



## Online Permits

# Online Permits Quick Start Guide

Welcome to the U.S. Fish & Wildlife Service's E-permits online website. New permits being issued through this site currently apply only to the Management Authority and Migratory Birds Program of the U.S. Fish & Wildlife Service. E-permits allows you to conduct a number of activities electronically, including submitting a permit application for a new permit, paying the processing fee online, and uploading supporting documents and reports.

For applicants submitting a request under the Migratory Bird Treaty Act (MBTA), please note: You should be familiar with the federal regulations associated with the type of permit you have or plan to obtain. We advise you to locate the appropriate regulation number (e.g. 50 CFR 22.26) and then use the e-CFR site to find and read the regulation prior to applying for any permit. The specific regulation number associated with each permit type can be found on the application form and/or FAQ document associated with the permit application. [Click here to find U.S. FWS Permit Regulations](#) .

**IMPORTANT NOTE:** At this time, users can apply for **new permits only** through this site (no amendments or renewals). Please follow instructions from your [permit issuing office](#) on how to process amendments and renewals.

## Table of Contents

- [List of permits that can currently be applied to through this system](#)
- [Basic steps and things to know for getting started with the E-permits system](#)
  - [Create a New Account](#)
  - [Recover or Change Your Password](#)
  - [Change your Logon ID](#)
  - [Create Your Personal and/or Business Profile](#)
  - [Apply for a New Permit](#)
  - [Switch Applicant Type Between Business and Individual Profile](#)
  - [View the Status of Your Applications and Associate Additional Files with Your Application After Initial Submission](#)
  - [View and/or Download an Application or Report Form](#)

## List of permits that can currently be applied to through this system

The list of permits currently available to apply to using this system are as follows (remember that renewals and amendments cannot currently be submitted through this system):

### CITES:

- 3-200-29 - Establish of a Master File of Wildlife Samples and/or Biomedical Samples under the Convention on International Trade in Endangered Species (CITES)
- 3-200-32 - Establish of a Master File Export/Re-Export of Plants and Plant Products under the Convention on International Trade in Endangered Species (CITES)
- 3-200-33 - Establish of a Master File Export of Artificially Propagated Plants- (Single and Multiple Commercial Shipments)
- 3-200-34 - Establish of a Master File of American Ginseng under the Convention on International Trade in Endangered Species (CITES) (Multiple commercial shipments)- (Art. Prop)
- 3-200-74 - Partially Complete Certification under a Master File or an Annual Program File under the Convention on the International Trade in Endangered Species (CITES)
- 3-200-75 - Registration of a Production Facility for Export of Certain Native Species under the Convention on International Trade in Endangered Species (CITES)- (Multiple Commercial Shipments)

### FWS:

- 3-200-6 - Migratory Bird Import/Export: FWS Permit Application Form
- 3-200-7 - Migratory Bird and Eagle Scientific Collecting: FWS Permit Application Form
- 3-200-8 - Migratory Bird Taxidermy: FWS Permit Application Form
- 3-200-9 - Waterfowl Sale and Disposal: FWS Permit Application Form
- 3-200-10a - Migratory Bird Special Purpose - Salvage: FWS Permit Application Form
- 3-200-10b - Migratory Bird Rehabilitation: FWS Permit Application Form
- 3-200-10c - Migratory Bird Special Purpose - Possession Live and/or Dead and Salvage of Migratory Birds for Educational Purposes: FWS Permit Application Form
- 3-200-10e - Migratory Bird Special Purpose - Game Bird Propagation: FWS Permit Application Form
- 3-200-10f - Migratory Bird Special Purpose - Miscellaneous: FWS Permit Application Form
- 3-200-12 - Migratory Bird Raptor Propagation: FWS Permit Application Form
- 3-200-13\_a - Migratory Bird Depredation - Business: FWS Permit Application Form
- 3-200-13\_b - Migratory Bird Depredation - Homeowner: FWS Permit Application Form
- 3-200-14 - Eagle Exhibition: FWS Permit Application Form
- 3-200-15a - Eagle Parts for Native American Religious Purposes: FWS Permit Application/Order Form
- 3-200-16 - Take of Depredating Eagles & Eagles that Pose a Risk to Human or Eagle Health or Safety: FWS Permit Application Form

- 3-200-18 - Take of Golden Eagle Nests During Resource Development or Recovery: FWS Permit Application Form
- 3-200-67 - Special Canada Goose: FWS Permit Application Form
- 3-200-71\_a - Eagle Take – Associated with but not the Purpose of an Activity (INCIDENTAL TAKE) - Less Than or Equal to 5 years -Commercial: FWS Permit Application Form
- 3-200-71\_b - Eagle Take – Associated with but not the Purpose of an Activity (INCIDENTAL TAKE) - Less Than or Equal to 5 years - Non-commercial: FWS Permit Application Form
- 3-200-71\_c - Eagle Take – Associated with but not the Purpose of an Activity (INCIDENTAL TAKE) - Greater Than 5 years: FWS Permit Application Form
- 3-200-72\_a - Eagle Nest Take - Less Than or Equal to 5 years - Single Nest Non-commercial: FWS Permit Application Form
- 3-200-72\_b - Eagle Nest Take - Less Than or Equal to 5 Years - Single Nest Commercial: FWS Permit Application Form
- 3-200-72\_c - Eagle Nest Take - Less Than or Equal to 5 Years - Multiple Nests: FWS Permit Application Form
- 3-200-77 - Eagle Take - Native American for Religious Purposes: FWS Permit Application Form
- 3-200-78 - Native American Tribal Eagle Aviary: FWS Permit Application Form
- 3-200-79 - Migratory Bird Special Purpose: - Abatement Activities Using Raptors: FWS Permit Application Form
- 3-200-81 - Migratory Bird Special Purpose - Utility: FWS Permit Application Form
- 3-200-82 - Bald Eagle or Golden Eagle Transport into the United States for Scientific or Exhibition Purposes: FWS Permit Application Form

