



**Department of Interior  
U.S. Fish and Wildlife Service  
Federal Fish and Wildlife Permit Application Form**

U.S. Fish and Wildlife Service  
Division of Management Authority  
Branch of Permits, MS: IA  
5275 Leesburg Pike  
Falls Church, VA 22041-3803  
1-800-358-2104 or 703-358-2104

Type of Activity

**EXPORT OF ARTIFICIALLY PROPAGATED LIVE PLANTS  
(Single and Multiple Commercial Shipments)**

Complete Sections A or B, and C, D, and E of this application. U.S. address may be required in Section C, see instructions for details.  
**Instructions on how to make your application complete and help avoid unnecessary delays are attached.**

**Section A: Complete if applying as an individual**

1.a. Last Name		1.b. First Name		1.c. Middle Name/Initial		1.d. Suffix	
2. Date of Birth (mm/dd/yyyy)		3. Telephone Number		3.a. Alternate Telephone Number		4. E-mail address	

**Section B: Complete if applying on behalf of a business, corporation, public agency, Tribe, or institution**

1.a. Name of business, agency, Tribe, or institution				1.b. Doing business as (DBA)			
2. Tax identification no.				3. Description of business, agency, Tribe, or institution			
4.a. Principal officer Last name		4.b. Principal officer First Name		4.c. Principal officer Middle name/initial		4.d. Suffix	
5. Principal officer title			6. Primary contact name				
7.a. Business telephone number		7.b. Alternate telephone number		7.c. Business fax number		7.d. Business e-mail address	

**Section C: All applicants complete address information**

1.a. Physical address (Street address; Apartment #, Suite #, or Room #; no P.O. Boxes)					
1.b. City	1.c. State	1.d. Zip code/Postal code	1.e. County/Province	1.f. Country	
2.a. Mailing address (include if different than physical address; include name of contact person if applicable)					
2.b. City	2.c. State	2.d. Zip code/Postal code	2.e. County/Province	2.f. Country	

**Section D: All applicants MUST complete**

<p>1. Attach the <b>nonrefundable application processing fee</b> in the form of a check or money order payable to the U.S. FISH AND WILDLIFE SERVICE in the amount identified on page 3. Federal, Tribal, State, and local government agencies, and those acting on behalf of such agencies, are exempt from the processing fee – <i>attach documentation of fee exempt status as outlined in instructions</i> [50 CFR 13.11(d)].</p> <p>2. Certification: I hereby certify that I have read and am familiar with the regulations contained in <b>Title 50 Part 13 of the Code of Federal Regulations</b> and the other <b>applicable parts in subchapter B of Chapter I of Title 50</b>, 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.</p>	
<p>Signature of applicant/Principal Officer for permit (No photocopied or stamped signatures)    Date of signature (mm/dd/yyyy)</p>	
<p><b>Please continue to next page</b></p>	

**E. EXPORT OF ARTIFICIALLY PROPAGATED PLANTS**

*This form should be used for the commercial export of cultivated specimens of CITES-listed plants (i.e., species, hybrids, cultivars) that meet the criteria of artificial propagation, as defined by CITES Resolution Conf. 11.11 (Rev. CoP17;). All plant taxa names must be published in a recognized scientific journal or a reference that has been adopted by CITES.*

**This form should NOT be used to:**

- Request authorization to re-export artificially propagated plants; or for export or re-export wild-collected plants or plant materials; or for exports or re-exports of plant products (e.g., extracts, powders). Applicants should complete application form [3-200-32](#).
- Request authorization for plants listed in the Endangered Species Act. For such exports, applicants should complete form [3-200-36](#).
- Request authorization for the import of wild collected CITES Appendix I plants. For such imports, applicants should complete form [3-200-35](#).
- Request additional partially completed certificates for artificially propagated plants. Applicants should complete application form [3-200-74](#).

**This application may be used to:**

**Request a single-use permit for the commercial export of artificially propagated plants or plant materials (processing fee = \$100)** that is valid for 6 months from the date of issuance. For re-issuance or amendment of a single use permit, the original permit must be returned with this completed application form.

