jerry\\_e\\_thompson@fws.gov](mailto:jerry_e_thompson@fws.gov)

Phone: (703)358-2016

3. If you are a new falconer and do not have an Authorization/FEDID (formerly Federal ID), please contact your State representative or agent.

To obtain a list of your agent(s) or state representative(s), please select one of the states from the drop down list box:

or click here to **list all states**: [List all States](#)

[Click here to visit US Falconry Regulation](#)

Frequently Asked Questions: [FAQ](#)

[Learn more »](#)

**Goodies**

Horizontal scroll bar

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### 02. Introduction to Main page (body)

For first time user or so called “New member”, the user must “Activate new account” to use the application.

## Division of Migratory Birds/Falconry Application - Login

User's Login ID

jerry\_e\_thompson@fws.gov

Password

\*\*\*\*\*

[Forget password? Change password](#)

[Log in](#) [Exit](#)

If you do not have an account and you are a Falconer, please contact your State office.

If you do not have an account and you are a State Falconry permit issuing office, please [click here for more information](#)

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### 03. Introduction to Log on page

For existing users regardless of “role”, a log on security credential (consists of a Logon ID and a password) is required. In order to use the “*Forget password*” feature, one must have an email address defined in the User’s Profile data record with a Logon ID exists in the Falconry database.

#### How can a new user obtain a Logon ID and a password?

1. **For state administrators:** Please contact our US Fish & Wildlife Biologist, Mr. Jerry E Thompson at [jerry\\_e\\_thompson@fws.gov](mailto:jerry_e_thompson@fws.gov). Please provide us your state government address (required) where you work, *not your home address*. Including email address issued by your state government (required). If verified, an Authorization code (formerly called FEDERAL Identification No.) is issued and forwarded to your email address. You then use **this one time Authorized code** to “**activate**” your account, at this time you have a chance to create your own Logon ID and password.
2. **For state falconers or Law Enforcement Officers:** Please contact your local state administrator(s) where you live. If you do not know who to speak to in your state, you may print out a “list of state agents” available on the Falconry application Main page. Your state administrator will enroll or register you as a “falconer” in your state along with a valid active Falcon permit number (required). The online Falconry application will then issue you an Authorization code (formerly called FEDERAL Identification No.) via your email address. You then use **this one time Authorized code** to “**activate**” your account, at this time you have a chance to create your own Logon ID and password. Please check your email for this code.

**Please note:** Both state administrator’s and falconer’s private information such as address, email, phone, Logon ID, authorization code, and etc. are part of the on-line Falconry User’s Profile. Once established, it remains on our database for as long as the program lives. The local state administrators are responsible

to maintain their state falconer User's Profile up-to-date. If a falconer needs to modify his or her User's Profile data such as name, address... he or she must first log on to the application and "Report A Move" to let the state know 30 days in advance or contact his or her local state administrator(s) where his/her falcon permit is issued. Only state administrators may modify falconer's User's Profile.

**Secondly, the Authorization code is a "pass code", it is sensitive, please do not share this code with anyone else.** The Authorization code is issued once to a new individual and is used to activate his/her User's Profile first time. However, its main role is used in tracking the falconer's report of activities on his or her species. The legacy Falconry application used to ask for this code every time the falconer attempted to log on the on-line application, the newly modernized application dropped this requirement. It no longer asks for the Authorization code (formerly Federal ID) as part of the Logon credential.



**Getting start:** This section consists of the following instructions:

**A. State administrator section** *(for use by USFWS only)*

1. How to enroll/register a new state into the Falconry program
2. How to modify an existing state admin. User's Profile record
3. How to delete an existing State admin. User's Profile record.

**B. Activate new Falconry account** *(for use by states and falconers)*

1. How to activate the new Falconry account.

**C. Falconer section** *(for use by state government only)*

4. How to enroll/register a state falconer into the Falconry reporting program
5. How to modify an existing State Falconer User's Profile data record
6. How to delete an existing State Falconer User's Profile record.

**D. Federal Form 3-186-A** *(for use by State falconers only)*

7. How to add a new Federal Form 3-186-A to the Falconry Form 3-186-A database
8. How to modify an existing Federal Form 3-186-A data record
9. How to delete an existing Federal Form 3-186-A data record
10. How to Print an existing Federal Form 3-186-A.

**E. Report A Move** *(for use by falconers only)*

11. How to Report a Move by falconers

**F. Transfer** *(for use by state government only)*

12. How to transfer a falconer from state-to-state

## Division of Migratory Birds/Falconry Application - Home page

Home page (required security credential)

Name: Jerry E Thompson  
Authorization/FEDID: FA1  
Type: Fws Administrator  
Address: Department of the Interior  
U.S. FISH AND WILDLIFE SERVICE  
DIVISION OF MIGRATORY BIRDS  
BRANCH OF PERMITS  
5275 LEESBURG PIKE  
Falls Church, VA 22041-3803  
Tel.: (703)358-1234  
Email: jerry\_e\_thompson@fws.gov

User's login brief Profile block

Manage State Agents

For U.S.FWS Federal Biologist use only

Manage Falconer

For State Administrators use only

Manage F3-186-A

For use by registered Falconers in the U.S.A only

Exit

[Sign off the application]

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### 04. Introduction to Home page (requires Logon credential)

**Know your role:** once log on, you need to know your role: **I.** USFWS role; **II.** State administrator role; **III.** Falconer role. **IV** LE Officer



**A. State administrator section:** You must be assigned as a USFWS/Biologist.

**A.1. How to enroll/register a new state into the Falconry program**

A.1.1 Logon to <https://epermits.fws.gov/falct/Default> using the security credential provided.

A.1.2 Review your Logon Profile block (see image# 04).

A.1.3 Click “Manage State Agent” button.

A.1.4 Click “Add new State admin.” Button (see image# 05)



## Division of Migratory Birds/Falconry Application - Manage All State Administrators

Name: Jerry E Thompson  
Authorization/FEDID: FA1  
Type: Fws Administrator  
Address: Department of the Interior  
U.S. FISH AND WILDLIFE SERVICE  
DIVISION OF MIGRATORY BIRDS  
BRANCH OF PERMITS  
5275 LEESBURG PIKE  
Falls Church, VA 22041-3803  
Tel.: (703)358-1234  
Email: [jerry\\_e\\_thompson@fws.gov](mailto:jerry_e_thompson@fws.gov)

Screen owner's info (the one who login)

**Introduction:** This page is used by U.S. FWS Biologist to authorize/approve all state Administrators.

1. To register/add a new state Administrator: click the "Add new State admin." button. This will let you skip to the edit screen.
2. List state Agents by State: view/edit all state agents by State (the list is placed below the falcon image)
3. List state Agents by Name (Last name, First name) : view/edit all state agents by Name (the list is placed below the falcon image)

To return to Home page, click the "Back" button. To exit the online application, click the "Exit" button.

List State agents by State

List State agents by Name

Back

Add new State admin.

Exit

Straight to enrolling  
a new state admin.



### List of Users


The list below displays current Authorized users by State. If you see nothing below, please follow the introduction above. Otherwise, use your browser vertical scroll bar to view the list. To edit/remove a record, simply click at the blue/purple name link placed next to the "Name" label. If the Name is not clickable, you only have right to view that record.

Area where State admin. data  
may be Edited/Removed/Printed


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#### 05. Introduction to State Admin where states admin. Data is maintained

A.1.5 Go ahead enter the User's Profile data for the new state administrator. Once done, click "Save" to save the data. See the screen contents of a newly added state admin. In screen # 06 A-C below:



# Welcome to Migratory Birds/Falconry Application

[Main](#) [Home](#) [Profile ▾](#) [Help ▾](#) [Contact](#) [Log out](#)  [Log in](#)

This record has been added.

