

INSTRUCTIONS FOR COMPLETING THE NEW NATIVE SPECIES EXHIBITING PERMIT APPLICATION

Read the enclosed Department of Fish and Game (Department) Manual No. 671 - Importation, Transportation and Possession of Restricted Species before completing the application. The manual will provide you with a list of animals for which a permit is required in California, a description of authorized permit activities, and caging requirements. For purposes of this permit, native species are defined as the restricted birds and mammals that are found injured or orphaned in the wild in California and are not suitable for release into the wild, but are suitable for educational purposes.

Please allow 45 business days for processing your application and an additional 45 business days when requesting Department inspection. Incomplete applications will be returned and could delay the issuance of your permit. Contact the License and Revenue Branch at (916) 928-5845 or SPU@dfg.ca.gov if you need additional information regarding native species exhibiting permits.

To complete this application you must:

1. It is mandatory to complete all items unless exempted.
2. Sign and date the application in ink (an original signature is required).
3. Provide a veterinarian's certification or submit the inspection fee for the Department to inspect your housing. The inspection fee may be waived only if a veterinarian accredited by the USDA certifies that the housing and if applicable, transport caging meets the minimum requirements for the animal(s) to be acquired as applicable in Sections 671.3-671.4, Title 14, of the CCR. A veterinarian's original signature is required. If animals are being housed at multiple locations, a veterinarian must inspect and approve each location. The applicant shall certify that the animals and their housing will be inspected at least once more within the next six months.
4. Provide written documentation from a permitted California Wildlife Rehabilitation facility licensed veterinarian stating why the animal to be acquired is unsuitable for release and the reason why it is suitable for education purposes.
5. Provide an inventory of animals (FG1313a). List animals you are qualified to possess, wish to acquire within the next year, and for which housing will be inspected. An original signature in ink is required.
6. Provide any other supporting documentation required by regulations.
7. Mail the completed application and supporting documentation with a cashier's check, money order, personal or business check*, or credit card** authorization form with the appropriate fee to the Department of Fish and Game, License and Revenue Branch, 1740 N. Market Blvd, Sacramento, CA 95834 or apply in person. **DO NOT SEND CASH.**

New applicants must also provide the following supporting documentation. Applications from zoos meeting the criteria for an AZA permit are exempt from a, b and c.

- a. A statement of purpose describing in detail the planned use for each animal. Applicants shall include relevant materials, as appropriate, including any lists of prospective clients with their contact information or contracts with clients or websites, scripts, brochures or flyers promoting or describing the planned use of the animals. If the animals will be used in an educational program, the applicant shall provide an explanation why live restricted species are necessary and samples of the educational material and message that will be distributed.
- b. A resume that provides dates and details documenting you or your full-time employee's qualifying experience caring for restricted animals at a facility engaged in a similar or directly related activity to the permit requested and for the animal(s) to be acquired. This experience shall have been acquired within the previous five years and include a total of at least one-year full-time hands-on experience caring for a species in the same family or closely related taxonomic family as the species requested.
- c. A letter of recommendation, written within the previous five years on letterhead stationary, with an original signature, from the facility where you or your full-time employee gained the experience, documenting the quality and extent of the knowledge and experience, as related to the species and permit requested.
- d. A copy of the U. S. Department of Agriculture (USDA) license (required only for mammals) and most recently completed USDA facility inspection report. This requirement may be waived for new applicants. If approved, new permittees that have mammals must apply for and obtain a USDA license. Upon receipt of the license from USDA, the permittee must provide the Department with a copy of the license and facility inspection report.
- e. A copy of your Emergency Action Plan.
- f. A copy of your United States Fish and Wildlife Service USFWS permit if a permit is required by the USFWS for the restricted species animal(s) for which you applied. The Department may waive compliance for initial applications. If approved, permittees must apply for and obtain a USFWS permit. Upon receipt of the USFWS permit, the permittee must provide the Department with a copy within 10 business days of receipt.

NOTICE

Disclosure Statement—Under Section 671.1, Title 14, of the CCR, the Department of Fish and Game is authorized to collect information from applicants to maintain a record of licensure. All information requested on this application is mandatory unless otherwise indicated. All information except the street address and telephone number of the applicant may be provided to the public, if requested. All information related to a business may be released, including the residence address if it is the same as the business address. Other personal information submitted on this application may be released for law enforcement purposes, pursuant to court order, or for official natural resources management purposes.

A licensee may obtain a copy of his/her license records maintained by the Department by submitting a written request to the Custodian of Records, at the Department of Fish and Game, License and Revenue Branch, 1740 N. Market Blvd, Sacramento, CA 95834. All requests must include the requester's name, address, and telephone number.

PAYMENT POLICY

***Personal or business checks** will be accepted by the Department if name and address are imprinted on the check. Checks returned to the Department due to insufficient funds will render your permit invalid. The Department may also deny the issuance or renewal of any permit if a person has failed to reimburse the Department for the amount due. Any activity performed without a valid permit is a violation of the Fish and Game Code and therefore subject to enforcement action.

****Credit Cards**—Licenses, permits, tags, stamps, or registrations may be purchased with a Visa or MasterCard.