**Establish a Master File (processing fee = \$200 + \$5/partially completed certificates):** A Master File with an approved plant list is valid for up to 3 years from the date of issuance. Once the Master File is approved, you must obtain partially completed certificates to export approved plants or plant materials. Partially completed certificates are \$5 each, and are valid for 6 months. Certificates must be obtained prior to making any shipment and must accompany the shipment.

**Amend an existing Master File (processing fee = \$100 + \$5/partially completed certificates):** A Master File must be **amended** when there have been any changes to the species, propagation methods/materials, or supplier information provided in your existing Master File. You need only provide the requested information for the species or suppliers to be amended (i.e., you do not need to provide information for all of the plants on your approved Master File plant list if it has not changed). However, if you intend to renew your current Master File at the same time you are amending it, see below.

**Renew (or Amend and Renew) a Master File (processing fee = \$100 + \$5/partially completed certificates):** To renew a Master File that has or will soon expire, **you must complete this entire application**, including providing all of the information requested in this form for all plants to be included in your Master File and information on any changes to your facility, operations, species, or suppliers for the plant specimens that you wish to export.

Electronic submission of inventories, photographs, and receipts: If your application contains extensive inventories and/or a large number of photographs or receipts. You may provide electronic versions of the documents. Such a submission will assist in expediting the processing of your application since it may reduce data entry by the U.S. Fish and Wildlife Service. If you wish to provide information electronically, once you have received an application number via the e-mailed acknowledgment letter, e-mail your information to [Permits@fws.gov](mailto:Permits@fws.gov). Be sure to include the application number provided in the acknowledgment e-mail that will be sent to you when we receive your application.

I will be submitting documents electronically.

**This section is divided into FOUR (4) parts:**

- **All applicants should complete Part I; and**
- **To export interspecific and intergeneric hybrids of CATTLEYA, CYMBIDIUM, DENDROBIUM (D. phalaenopsis and D. nobile types only), ONCIDIUM (non-native species only), PHALAENOPSIS, and/or VANDA, complete Part II; and/or**
- **To export other plants produced at your facility, complete Part III.**
- **To export other plants produced at another's facility, complete Part IV.**
- **All applicants should complete Part V.**

**Part I: General information** (if more space is needed, attach separate sheets and cross-reference any separate pages by numbering them according to the question you are responding to).

**Activity for which you are applying:**

Request for a single-use permit for commercial export (\$100)

Establish a new Master File (\$200)

Amend an existing Master File; PRT # \_\_\_\_\_ (\$100)

Renew an expired/soon to be expired Master File; PRT # \_\_\_\_\_ (\$100)

Amend and Renew an expired or soon to be expired Master File; PRT # \_\_\_\_\_ (\$100)

**AND**

Number of partially completed certificates requested at this time: \_\_\_\_\_ (\$5 each)

1. Name and address where permit should be mailed, **if different from page 1**. If you want expedited shipping, please enclose a self-addressed, pre-paid, computer-generated, courier service airway bill. Otherwise, all documents will be mailed via the U.S. Postal Service.
2. Who should we contact if we have questions about the application (name, phone number, and e-mail)?
3. Disqualification factor. A conviction, or entry of a plea of guilty or nolo contendere, for a felony violation of the Lacey Act, the Migratory Bird Treaty Act, or the Bald and Golden Eagle Protection Act disqualifies any such person from receiving or exercising the privileges of a permit, unless such disqualification has been expressly waived by the Service Director in response to a written petition. (50 CFR 13.21(c)) Have you or any of the owners of the business, if applying as a business, been convicted, or entered a plea of guilty or nolo contendere, forfeited collateral, or are currently under charges for any violations of the laws mentioned above?

No

Yes

If you answered "Yes" to Question 3, provide: a) the individual's name; b) date of charge; c) charge(s); d) location of incident; e) court, and f) action taken for each violation. Please be aware that a "Yes" response does not automatically disqualify you from getting a permit.

4. If requesting a **single-use permit**, provide the name and address of foreign recipient (if shipping to yourself, include your foreign address):

Name:

Business Name:

Address:

City:

State/Province:

Country, Postal Code:

5. Briefly describe your business, use as much space as needed to complete the questions below.
  - a. How long have you been in business?
  