Name: Jerry E Thompson  
Authorization/FEDID: FA1  
Access Type: Fws Administrator  
Address: Department of the Interior  
U.S. FISH AND WILDLIFE SERVICE  
DIVISION OF MIGRATORY BIRDS  
BRANCH OF PERMITS  
5275 LEESBURG PIKE  
Falls Church, VA 22041-3803  
Tel.: (703)358-1234  
Email: toan\_nguyen@fws.gov

*Admin. logon user's Profile brief info.*

You are a Federal Biologist who is responsible to manage all State agents across the United State.  
To add a new State agent, simply click 'Add new State agent (fresh)' or Add new FState agent'.  
Then enter his/her User's profile.  
To edit an existing State agent record, simply make changes to the fields presented on the screen. The 'Save' button saves the data entered to the database.  
To delete an existing State agent, simply click 'Delete' button, the record presented on the screen will be removed from the system.  
\* - Add new State agent (fresh) means clear all fields, start fresh. Otherwise, you may reuse some of repetitive data without having to re-type.

## 06-A. Introduction to State Admin data entry form



### 1. User's Profile section

Authorization/FEDID	A00018	
Date authorized	11/7/2017 8:27:37 AM	
User's state	Virginia	
User's Access role	SA	

First name	John
Middle name	J Doh
Last name	1 Falcon Test Ave.
Street address	C/O DMB
Address line 2	
Address line 3	
Address line 4	
Address line 5	
Address line 6	
City	Falls Church
State	VA

ZIP code	20046
Telephone	(703)358-1234
Alternate phone	(350)111-1234
E-Mail	toan_nguyen@fws.gov

☐ Is this user presently LOCKED? (checked if YES)

Date locked

☐ Is this user presently DISABLED? (checked if YES)

Date disabled

☐ Is this user presently ACTIVE? (checked if YES)

Date activated

Body of a newly added State Administrator User's Profile

#### 06-B. Introduction to State Admin data entry form

### 2. Data audit section

Authorized to	A00018
Record created by	jerry_e_thompson@fws.gov
Date record created	11/7/2017 8:27:37 AM
Record last modified by	
Date record last modified	
Last activity	New admin
Version No.	0
Date last queried	11/7/2017 8:27:37 AM

☒ Do you wish to notify authorized user of the changes?

Record Audit trail for user's info. purposes

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#### 06-C. Introduction to State Admin data entry form

**A.2. How to modify an existing state admin. User's Profile record:** You must be assigned as a USFWS/Biologist.

A.2.1 Logon to <https://epermits.fws.gov/falct/Default> using the security credential provided.

A.2.2 Review your Logon Profile block (see image# 04).

A.2.3 Click “Manage State Agent” button.

A.2.4 Click “List State agent by State.” Button (see image# 07-A, B)

The screenshot shows a web application interface for the 'Division of Migratory Birds/Falconry Application'. At the top, there is a navigation bar with links: Main, Home, Profile, Help, Contact, and Log out. A 'Log in' button is also present. Below the navigation bar, a welcome message reads 'Welcome to Migratory Birds/Falconry Application'. The main heading is 'Division of Migratory Birds/Falconry Application - Manage All State Administrators'. A message states '154 record(s) detected. See list placed below the falcon image.' Below this, a detailed profile for Jerry E. Thompson is displayed, including his authorization (FA1), type (Fws Administrator), address (Department of the Interior, U.S. Fish and Wildlife Service, Division of Migratory Birds, Branch of Permits, 5275 Leesburg Pike, Falls Church, VA 22041-3803), telephone number (703)358-1234, and email (toan\_nguyen@fws.gov). An introduction paragraph explains that the page is used by U.S. FWS Biologists to authorize/approve all state Administrators. Three numbered instructions are provided: 1. To register/add a new state Administrator, click the 'Add new State admin.' button. 2. List state Agents by State: view/edit all state agents by State (the list is placed below the falcon image). 3. List state Agents by Name (Last name, First name): view/edit all state agents by Name (the list is placed below the falcon image). Below the instructions, there are two buttons: 'List State agents by State' and 'List State agents by Name'. At the bottom, there are three buttons: 'Back', 'Add new State admin.', and 'Exit'. A small image of a falcon is visible at the bottom center of the page.

U.S. FISH AND WILDLIFE SERVICE  
DEPARTMENT OF THE INTERIOR

Main Home Profile Help Contact Log out

Welcome to Migratory Birds/Falconry Application

Log in

Division of Migratory Birds/Falconry Application - Manage All State Administrators

154 record(s) detected. See list placed below the falcon image.

Name: Jerry E Thompson  
Authorization/FEDID: FA1  
Type: Fws Administrator  
Address: Department of the Interior  
U.S. FISH AND WILDLIFE SERVICE  
DIVISION OF MIGRATORY BIRDS  
BRANCH OF PERMITS  
5275 LEESBURG PIKE  
Falls Church, VA 22041-3803  
Tel: (703)358-1234  
Email: toan\_nguyen@fws.gov

**Introduction:** This page is used by U.S. FWS Biologist to authorize/approve all state Administrators.

1. To register/add a new state Administrator: click the "Add new State admin." button. This will let you skip to the edit screen.

2. List state Agents by State: view/edit all state agents by State (the list is placed below the falcon image)

3. List state Agents by Name (Last name, First name) : view/edit all state agents by Name (the list is placed below the falcon image)

To return to Home page, click the "Back" button. To exit the online application, click the "Exit" button.

List State agents by State List State agents by Name

Back Add new State admin. Exit

07-A. Introduction to State Admin data entry form for record modification

List of Users

156 record(s) detected. List by State, Name. The list below displays current Authorized State agents by State. If you see nothing below, please follow the introduction above. Otherwise, use your browser vertical scroll bar to view the list. To edit a record, simply click at the blue/purple link(s) placed at the top of a user. If there is no URL link available, you only have right to view that record.

---

State: Utah  
[Click to Add a new user](#)  
[Click to EDIT Downey, Linda](#)  
[Click to Remove Downey, Linda](#)  
Name: Downey, Linda(State Administrator)  
Address: UT  
Email: toan\_nguyen@fws.gov  
Authorization/FEDID: UT003  
Locked: N  
Disabled: N  
Activated: Y. Date activated: September 29, 2017  
Record created by: Toan. Date created: September 29, 2017  
Version No.: 0

---

State: Virginia  
[Click to Add a new user](#)  
[Click to EDIT 1 Falcon Test Ave., John](#)  
[Click to Remove 1 Falcon Test Ave., John](#)  
Name: 1 Falcon Test Ave., John J **Doh**(State Administrator)  
Address: C/O DMB  
Falls Church, VA 20046  
Tel.: (703)358-1234; Alternate Tel.: (350)111-1234  
Email: toan\_nguyen@fws.gov  
Authorization/FEDID: A00018  
Locked: N  
Disabled: N  
Activated: N  
Record created by: jerry\_e\_thompson@fws.gov. Date created: November 07, 2017  
Version No.: 0

---

State: Virginia

Url to make change to an existing User's Profile record

#### 07-B. Introduction to List of query result

A.2.5 Click on the URL labeled as “[Click to Edit...](#)” (see Image# 07-B above)

A.2.6 A screen contains detail data about a state admin. User's Profile you wish to modify. (See image# 08A-C) below)

Division of Migratory Birds/Falconry Application - Manage State Agents

The State Administrator profile is presented below. Once all changes are made, click "Save"

---

Name: Jerry E Thompson  
Authorization/FEDID: FA1  
Access Type: Fws Administrator  
Address: Department of the Interior  
U.S. FISH AND WILDLIFE SERVICE  
DIVISION OF MIGRATORY BIRDS  
BRANCH OF PERMITS  
5275 LEESEBURG PIKE  
Falls Church, VA 22041-3803  
Tel.: (703)358-1234  
Email: toan\_nguyen@fws.gov

---

You are a Federal Biologist who is responsible to manage all State agents across the United State.  
To add a new State agent, simply click 'Add new State agent (fresh)' or 'Add new F State agent'.  
Then enter his/her User's profile.  
To edit an existing State agent record, simply make changes to the fields presented on the screen. The 'Save' button saves the data entered to the database.  
To delete an existing State agent, simply click 'Delete' button, the record presented on the screen will be removed from the system.  
\* Add new State agent (fresh) means clear all fields, start fresh. Otherwise, you may reuse some of repetitive data without having to re-type.