## Basic Steps and Things to Know for Getting Started with the E-permits System

### **Create a New Account**

On the **Home** page, you will see a button to “CREATE AN ACCOUNT” Here you will create a Logon ID and password. Logon or Access Credential consists of three important data fields: **Logon ID**, **Password** and *Email*. **Logon ID** may be your Email, your full name, or a string of text consists of any characters you wish to assemble for Logon ID; *do not use mathematical operators such as \*, +-, \ and /* in Logon ID. As for **Password**, you may mix the 26 alphabet letters with at least one special character such as #, @, \$, %... Password is case sensitive, the minimum length of password is 5 characters and no more than 30 characters.

### **Recover and Change Your Password**

- If you've forgotten your password, click on the [forgot password](#) link, and provide the system with your Logon ID. The system will send you a temporary password that you can use to log in with. Upon logging in, the system will immediately prompt you to change your password and then will send you back to the Logon page so you can log in with your new password.
- If you'd like to change your password, go to “Profile” on the top menu, then select “Change/Set Password” and follow the instructions to change your password. When choosing a **Password**, you may mix the 26 alphabet letters with at least one special character such as #, @, \$, %... Password is case sensitive, the minimum length of password is 5 characters and no more than 30 characters.

### **Change Your Logon ID**

- If you'd like to change your Logon ID, go to “Profile” on the top menu, then select “Change Logon ID” and follow the instructions to change your Logon ID. **Logon ID** may be your Email, your full name, or a string of text consists of any characters you wish to assemble for Logon ID; *do not use mathematical operators such as \*, +-, \ and /* in Logon ID.

### **Create Your Personal and/or Business Profile**

The system allows you to set up both an Individual and Business profile. Typically, users will consistently be applying for all permits as either one or the other. There's no need to set up a profile for both if you are only ever going to be applying as one. The system default is for an account setup for an Individual. Once you're finished creating your username and password, you will be brought to the screen where you can set up your profile as an Individual Applicant. **If you're applying as a Business**, go up to “Profile” on the top menu and select “Switch Applicant Type”. Make sure “Applicant as Business” is selected, and select “Submit” to get the form for creating your business profile.

### ***Apply for a New Permit***

On the **My Account** page, log in and then select “Apply for a New Permit” and follow the Steps 1-7.

#### **Important Notes:**

- On Step 4, you will download the application form. To fully complete the application process, you will need to have this form completely filled out and ready for upload in Step 7. ***Your application will not be considered complete unless the application form and all other required documentation has been completed and uploaded at the last step.*** Therefore, it is recommended that you have the completed application form and any other documentation ready to upload ***before*** you get to Step 7.
- On Step 6, you have the option of indicating if you are fee exempt. Please do not select the fee exempt option unless you are sure you qualify for the exemption. ***It will cause delays in the processing of your application if you select the fee exempt option in error.*** The explanation for “Fee Exempt” status and who qualifies for this is outlined in [50 CFR 13.11\(d\)\(3\)\(i\)](#) . For Migratory Bird Permits, you are fee exempt if you are a Federal, State, County, or City agency, or Tribe.

### ***Switch Applicant Type between Business and Individual Profile***

As mentioned above, the system default for account setup is for an Individual applicant. You are welcome to set up both an Individual and Business Profile, even though it is rare that an applicant would be applying for permits alternating between an Individual and Business. Just make sure that when you’re applying, the profile type you’re applying with is the correct applicant type you wish to apply as. To switch your applicant profile between Business and Individual, go up to “Profile” on the top menu and select “Switch Applicant Type”. Make sure the radio button next to the applicant type you wish to apply as is selected.

### ***View the status of your applications, and associate additional files with your application after the initial submission***

Viewing the status of your applications and associating additional documents with your application can be achieved by selecting the “View Your Applications/Upload Files” option. On the **My Accounts** page, either select “View All” in Step #1 to view all your application records, or search for a specific record using the options in Step #2. You can sort your records by using the sort option in Step #3. Once you’ve located the desired record, you will be able to see the status of the application, along with a number of other pieces of information associated with the application, such as fee paid, form number, and permit number. Use the upload links at the bottom of each record to upload a revised application, annual report, or additional supporting documents.

### ***View and/or Download an Application or Report Form***

You may view and download all application and report forms associated with the permits available through this system by going to the Help menu item and navigating to the [List/Download Forms](#) page.