  - b. Describe the size, types, and location(s) of growing facilities.
  
  - c. Do you propagate the plants or plant material requested for export at your facility? Do you propagate some and buy others? Explain.
  
  - d. For the specimens you purchase from other producers, do you maintain these species for long periods of time or is there a quick turn-around of the stock?
  
  - e. Are you requesting to only export specimens obtained directly from a different facility? If so, do you purchase specimens only when you have an order to fill or do you maintain specimens at your facility until such time as an order is submitted?
  
6. Provide **labeled** photographs of your growing facilities, parental stock, and plants included in your application. If you purchase from another facility, please provide such photographs from that supplier(s).
  
7. Provide copies of the following documentation:
  - Your current State nursery license.
  - Your current U.S. Department of Agriculture Protected Plant Permit (formerly known as General Permit).
  - Validated CITES import permits and Phytosanitary Certifications with inventory lists for **all plant material imported** to the United States.
  - Authorizations (e.g. collection permits, land-owner permission, salvage permits) for **any wild plant material** collected in the United States that is used to establish parental stock.
  - Invoices showing the name, address, and telephone number of the person/facility from whom you purchased the plants and the date of purchase for any **plant material obtained from other suppliers** (including purchases you made to establish parental stock at your facility). Cross-reference all document(s) by numbering them according to the question number or plant item number in Parts II, III, and IV that the document responds to. If not available, provide a signed propagator's statement (see sample statement below).

**SAMPLE PROPAGATOR'S STATEMENT:**

I, \_\_\_\_\_ [person's name], declare that the plant material I provided to \_\_\_\_\_ [applicant's name] on \_\_\_\_\_ [date] was propagated from parental stock plants that are maintained at \_\_\_\_\_ [indicate location of parental stock] since \_\_\_\_\_ [indicate the year that the parental stock was established]. The parental stock originated from \_\_\_\_\_ [indicate whether the parental stock was derived from wild or cultivated sources].

\_\_\_\_\_  
[Propagator Signature] \_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Propagator Address]

\_\_\_\_\_  
[Propagator Phone Number or Email]











**APPLICATION FORM INSTRUCTIONS**

The following instructions pertain to U.S. Fish and Wildlife Service (FWS) permit applications. The General Permit Procedures in [50 CFR 13](#) address the permitting process. For simplicity, all licenses, permits, registrations, and certificates are referred to as a permit.

**GENERAL INSTRUCTIONS:**

- Complete all relevant questions in Sections A or B, C, D, and E.
- **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. Faxes or copies of the original signature will not be accepted.
- Mail the original application to the address at the top of page one of the application or, if applicable, on the attached address list.
- **Keep a copy of your completed application.**
- **Please plan ahead. Allow at least 60 days for your application to be processed, however, some applications may take longer than 90 days to process (50 CFR 13.11).**
- Applications are processed in the order they are received.

**SECTION A OR SECTION B:**

Section A. Complete if applying as an individual [do not complete if importing/exporting under an Import/Export License.]:

- Enter the complete name of the responsible individual who will be the permittee if a permit is issued. Enter personal information that identifies the applicant. **Fax and e-mail, while helpful in processing, are not required.**
- 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.
- **Affiliation/ Doing business as (dba):** business, agency, Tribe, organizational, or institutional affiliation directly related to the activity requested in the application (e.g., a taxidermist is an individual whose business can directly relate to the requested activity). The Division of Management Authority (DMA) and the Office of Law Enforcement (OLE) do **not** accept doing business as affiliations for individuals (complete Section B).

Section B. **Complete if applying as a business, corporation, public agency, Tribe, or institution:**

- Enter the complete name of the business, agency, or institution that will be the permittee if a permit is issued. Give a brief description of the type of business the applicant is engaged in. Provide contact phone number(s) of the business. If you are applying on behalf of a client, a document evidencing power of attorney must be included with the application.
- **Principal Officer** is the person in charge of the listed business, corporation, public agency, Tribe, or institution. 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, corporation, public agency, or institution who will be available to answer questions about the application or permitted activities. Often this is the preparer of the application.