#### 08-A. Introduction to the Data Entry form to make change to an existing record [fyi section]

## 1. User's Profile section

Authorization/FEDID	A00018
Date authorized	11/7/2017 8:27:37 AM
User's state	Virginia
User's Access role	SA
First name	John
Middle name	J Doh
Last name	1 Falcon Test Ave.
Street address	C/O DMB
Address line 2	
Address line 3	
Address line 4	
Address line 5	
Address line 6	
City	Falls Church
State	VA
ZIP code	20046
Telephone	(703)358-1234
Alternate phone	(350)111-1234
E-Mail	toan_nguyen@fws.gov
<input type="checkbox"/> Is this user presently LOCKED? (checked if YES)	
Date locked	
<input type="checkbox"/> Is this user presently DISABLED? (checked if YES)	
Date disabled	
<input type="checkbox"/> Is this user presently ACTIVE? (checked if YES)	
Date activated	

Before changes

### 08-B. Introduction to the Data Entry form to make change to an existing record [detail data]

## 2. Data audit section

Authorized to	A00018
Record created by	jerry_e_thompson@fws.gov
Date record created	11/7/2017 8:27:37 AM
Record last modified by	
Date record last modified	
Last activity	New admin
Version No.	0
Date last queried	11/7/2017 9:07:35 AM

☐ Do you wish to notify authorized user of the changes?

[Back](#) [Add new State agent](#) [Add new State agent \(fresh\)](#) [Delete](#) [Save](#) [Exit](#)

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**08-C. Introduction to the Data Entry form to make change to an existing record [audit section]**

A.2.7 Go ahead, make changes to the record. Once done, click “Save” to save your changes. (See Image# 09)



## Division of Migratory Birds/Falcon

This record has been updated.

Name: Jerry E Thompson  
Authorization/FEDID: FA1  
Access Type: Fws Administrator  
Address: Department of the Interior  
U.S. FISH AND WILDLIFE SERVICE  
DIVISION OF MIGRATORY BIRDS  
BRANCH OF PERMITS  
5275 LEESBURG PIKE  
Falls Church, VA 22041-3803  
Tel.: (703)358-1234  
Email: toan\_nguyen@fws.gov

You are a Federal Biologist who is responsible to manage all State agents across the United States. To add a new State agent, simply click 'Add new State agent (fresh\*)' or Add new FState agent. Then enter his/her User's profile.  
To edit an existing State agent record, simply make changes to the fields presented on the screen.  
To delete an existing State agent, simply click 'Delete' button, the record presented on the screen.  
\* - Add new State agent (fresh) means clear all fields, start fresh. Otherwise, you may reuse

### 1. User's Profile section

Authorization/FEDID

A00018

Date authorized

11/7/2017 8:27:37 AM

User's state

Virginia

User's Access role

SA

First name

John

Middle name

J

Last name

Doha

Street address

1 Falcon Test Ave.

Address line 2

C/O DMB

Address line 3

Address line 4

Address line 5

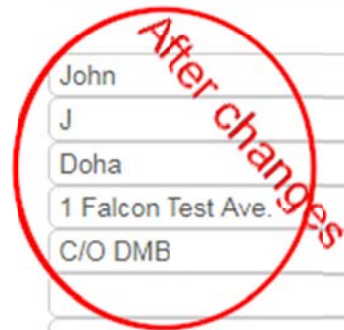
Address line 6

City

Falls Church

State

VA



### 09. Introduction to the Data Entry form after changes were made

**A.3. How to delete an existing State admin. User's Profile record:** You must be assigned as a USFWS/Biologist.

A.3.1 Logon to <https://epermits.fws.gov/falct/Default.aspx> using the security credential provided.

A.3.2 Review your Logon Profile block (see image# 04).

A.3.3 Click "Manage State Agent" button.



A.3.4 Click “List State agent by State.” Button (see image# 07-A)

A.3.5 Click on the URL labeled as “[Click to Remove...](#)” (see Image# 10)

A.3.6 A screen contains detail data about a state admin. User’s Profile you wish to delete. (See image# 11 below)

Main

Welcome to Migratory Birds/Falconry Application

Locked: Y. Date locked: September 29, 2017  
Disabled: Y. Date disabled: September 29, 2017  
Activated: Y. Date activated: September 29, 2017  
Record created by: Toan. Date created: September 29, 2017  
Version No.: 0

---

State: Virginia  
[Click to Add a new user](#)  
[Click to EDIT \*\*Doha, John\*\*](#)  
[Click to Remove \*\*Doha, John\*\*](#)  
Name: **Doha**, John J(State Administrator)  
Address: 1 Falcon Test Ave.  
C/O DMB  
Falls Church, VA 20046  
Tel.: (703)358-1234; Alternate Tel.: (350)111-1234  
Email: toan\_nguyen@fws.gov  
Authorization/FEDID: A00018  
Locked: N  
Disabled: N  
Activated: N  
Record created by: jerry\_e\_thompson@fws.gov. Date created: November 07, 2017  
Date last changed: November 07, 2017. Modified by: jerry\_e\_thompson@fws.gov  
Version No.: 2

---

## 10. Introduction to the List State agents by State

The State Administrator profile is presented below. Press 'Delete' to remove it.

**Name:** Jerry E Thompson  
**Authorization/FEDID:** FA1  
**Access Type:** Fws Administrator  
**Address:** Department of the Interior  
 U.S. FISH AND WILDLIFE SERVICE  
 DIVISION OF MIGRATORY BIRDS  
 BRANCH OF PERMITS  
 5275 LEESBURG PIKE  
 Falls Church, VA 22041-3803  
**Tel.:** (703)358-1234  
**Email:** toan\_nguyen@fws.gov

You are a Federal Biologist who is responsible to manage all State agents across the United State.  
 To add a new State agent, simply click 'Add new State agent (fresh)' or Add new FState agent'.  
 Then enter his/her User's profile.  
 To edit an existing State agent record, simply make changes to the fields presented on the screen. The 'Save' button  
 saves the data entered to the database.  
 To delete an existing State agent, simply click 'Delete' button, the record presented on the screen will be removed from  
 the system.  
 \* - Add new State agent (fresh) means clear all fields, start fresh. Otherwise, you may reuse some of repetitive data  
 without having to re-type.

### 1. User's Profile section

Authorization/FEDID: A00018  
 Date authorized: 11/7/2017 8:27:37 AM  
 User's state: Virginia  
 User's Access role: SA

First name: John  
 Middle name: J  
 Last name: Doha  
 Street address: 1 Falcon Test Ave.  
 Address line 2: C/O DMB  
 Address line 3:  
 Address line 4:  
 Address line 5:

### 2. Data audit section

Authorized to: A00018  
 Record created by: jerry\_e\_thompson@fws.gov  
 Date record created: 11/7/2017 8:27:37 AM  
 Record last modified by: jerry\_e\_thompson@fws.gov  
 Date record last modified: 11/7/2017 9:17:42 AM  
 Last activity: Update by Admin  
 Version No.: 2  
 Date last queried: 11/7/2017 9:51:19 AM

☐ Do you wish to notify authorized user of the changes?

[Back](#) [Add new State agent](#) [Add new State agent \(fresh\)](#) [Delete](#) [Save](#) [Exit](#)

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## 11. Introduction to the Confirmation to delete an existing record

A.3.7 Image# 11 above serves as a “confirmation” before the “Delete” button is clicked. Once confirmed, click the “Delete” button, then observe Images# 12 below.

The record successfully deleted!

Name: Jerry E Thompson  
Authorization/FEDID: FA1  
Access Type: Fws Administrator  
Address: Department of the Interior  
U.S. FISH AND WILDLIFE SERVICE  
DIVISION OF MIGRATORY BIRDS  
BRANCH OF PERMITS  
5275 LEESBURG PIKE  
Falls Church, VA 22041-3803  
Tel.: (703)358-1234  
Email: toan\_nguyen@fws.gov

You are a Federal Biologist who is responsible to manage all State agents across the United States. To add a new State agent, simply click 'Add new State agent (fresh\*) or Add new FState agent'. Then enter his/her User's profile.  
To edit an existing State agent record, simply make changes to the fields presented on the screen.  
To delete an existing State agent, simply click 'Delete' button, the record presented on the screen.  
\* - Add new State agent (fresh) means clear all fields, start fresh. Otherwise, you may reuse some information.

## 12. Introduction to the Delete Confirmation Message



**B. Activate new Falconry account:** Everyone who participates in the Falconry application.

**How to activate the new Falconry account:** This is a one time procedure. To do this, you must obtain an authorization code (formerly called Federal ID) from your state (*if you apply as a Falconer*) or USFWS Biologist (*if you apply as a state administrator*). In all cases, you must have an Email address to receive the Authorization code. Please follow the following steps to activate your account:

**B.1 Check your email for an authorization code sent either by your state or USFWS (for state admin.)**

The message sent to your inbox looks similar to the message displayed in image 13-A below. From within your message, highlight and copy the authorization code, then click the URL link to hop on to the USFWS/Falconry website. (See image 13A-B). Once on the website, paste the authorized code into its box. Then click “Submit”.



**13-A. Introduction to “Activate” new account – Read Email/Get pass code.**

### 13-B. Introduction to “Activate” new account – Specify Auth. Code

**B.2** The system will pull up your User’s Profile using the Auth. Code as key. You view the data and make sure it is correct. Then click “Next”. (see Image 13-C below)

### 13-C. Introduction to “Activate” new account – Verify data

**B.3 Create your own security Logon Credential:** You enter your Logon id of your choice and password. Once done, press “Submit”. (see Image 13D)

Division of Migratory Birds/Falconry Application-Create New User Profile

Authorization/FEDID

Logon ID

Password

Confirm Password

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**13-D. Introduction to “Activate” new account – Create Logon ID & PW**

***B.4 Click “OK” to log on with your newly created security credential. (see Image 13E)***

Division of Migratory Birds/Falconry Application - General Messages

Name: John B Hung  
Address: 1 Falcon Test Ave.  
C/O DMA  
Falls Church, VA 22046-1234  
Tel.: (703)358-1235  
Email: toan\_nguyen@fws.gov

Click OK to login with your new credential [hungT] and password.. Next stop: [falcSI.aspx]

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**13-E. Introduction to “Activate” new account – Logon with new ID & PW**





**C. Falconer section:** You must be assigned as a State administrator from your state.

#### 4. How to enroll/register a state falconer into the Falconry reporting program

C.4.1 Logon with your security credential.

C.4.2 When get to the home page, click “Manage Falconer” (see image# 14A)

Division of Migratory Birds/Falconry Application - Home page

Name: John B Hung  
Authorization/FEDID: A00020  
Type: State Administrator  
Address: 1 Falcon Test Ave.  
C/O DMA  
Falls Church, VA 22046-1234  
Tel: (703)358-1235  
Email: toan\_nguyen@fws.gov

[Manage Falconer](#) For State Administrators use only

[Manage F3-186-A](#) For use by registered Falconers in the U.S.A only

[Exit](#) [Sign off the application]

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#### 14-A. Introduction to Falconer User's Profile maintenance

C.4.3 Within the Manage Falconer page, click “Add New Falconer” (see image# 14B)

Division of Migratory Birds/Falconry Application - Manage State Falconer

Name: John B Hung  
Authorization/FEDID: A00020  
Type: State Administrator  
Address: 1 Falcon Test Ave.  
C/O DMA  
Falls Church, VA 22046-1234  
Tel: (703)358-1235  
Email: toan\_nguyen@fws.gov

*Introduction:* This page is used by State Administrators to manage State Falconers.

1. To add a new Falconer: click the "Add new Falconer" button.
2. To list falconers: click "Query Falconer" button.
3. To edit/change/remove an existing falconer, click "Query Falconer" button.

To return to Home page, click the "Back" button. To exit the online application, click the "Exit" button.

[Back](#) [Query Falconer](#) [Add new Falconer](#) [Exit](#)



## 14-B. Introduction to Falconer User's Profile maintenance

C.4.4 Within the Manage Falconer page, click “Add New Falconer” (see image# 14-C)

C.4.5 A data entry form is opened up as depicted in the following images 14D-H. Go ahead filling in the data, once done, click “Save” to save your data. A message similar to image 15 is dispatched to the falconer with an authorization code to allow him or her to start the falconry reporting process.

**Division of Migratory Birds/Falconry Application**

**Name:** John B Hung  
**Authorization/FEDID:** A00020  
**Access Type:** State Administrator  
**Address:** 1 Falcon Test Ave.  
C/O DMA  
Falls Church, VA 22046-1234  
**Tel.:** (703)358-1235  
**Email:** toan\_nguyen@fws.gov

You are a State Administrator authorized by the U.S.FWS representative to manage all falconers in your state. To add a new falconer, simply click 'Add new Falconer (fresh)' or Add new Falconer'. Then enter his/her User's profile and the state permit information (required). To edit an existing falconer record, simply make changes to the fields presented on the screen. The 'Save' button will save the record. To delete an existing falconer record, simply click 'Delete' button, the record presented on the screen will be deleted.  
\* - Add new Falconer (fresh) means clear all fields, start fresh. Otherwise, you may reuse some of repetitive information.

## 1. User's Profile section

Authorization/FEDID	<input type="text"/>
Date authorized	<input type="text"/>
User's state	<input type="text"/>
User's Access role	FC
Falconer Class	<input type="text"/>
First name	<input type="text"/>
Middle name	<input type="text"/>
Last name	<input type="text"/>
Street address	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Address line 4	<input type="text"/>
Address line 5	<input type="text"/>
Address line 6	<input type="text"/>
City	<input type="text"/>
State	VA
ZIP code	<input type="text"/>
Telephone	<input type="text"/>
Alternate phone	<input type="text"/>
E-Mail	<input type="text"/>
<input type="checkbox"/> Does this user also posses EAGLE? (checked if YES)	
<input type="checkbox"/> Is this user presently LOCKED? (checked if YES)	
Date locked	<input type="text"/>
<input type="checkbox"/> Is this user presently DISABLED? (checked if YES)	
Date disabled	<input type="text"/>
<input type="checkbox"/> Is this user presently ACTIVE? (checked if YES)	
Date activated	<input type="text"/>

## 2. Falcon address information section [Optional]

Falcon street address	<input type="text"/>
Falcon city	<input type="text"/>
Falcon state	VA
Falcon ZIP	<input type="text"/>

### 3. Permit information section

Permit No.	<input type="text"/>	
Permit status	<input type="text"/>	<input type="text"/>
Date permit issued	<input type="text"/>	
Date permit expires	<input type="text"/>	
<input type="checkbox"/> Is GOLD permit? (checked if YES)		

### 4. Data audit section

Authorized to	<input type="text"/>
Record created by	<input type="text"/>
Date record created	<input type="text"/>
Record last modified by	<input type="text"/>
Date record last modified	<input type="text"/>
Last activity	New Falconer/fresh user
Version No.	0
Date last queried	<input type="text"/>
<input type="checkbox"/> Do you wish to notify authorized user of the changes?	