**ALL APPLICANTS COMPLETE SECTION C:**

- For all applications submitted to the Division of Management Authority (DMA), a physical U.S. address is **required**.
- **Mailing address** is the address to which communications from USFWS should be mailed if different from applicant's physical address.

**ALL APPLICANTS COMPLETE SECTION D:**

Section D.1 **Application processing fee:**

- An application processing fee is required at the time of application, unless exempted under 50 CFR13. The application processing fee is assessed to partially cover the cost of processing a request. **The fee does not guarantee the issuance of a permit, nor will fees be refunded for applications for which processing has begun.**
- **Documentation of fee exempt status is not required for applications submitted by Federal, Tribal, State, or local government agencies; but must be supplied by those applicants acting on behalf of such agencies.** Such applications must include a letter on agency letterhead and signed by the head of the unit of government for which the applicant is acting on behalf, confirming that the applicant will be carrying out the permitted activity for the agency.

Section D.2 **CERTIFICATION:**

- **The individual identified in Section A, the principal officer named in Section B, or person with a valid power of attorney (documentation must be included in the application) must sign and date the application.** This signature legally binds the applicant to the statement of certification. You are certifying that you have read and understand the regulations that apply to the permit. You are also certifying that all information 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.

**ALL APPLICANTS COMPLETE SECTION E**

**Please continue to next page. DO NOT RETURN THIS PAGE WITH THE APPLICATION**

## NOTICES

### Privacy Act Statement

**Authority:** The information requested is authorized by the following: the Bald and Golden Eagle Protection Act (16 U.S.C. 668), 50 CFR 22; the Endangered Species Act (16 U.S.C. 1531-1544), 50 CFR 17; the Migratory Bird Treaty Act (16 U.S.C. 703-712), 50 CFR 21; the Marine Mammal Protection Act (16 U.S.C. 1361, et seq.), 50 CFR 18; the Wild Bird Conservation Act (16 U.S.C. 4901-4916), 50 CFR 15; the Lacey Act: Injurious Wildlife (18 U.S.C. 42), 50 CFR 16; Convention on International Trade in Endangered Species of Wild Fauna and Flora (TIAS 8249), 50 CFR 23; General Provisions, 50 CFR 10; General Permit Procedures, 50 CFR 13; and Wildlife Provisions (Import/export/transport), 50 CFR 14.

**Purpose:** The collection of contact information is to verify the individual has an eligible permit to conduct activities which affect protected species. This helps FWS monitor and report on protected species and assess the impact of permitted activities on the conservation and management of species and their habitats.

**Routine Uses:** The collected information may be used to verify an applicant's eligibility for a permit to conduct activities with protected wildlife; to provide the public and the permittees with permit related information; to monitor activities under a permit; to analyze data and produce reports to monitor the use of protected wildlife; to assess the impact of permitted activities on the conservation and management of protected species and their habitats; and to evaluate the effectiveness of the permit programs. More information about routine uses can be found in the System of Records Notice, Permits System, FWS-21.

**Disclosure:** The information requested in this form is voluntary. However, submission of requested information is required to process applications for permits authorized under the listed authorities. Failure to provide the requested information may be sufficient cause for the U.S. Fish & Wildlife Service to deny the request.

### PAPERWORK REDUCTION ACT STATEMENT

We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) in order provide the U.S. Fish and Wildlife Service the information necessary, under the applicable laws governing the requested activity, for which a permit is requested. 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 applicable laws. Failure to provide all requested information may be sufficient cause for the U.S. Fish and Wildlife Service to deny the request. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OMB has approved this collection of information and assigned Control No. 1018-0093.

### ESTIMATED BURDEN STATEMENT

Public reporting for this collection of information varies depending on the activity for which a permit is requested. The relevant burden for FWS Form 3-200-33 is 20 minutes including time for reviewing instructions, gathering and maintaining data and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of the form to the Service Information Clearance Officer, Fish and Wildlife Service, U.S. Department of the Interior, 5275 Leesburg Pike, MS: BPHC, Falls Church, VA 22041-3803. Please do not send your completed application to this address.