[Back](#) [Add new Falconer](#) [Add new Falconer \(fresh\)](#) [Delete](#) [Save](#) [Exit](#)

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#### 14-D, E, F, G, H. Introduction to Falconer User's Profile Data entry form

New Falconer Profile created on Nov 7 2017 12:55:47:257PM

Inbox x



E-Mail Sys#1

12:55 PM (8 minutes ago) ☆

to me ▾

Name: Kim Chi.

Your Authorization/FEDID is "A00021".

Please click at this webpage: <a href="https://epermits.fws.gov/falcT/falc\_activate.aspx">https://epermits.fws.gov/falcT/falc\_activate.aspx</a> to create your Profile using Authorization/FEDID provided in this message.

If you already registered previously, please ignore this message.

Thank you for visiting our web site.

John Hung.

Email: [toan\\_nguyen@fws.gov](mailto:toan_nguyen@fws.gov)

#### 15. Introduction to Falconer Message notification

## 5. How to modify an existing State Falconer User's Profile data record

C.5.1 Logon with your security credential as a State administrator

C.5.2 When get to the home page, click "Manage Falconer" (see image# 14A)

C.5.3 Within the Manage Falconer page, click "Query Falconer" (see image# 14B)

C.5.4 A Falconer Query screen is opened up with query parameters ready to accept your input. If you decide to read every falconer in your own state, simply ignore the parameters and click the "Find" button. The result is displayed below the falcon image (List of Data record). See images 16A-C)

**Division of Migratory Birds/Falconry Application - Falconer Query (State Administrator)**

*Introduction:* This page is used by all users (Federal, State Administrators and Falconers) to query both State Admins and Falconers. **How to use:** you may fill out one or more query parameters (presented in the form of Text box) below. Some query parameters are in the form of data such as name, addresses... other are codes such as state code, permit class... In the case of codes, use look up code button to look for codes you do not know. If more than one codes is desired, use comma to separate them. Once done, press the "Find" button. The result(s), if any, will be displayed below the falcon image (List of Data records). Use your Browser vertical scroll bar to view data. To edit data, simply click on the appropriate URL marked in Blue/Purple color. If no URL present on each block of displayed text, you only have View access.

To return to Home page, click the "Back" button To exit the online application, click the "Exit" button.

Authorization/FEDID	<input type="text"/>	
Access code	<input type="text"/>	<a href="#">Lookup access code</a>
First name	<input type="text"/>	
Middle name	<input type="text"/>	
Last name	<input type="text"/>	
Street address	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text" value="VA"/>	<a href="#">Lookup State</a>
ZIP code	<input type="text"/>	
Telephone	<input type="text"/>	
Alternate phone	<input type="text"/>	
Is this record presently LOCKED [Y/yes N/no]	<input type="text"/>	
Is this record presently DISABLED [Y/yes N/no]	<input type="text"/>	
Is this record presently ACTIVE [Y/yes N/no]	<input type="text"/>	
Possess Eagle [Y/yes N/no]	<input type="text"/>	
Permit No.	<input type="text"/>	
Permit status (ISS/EXP)	<input type="text"/>	
Permit class	<input type="text"/>	<a href="#">Lookup permit class</a>

[Back](#) [Find](#) [Add new Falconer](#) [Exit](#)



**List of Data records**

The list below displays result of the query above. If you see nothing below, please follow the introduction above. Otherwise, use your browser vertical scroll bar to view the list. To edit/remove a record or Transfer a Falconer from state-to-state... simply click at the blue/purple URL link placed at the top of each block. If no URL link present, you only have right to view that record.

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### 16-A. Introduction to Falconer Query module

**91 record(s) detected. See list placed below the falcon image.**

**Name: John B Hung**  
**Authorization/FEDID: A00020**  
**Type: State Administrator**

### 16-B. Introduction to Falconer Query module – General message display





## List of Data records

91 record(s) detected. The list below displays current Falconer data based on the result of your query. If you see nothing below, please follow the introduction above. Otherwise, use your browser vertical scroll bar to view the list. To edit/remove a record, simply click at the blue/purple URL link placed at the top of each block. If no URL link is present, you only view the record.

State: VA

[Click to Add a new Falconer](#); [Click to Edit Falconer \(ABC12345\)](#); [Click to Remove Falconer \(ABC12345\)](#); [Click to Transfer Chi, Kim](#)

Name: Kim C Chi

Address: 1001 Kimchi St. NW

C/O ESA

Falls Church, VA 20246-1111

Tel.: (999)123-1111

Email: toan\_nguyen@fws.gov

Falcon address: 10001 Falcon Blvd.; Alexandria, VA 21111-0111

Authorization/FEDID: A00021

Access code: FC

Class: GENERAL

Agent name: hungt(SA)

Permit No.: ABC12345. Status code: ACT

Date issued: November 07, 2017. Date expires: November 07, 2025

Record created by: hungt. Date created: November 07, 2017

Version No.: 0

State: VA

Name: Jerry E Thompson

Address: Department of the Interior

U.S. FISH AND WILDLIFE SERVICE

DIVISION OF MIGRATORY BIRDS

BRANCH OF PERMITS

5275 LEESBURG PIKE

Falls Church, VA 22041-3803

Tel.: (703)358-1234

Email: toan\_nguyen@fws.gov

Authorization/FEDID: FA1

Access code: FA

Record created by: Toan. Date created: September 29, 2017

Date last changed: November 07, 2017. Modified by: jerry\_e\_thompson@fws.gov

Version No.: 0

State: VA

[Click to Add a new Falconer](#); [Click to Edit Falconer \(VA56781\)](#); [Click to Remove Falconer \(VA56781\)](#); [Click to Transfer Cooper-Bailey, Kerri](#)

Name: Kerri L. Cooper-Bailey

Address: 1463 Moore Road NE

Flowd. VA 24091

### 16-C. Introduction to Falconer Query module – List Data Records

C.5.5 To edit an existing falconer user's profile record, simply click on the link labeled as "[Click to edit Falconer...](#)". A dataentry screen will show all the data available for a selected falconer record. (See images# 17A-E)



## Division of Migratory Birds/Falconry Application

Screen is ready to accept changes to the existing data. Once done, click 'Save'

Name: John B Hung  
Authorization/FEDID: A00020  
Access Type: State Administrator  
Address: 1 Falcon Test Ave.  
C/O DMA  
Falls Church, VA 22046-1234  
Tel.: (703)358-1235  
Email: toan\_nguyen@fws.gov

You are a State Administrator authorized by the U.S.FWS representative to manage all falconers in the state.  
To add a new falconer, simply click 'Add new Falconer (fresh\*) or Add new Falconer'.  
Then enter his/her User's profile and the state permit information (required).  
To edit an existing falconer record, simply make changes to the fields presented on the screen. To delete an existing falconer record, simply click 'Delete' button, the record presented on the screen will be deleted.  
\* - Add new Falconer (fresh) means clear all fields, start fresh. Otherwise, you may reuse some of the existing data.

### 17-A. Introduction to Falconer Dataentry screen – Falconer admin. Info.

## 1. User's Profile section

Authorization/FEDID	A00021
Date authorized	11/7/2017 12:55:47 PM
User's state	Virginia
User's Access role	FC
Falconer Class	GENERAL
First name	Kim
Middle name	C
Last name	Chi
Street address	1001 Kimchi St. NW
Address line 2	C/O ESA
Address line 3	
Address line 4	
Address line 5	
Address line 6	
City	Falls Church
State	VA
ZIP code	20246-1111
Telephone	(999)123-1111
Alternate phone	
E-Mail	toan_nguyen@fws.gov

☐ Does this user also posses EAGLE? (checked if YES)

☐ Is this user presently LOCKED? (checked if YES)

Date locked

☐ Is this user presently DISABLED? (checked if YES)

Date disabled

☐ Is this user presently ACTIVE? (checked if YES)

Date activated

### 17-B. Introduction to Falconer Dataentry screen –Falconer data record.

## 2. Falcon address information section [Optional]

Falcon street address	10001 Falcon Blvd.
Falcon city	Alexandria
Falcon state	VA
Falcon ZIP	21111-0111

### 17-C. Introduction to Falconer Dataentry screen –Falconer species Location info.

### 3. Permit information section

Permit No.	ABC12345
Permit status	ACT
Date permit issued	11/7/2017 12:00:00 AM
Date permit expires	11/7/2025 12:00:00 AM
<input type="checkbox"/> Is GOLD permit? (checked if YES)	

#### 17-D. Introduction to Falconer Dataentry screen –Permit info.

### 4. Data audit section

Authorized to	A00021
Record created by	hungt
Date record created	11/7/2017 12:55:47 PM
Record last modified by	
Date record last modified	
Last activity	New Falconer
Version No.	0
Date last queried	11/7/2017 1:43:32 PM

☐ Do you wish to notify authorized user of the changes?

[Back](#) [Add new Falconer](#) [Add new Falconer \(fresh\)](#) [Delete](#) [Save](#) [Exit](#)

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#### 17-E. Introduction to Falconer Dataentry screen – Audit trail.

C.5.6. Once changes are made, click “Save” to save your changes.

## 6. How to delete an existing State Falconer User’s Profile record

C.6.1 Logon with your security credential as a State administrator

C.6.2 From the home page, click “Manage Falconer” (see image# 14A)

C.6.3 From the Manage Falconer page, click “Query Falconer” (see image# 14B)

C.6.4 A Falconer Query screen is opened up with query parameters ready to accept your input. If you decide to read every falconer in your own state, simply ignore the parameters and click the “Find” button. In either cases, the result is displayed below the falcon image (List of Data record). See images 16A-C)

C.6.5 To delete an existing falconer user’s profile record, simply click on the link labeled as “[Click to Remove Falconer...](#)” A dataentry screen will show all the data available for a selected falconer record. (See images# 17A-E). Once confirm, click the “Delete” button to remove the record.



**D. Federal Form 3-186-A:** You must be assigned as a Falconer from your state.

## **7. How to add a new Federal Form 3-186-A to the Falconry Form 3-186-A database**

D.7.1 Logon with your security credential as Falconer.

D.7.2 From the home page, click “Manage Form 3-186-A” (see image# 18)

**Division of Migratory Birds/Falconry Application - Home page**

---

**Name:** Kim C Chi  
**Authorization/FEDID:** A00021  
**Type:** Falconer  
**Address:** 1001 Kimchi St. NW  
C/O ESA  
Falls Church, VA 20246-1111  
**Tel.:** (999)123-1111  
**Email:** toan\_nguyen@fws.gov

[Manage Falconer](#) For State Administrators use only

[Manage F3-186-A](#) For use by registered Falconers in the U.S.A only

[Exit](#) [Sign off the application]

---

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### **18. Introduction to Falconer Form 3-186-A Home page – Manage Form 3-186-A.**

D.7.3 Once in Query Form 3-186-A screen as depicted in Images 19A-G below, scroll all the way down to the bottom of the screen, click “Add new Form 3-186-A” to enter a new Form 3-186-A record. (See image# 19G)

**Division of Migratory Birds/Falconry Application - F3-186-A Query (State Falconer)**

---

**Introduction:** This page is used by all registrants (Federal, State Administrators and falconers) to query Form 3-186-A data. **How to use:** you may fill out one or more query parameters (presented in the form of Text box) below. Some query parameters are of type data such as name... others are of type codes such as species code, age... Use look up button for codes you do not know. Use comma to separate multiple codes if any. Once done, press the "Find" button. The result(s), if any, will be displayed below the falcon image (List of Data records). Use your browser vertical scroll bar to view data. **Note:** for Falconers, the system will display your records only with the date being sorted in descending order.

\*To return to Home page, click the "Back" button. To exit the online application, click the "Exit" button.

### **19-A. Introduction to Falconer Form 3-186-A Query screen.**

Authorization/FEDID   
Section number (1,2,3,4,5)

### 1. Species Information

Species    
Species name   
USFWS Band No.   
Species Sex    
Species Source    
Species Age    
Year of Hatch

### 19-B. Introduction to Falconer Form 3-186-A Query screen – Species

### 2. Sender (person transferring bird)

USFWS Permit No.   
First name   
Middle initial   
Last name   
Address   
City   
Sender State    
Sender Permit type    
Sender Transfer type    
Sender Release code    
Sender description cause of death

### 19-C. Introduction to Falconer Form 3-186-A Query screen – Sender

### 3. Recipient (person acquiring bird)

USFWS Permit No.   
First name   
Middle initial   
Last name   
Address   
City   
Recipient State    
Recipient Permit type    
Recipient Transaction type

### 19-D. Introduction to Falconer Form 3-186-A Query screen – Recipient

### 4. Capture or Re-capture (bird taken from the wild, provide band number in Section 1)

Capture/recapture    
Species Color

### 19-E. Introduction to Falconer Form 3-186-A Query screen – Capture/re-capture

### 5. RE-BANDING (to report the re-banding of a wild or captive-bred bird)

Old Number   
Species old Band type    
New Number   
Species new Band type

### 19-F. Introduction to Falconer Form 3-186-A Query screen – Re-banding

## 6. CERTIFICATION

Print Name

[Back](#) [Find](#) [Add new F3-186-A](#) [Exit](#)



### List of Data records

The list below displays current **Form 3-186-A** data. If you see nothing below, please follow the introduction above. Otherwise, use your browser vertical scroll bar to view record, simply click at the blue/purple URL link placed at the top of each block. If the URL links are not available, you only have right to view that record.

Area where query result is displayed

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### 19-G. Introduction to Falconer Form 3-186-A Query screen – Falconer info.

D.7.4 Answer question number 1 as shown in Image# 20A below, then click “Next”

**Division of Migratory Birds/Falconry Application - Add New F3-186-A**

Name: Kim C Chi  
Authorization/FEDID: A00021  
Access Type: Falconer  
Address: 1001 Kimchi St. NW  
C/O ESA  
Falls Church, VA 20246-1111  
Tel.: (999)123-1111  
Email: toan\_nguyen@fws.gov

Please select an answer to one of the following questions? (If you do not know, please read the instructions recorded on the back of Form-3-186-A )

- ☒ 1. transferred a bird to another permittee (or to another permit you hold) (1, 2, 3, 6)
- ☐ 2. released a bird or lost a bird due to its escape, theft, or death (1, 2, 6)
- ☐ 3. acquired bird from another permittee, other than a rehabilitator, (1, 2, 3, 6)
- ☐ 4. acquired bird from a rehabilitation permittee (1, 2, 3, 6)
- ☐ 5. captured a bird from the wild or recaptured a previously captive (banded) bird (1, 2, 4, 6)
- ☐ 6. re-banded a bird, either wild or captive-bred, for which the band was lost or removed (1, 2, 5, 6)

[Back](#) [Next](#) [Exit](#)

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### 20-A. Introduction to Falconer Form 3-186-A Data Entry screen – Add new Form 3-186-A record

D.7.5 Answer question number 1 as shown in Image# 20-B below, then click “Next”



Name: Kim C Chi  
Authorization/FEDID: A00021  
Access Type: Falconer  
Address: 1001 Kimchi St. NW  
C/O ESA  
Falls Church, VA 20246-1111  
Tel.: (999)123-1111  
Email: toan\_nguyen@fws.gov

Please answer to one of the following questions? (If you do not know, please read the instructions recorded on the back of Form-3-186-A )

- ☒ 1. Are you Sender?  
☐ 2. Are you Recipient?  
☐ 3. Are you both Sender and Recipient?

[Back](#) [Next](#) [Exit](#)

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#### 20-B. Introduction to Falconer Form 3-186-A Data Entry screen – Add new Form 3-186-A record

D.7.6 Depend on your answer in previous screens, the web page will display all or only parts of Form 3-186-A for input. The Sender and Recipient blocks are filled with your person User's Profile based on your answer in question number 2 on image# 20B above. Images# 20C-F below show the entire Form 3-186-A Data Entry form for question 1 only. Go ahead entering your data. Once done, press "Save" to save your new Form 3-186-A record.

**1. Species Information**

Question No.	1
Species	<input type="text"/>
USFWS Band No.	<input type="text"/>
Species Sex	<input type="text"/>
Species Source	<input type="text"/>
Microchip No.	<input type="text"/>
Species Age	<input type="text"/>
Year of Hatch	<input type="text"/>

**Pre-filled data protected**

#### 20-C. Introduction to Falconer Form 3-186-A Data Entry screen – Add new Form 3-186-A record – Section 1.

## 2. Sender (person transferring bird)

USFWS Permit No.	ABC12345
First name	Kim
Middle initial	C
Last name	Chi
Date of Transfer (or other action)	
Address	1001 Kimchi St. NW
City	Falls Church
Sender State	VA
ZIP code	20246-1111
E-Mail Address	toan_nguyen@fws.gov
Sender's phone	(999)123-1111
Sender Permit type	GENERAL
Sender Transfer type	
Sender Release code	
Sender Description of death	
Sender Description	
Sender Permit Other	

Drop-down list hosts available code values

### 20-D. Introduction to Falconer Form 3-186-A Data Entry screen – Add new Form 3-186-A record – Section 2.

## 3. Recipient (person acquiring bird)

USFWS Permit No.	
First name	
Middle initial	
Last name	
Date of Acquisition	
Address	
City	
Recipient State	
ZIP code	
E-Mail Address	
Recipient's phone	
Recipient Permit type	
Recipient Transaction type	
Recipient permit other	

### 20-E. Introduction to Falconer Form 3-186-A Data Entry screen – Add new Form 3-186-A record – Section 3.

**6. CERTIFICATION.** I certify that the information submitted above is true and correct to the best of my knowledge. I understand that making a false statement may subject me to the criminal penalties of 18 U.S.C. 1001.

Print Name	Kim CChi
Phone Number (with area code)	(999)123-1111
Signature (in blue ink) of permittee/principal officer. (No photocopied or stamped signatures)	<input type="checkbox"/> I Certify
Date of signature (mm/dd/yyyy)	

[Back](#) [Add new](#) [Delete](#) [Save](#) [Exit](#)

### 20-F. Introduction to Falconer Form 3-186-A Data Entry screen – Add new Form 3-186-A record – Section 6.

## 8. How to modify an existing Federal Form 3-186-A data record

D.8.1 Logon with your security credential as Falconer.

D.8.2 From the home page, click “Manage Form 3-186-A” (see image# 18)

D.8.3 Once in Query Form 3-186-A screen (see images 19A-G), you may begin to construct a query to retrieve Form3-186-A data. The default is to retrieve all the records you own by clicking the “Find” button without constructing the query. For this test plan, click “Find”, observe the result returned below the falcon image. (see image# 21 below)

D.8.4 Use the vertical scroll bar on your browser to view the results placed below the falcon image (the webpage is designed so that you only need do scroll up-and-down.) To make changes to any existing Form 3-186-A record, simply click on the URL link labeled as “*Edit this Form 3-186-A record...*” (see image# 21 below). From the data entry web page for Form 3-186-A, go ahead make change to the record, press “Save” when done. The screen will refresh itself with all the recent change(s) applied.



## List of Data records

1 record(s) found. The list below displays current Form 3-186-A data. If you see nothing below, please follow the introduction above. Otherwise, use your browser vertical scroll bar to view the list. To add/edit/delete/print a record, simply click at the blue/purple URL link placed at the top of each block. If the URL links are not available, you can only view the data.

Question No. 1 (1,2,3,6)

[Add new F3-186-A \(CHI, KIM\)](#); [Edit this F3-186-A record\(17023\)](#); [Delete this F3-186-A record\(17023\)](#); [Print this F3-186-A record\(17023\)](#)

### 1. Species Information

Species name: Peregrine falcon(1039)  
Sex: MALE; Source: WILD; Age: NESTLING;  
Microchip No.: MC-242  
Hatch Year: 2017

### 2. Sender (person transferring bird)

Sender's Name and address: Kim C Chi  
1001 Kimchi St. NW  
Falls Church, VA 20246-1111  
Tel.: (999)123-1111  
Email: toan\_nguyen@fws.gov  
Permit No., Date transferred: ABC12345, November 08, 2017  
E-mail, Phone: toan\_nguyen@fws.gov, (999)123-1111  
Permit Type: FALCONRY  
Transfer type: GIFT

### 3. Recipient (person acquiring bird)

Recipient's Name and address: Hung M Lee  
1 Test Ave.  
Keny, AZ 121111-0999  
Tel.: (700)358-1111  
Email: toan\_nguyen@fws.gov  
Permit No., Date acquired: AZ-123457, November 08, 2017  
E-mail, Phone: toan\_nguyen@fws.gov, (700)358-1111  
Permit Type: GAME BIRD  
Transaction type: GIFT

### 6. CERTIFICATION.

Applicant name, phone: Kim CChi, (999)123-1111  
Applicant Signed: Y, November 08, 2017

Date record created, by: November 08, 2017, kimc  
Date last changed, by: ,

## 9. How to delete an existing Federal Form 3-186-A data record

D.9.1 Follow the same query steps presented in step# D.8 above, use vertical scroll bar to navigate the data result section (below the falcon image) to view your query results. To delete any existing Form 3-186-A record, simply click on the URL link labeled as “*Delete this Form 3-186-A record...*” on the query result section. The entire record will be displayed, view your record. Press “Delete” button to confirm to remove the record.

*Note: the deleted record will be moved to a limbo area, the record’s owner will have 365 days to request to recover the deleted record. After a year in limbo without any claims declared, the “deleted records” will be permanently flushed from the limbo area for good based on when each data record is moved to the limbo.*

## 10. How to Print an existing Federal Form 3-186-A

D.10.1 Follow the same query steps presented in step# D.8 or D.9 above, use vertical scroll bar to navigate the data result section (below the falcon image) to view your query results. To print any existing Form 3-186-A record, simply click on the URL link labeled as “*Print this Form 3-186-A record...*” on the query result section. The entire record will be displayed, view or print the record using your web browser print method.

**Note:** On all data query modules, the query result are always displayed below the falcon image. Each record is separated with a thin purple line. At the top of each block, there are data maintenance URLs marked in either Blue or Purple color. To take appropriate action, simply click on one of these URL. If you do not see any URL at all on a particular record, you only have the right to view the data.





## **E. Report A Move** *(for use by falconers only)*

### **11. How to Report a Move by falconers**

E.12.1 Logon as falconer.

E.12.2 Launch the “Report a Move” command from the home page or from the application Memnu bar.

E.12.3 Select type of “MOVE”.

There are 3 types of MOVE: 1) Moving to a new place within the same State; 2) Moving species to a new Mews location within the same State; 3) Transfer to a new State.

Each type of move will show the current addresses of both falconer and his/her species at the top screen followed by the new addresses. The falconer will fill the new addresses section(s) depend on type of move selected earlier. Once the new locations are entered, press the “Submit” button. A message will be dispatched to all parties involved. Finally, the state administrator will enter the data given by the falconer to complete the transaction via Transfer function presented in section F follow.

U.S. Fish & Wildlife Service  
Division of Migratory Birds/Falconry Application

Welcome to Migratory Birds/Falconry Application

Main Home Profile Help Contact Log out

Change/Set Password  
Falconry Home  
Report a Move  
Edit User's Profile

Log In

Division of Migratory Birds/Falconry Application

Name: randall louis compton  
Authorization/FEDID: FED093011  
Type: Falconer  
Address: 1592 taroaka drive  
fairbanks, AK 99709  
Email: randallcomptonart@icloud.com

Report A Move For Falconer use only

Manage F3-186-A For use by registered Falconers in the U.S.A only

Exit [Sign off the application]

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### **22. Introduction to Falconer “Report A Move”**



## Welcome to Migratory Birds/Falconry Application

[Main](#)[Home](#)[Profile ▾](#)[Help ▾](#)[Contact](#)[Log out](#)[Log In](#)

Name: randall louis compton  
Authorization/FEDID: FED093011  
Access Type: Falconer  
Address: 1592 taroaka drive  
fairbanks, AK 99709  
Email: randallcomptonart@icloud.com

### I need to report:

- ☐ 1. A change in Address (same State)
- ☐ 2. A New Mews location (same State)
- ☒ 3. Transfer to a New State

[Back](#) [Next](#) [Exit](#)

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### 23. Type of move - "Report A Move"

## Report A Move/Transfer to a New State

### 1. From current Falconer's address

Falconer's name   
Street address   
Address line 2   
Address line 3   
Address line 4   
Address line 5   
Address line 6   
City   
State   
ZIP code   
Telephone   
Alternate phone   
E-Mail

### From current Mews location [Optional]

Falcon street address   
Falcon city   
Falcon state   
Falcon ZIP

### 2. To new Falconer's address [required]

Street address   
Address line 2   
Address line 3   
Address line 4   
Address line 5   
Address line 6   
City   
State    
ZIP code   
Telephone   
Alternate phone   
E-Mail

### 3. To new Mews location [Optional]

Falcon street address   
Falcon city   
Falcon state   
Falcon ZIP



**F. Transfer:** You must be assigned as a State administrator from your state.

## 12. How to transfer a falconer from state-to-state

F.12.1 Logon as state administrator.

F.12.2 Launch the “Manage Falconer” command from the home page

F.12.3 Click “Query Falconer” from the Manage Falconer Page.

F.12.4 From the Query Falconer page, scroll to the bottom, click “Find” to list all falconers in your state, this is the query default mode. Or find a falconer of your choice by constructing your own query, then click “Find”.

F.12.5 Below the falcon image is where your query result is displayed, use vertical scroll bar to find a falconer you wish to transfer. Click on the URL labeled as “[Transfer...](#)”. (See image# 22-A)



### List of Data records

91 record(s) detected. The list below displays current Falconer data based on the result of your query. If you see nothing below, please follow the introduction above. Otherwise, use your browser vertical scroll bar to view the list. To edit/remove a record, simply click at the blue/purple URL link placed at the top of each block. If no URL link is present, you only view the record.

State: VA

Click to Add a new Falconer; Click to Edit Falconer (ABC12345); Click to Remove Falconer (ABC12345); Click to Transfer Chi, Kim

Name: Kim C Chi

Address: 1001 Kimchi St. NW

C/O ESA

Falls Church, VA 20246-1111

Tel: (999)123-1111

Email: toan\_nguyen@fws.gov

Falcon address: 10001 Falcon Blvd.; Alexandria, VA 21111-0111

Authorization/FEDID: A00021

Access code: FC

Class: GENERAL

Agent name: hungt(SA)

Permit No.: ABC12345. Status code: ACT

Date issued: November 07, 2017. Date expires: November 07, 2025

Activated: Y. Date activated:

Record created by: hungt. Date created: November 07, 2017

Date last changed: November 08, 2017. Modified by: kimc

Version No.: 1

Click to Transfer...

## 22-A. Introduction to Falconer Transfer function – Query Falconer record

F.12.6 Now provide the required data in the appropriate data blocks as shown in images# 22E-F below. Once done click “Submit”. The system will dispatch a notification message to all parties involved (all administrators of the destination state; a copy is sent to the sender [you] and the falconer who requests to be transferred.) Once updated, you, as current state admin will have no access to the transferred falconer.

**Division of Migratory Birds/Falconry Application - Manage Falconer Transfer**

**Name:** John B Hung  
**Authorization/FEDID:** A00020  
**Access Type:** State Administrator  
**Address:** 1 Falcon Test Ave.  
 C/O DMA  
 Falls Church, VA 22046-1234  
**Tel.:** (703)358-1235  
**Email:** toan\_nguyen@fws.gov

You are a State Administrator responsible for Transferring Falconers from State to state.  
 To transfer a falconer from your state to other state. Please fill block 2 (To new address). Once done, click 'Submit'

### 22-B. Introduction to Falconer Transfer function

#### 1. From current Falconer's address

Falconer's name	Chi, Kim C
Street address	1001 Kimchi St. NW
Address line 2	C/O ESA
Address line 3	
Address line 4	
Address line 5	
Address line 6	
City	Falls Church
State	VA
ZIP code	20246-1111
Telephone	(999)123-1111
Alternate phone	
E-Mail	toan_nguyen@fws.gov

### 22-C. Introduction to Falconer Transfer function – From Falconer's address

#### From current Falcon address information section [Optional]

Falcon street address	10001 Falcon Blvd.
Falcon city	Alexandria
Falcon state	VA
Falcon ZIP	21111-0111

### 22-D. Introduction to Falconer Transfer function – From Falcon address



## 2. To new Falconer's address [required]

Street address	<input type="text"/>	
Address line 2	<input type="text"/>	
Address line 3	<input type="text"/>	
Address line 4	<input type="text"/>	
Address line 5	<input type="text"/>	
Address line 6	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	<input type="text"/>
ZIP code	<input type="text"/>	
Telephone	<input type="text" value="(999)123-1111"/>	
Alternate phone	<input type="text"/>	
E-Mail	<input type="text" value="toan_nguyen@fws.gov"/>	

### 22-E. Introduction to Falconer Transfer function – To Falconer's new address

## 3. To new Falcon address information section [Optional]

Falcon street address	<input type="text"/>
Falcon city	<input type="text"/>
Falcon state	<input type="text"/>
Falcon ZIP	<input type="text"/>

[Back](#) [Submit](#) [Exit](#)

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### 22-F. Introduction to Falconer Transfer function – To falcon new address (optional)



**G. Law Enforcement Officer section:** The State administrators are responsible for entering their local Law Enforcement Officers. LE Officers have only read/query access to falconer's Form 3-186-A. The method to authorize an LE Officer is the same as that of falconer, except LE officer data entry form requires less data. Once an LE Officer's Profile is entered into the system, the system will send a message to him/her via email. The officer will then "*activate his/her account*" just like a falconer would. Please refer to section title "**How can a new user obtain a Logon ID and a password?**" for more details on how to activate a Law Enforcement Officer account.

Once the LE Officer account is activated, the user may log on and start querying data. At home page, simply click "LE Query" button, the system will present the next page with accesses to either Falconer's User Profiles or Form 3-186-A. Simply pick one you wish to query. For both Falconer's Profile and Form 3-186-A records, you may view or print only.

\*\*\*\*\* **END OF TEST PLAN** \*\*\*\*\*