

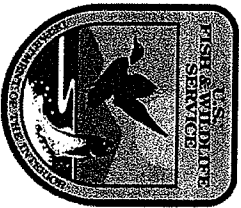
# **JFKITA USFWS Contacts**

**USFWS Office of Law Enforcement  
70 East Sunrise Hwy.  
Valley Stream, NY 11581**

**FAX: (516) 825-1929**

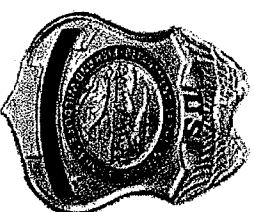
**PHONE: (516)825-3950**

- **Dispatch, Ext:224 (General questions and coordination of field inspections)**
- **Bob Onda, Ext. 228 (Problem resolution; CITES)**
- **Paul Cerniglia, Ext: 239 (IATA, live shipments, DPEP)**
- **Danny Ocampo, Ext: 236 (I/E Licenses; Permits)**
- **Naimah Aziz, Ext. 252 (Outreach/Broker Training)**
- **Kate McCabe, Ext. 249 (Outreach/Broker Training)**
- **Stephen Finn, Ext: 244 (Outreach/Broker Training)**



**US Fish & Wildlife Service**

March 11



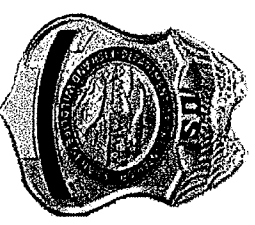
# USFWS Contacts (Cont.)

- **Division of the Management Authority (DMA)**  
Arlington, VA. (800) 358- 2104 or  
(703) 358- 2095
- **USFWS LEMIS Help Desk**  
(303) 275-2355 or  
(970) 325- 7270 (5am to 5pm MT)
- **Migratory Bird Permit Office**  
Hadley, MA. (413) 253-8641



US Fish & Wildlife Service

March 11



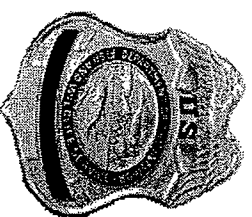
# Websites

- USFWS <http://www.fws.gov>
- USFWS OLE <http://www.fws.gov/le/>
- Electronic Declarations <https://edecs.fws.gov/>
- USFWS Public Bulletins  
<http://www.fws.gov/le/PubBulletins/PublicBulletin.htm>
- CITES <http://www.cites.org>
- Electronic Regulations <http://ecfr.gpoaccess.gov>



US Fish & Wildlife Service

October 09



# Change in Fees for 2010

## 2010 USFWS INSPECTION FEES

### Designated Ports

FEE DESCRIPTIONS

Inspection Fee	\$89.00	Protected Species Fee	\$56.00
Overtime Fee	\$101.00	Live Species Fee	\$56.00

FEES PER SHIPMENT

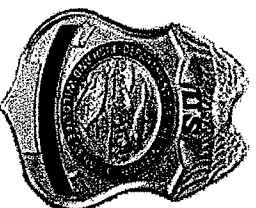
Commercial Shipment

Non-Commercial Shipment

	<u>Total Fees</u>	<u>w/Overtime</u>	<u>Total Fees</u>	<u>w/Overtime</u>
Regular Inspection	\$89.00	\$190.00	\$0.00	\$101.00
+ Protected Species	\$145.00	\$246.00	\$56.00	\$157.00
+ Live Species	\$145.00	\$246.00	\$56.00	\$157.00
+Protected & Live	\$201.00	\$302.00	\$112.00	\$213.00

US Fish & Wildlife Service

March 11





## Designated Ports (2008)

Generally, all wildlife (including parts and products) must be imported or exported through one of the following designated ports.

<p><b><u>Anchorage, AK</u></b> P.O. Box 190045 Anchorage, Alaska 99519 907/271 6198; 907/271 6199 fax</p>	<p><b><u>Louisville</u></b> 601 Broadway, Suite 115-A Louisville, Kentucky 40202 502/582-5989; 502/582-5981 fax</p>
<p><b><u>Atlanta, GA</u></b> 4341 International Parkway, Suite #104 Atlanta, Georgia 30354 404/763-7959; 404/366-7031 fax</p>	<p><b><u>Memphis</u></b> 3150 Tchulahoma Ave. Suite #6 Memphis, Tennessee 38118 901/544-3694; 901/544-3696</p>
<p><b><u>Baltimore, MD</u></b> P.O. Box 8776 BWI Air Cargo Complex Building F, Suite 1500 Baltimore, MD 21240 410/ 694-9590; 410/694-9594 fax</p>	<p><b><u>Miami, FL</u></b> 6601 N.W. 25th Street, Rm. 134 Miami, Florida 33172 305/526-2994 or 2620; 305/526-7480 fax</p>
<p><b><u>Boston, MA</u></b> 70 Everett Avenue, Suite 315 Chelsea, MA 02150 617/889-6616; 617/889-1980 fax</p>	<p><b><u>New Orleans, LA</u></b> 2424 Edenborn, Room 100 Metairie, Louisiana 70001 504/219-8870; 504/219-8868 fax</p>
<p><b><u>Chicago, IL</u></b> Wildlife Inspection Program 10600 Higgins Road, Suite 200 Rosemont, IL 60018 847/298-3250; 847/298-7669 fax</p>	<p><b><u>New York, NY</u></b> 70 E. Sunrise Hwy. #419 Valley Stream, New York 11580 516/825-3950; 516/825-3597 fax</p>
<p><b><u>Dallas/Ft. Worth, TX</u></b> 1717 West 23rd, Suite 105 DFW Airport, Texas 75261 972/574-3254; 972/574-4669 fax</p>	<p><b><u>Newark, NJ</u></b> 1210 Corbin St SeaLand Bldg, 1st Fl. Elizabeth, New Jersey 07201 908/787-1321; 908/787-1334 fax</p>
<p><b><u>Houston</u></b> 16639 W. Hardy Houston, Texas 77060-6230 <b>Cargo Office</b> 281/230-7225; 281/230-7227 fax</p>	<p><b><u>Portland, OR</u></b> 7000 NE Airport Way, Rm C2732 Portland, Oregon 97238 503/231-6135; 503/231-6133 fax</p>
<p><b><u>Honolulu, HI</u></b> 3375 Koapaka St. #B296 Honolulu, Hawaii 96819-1867 808/861-8525; 808/86- 8515 fax</p>	<p><b><u>San Francisco, CA</u></b> 1633 Old Bayshore Hwy., Ste. 248 Burlingame, California 94010 650/876-9078; 650/876-9701 fax</p>
<p><b><u>Los Angeles, CA</u></b> 370 Amapola Ave. #114 Torrance, California 90501 310/328-6307; 310/328-6399 fax</p>	<p><b><u>Seattle, WA</u></b> 2580 South 156th Street Seattle, Washington 98158 206/764-3463; 206/764-3485 fax</p>



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

Expires 11/30/2010  
OMB No. 1018-0092

Return to: [Click here for addresses](#)

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

Office of Law Enforcement  
U.S. Fish and Wildlife Service

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

A. Complete if applying as an individual			
1.a. Last name	1.b. First name	1.c. Middle name or initial	1.d. Suffix
2. Date of birth (mm/dd/yyyy)	3. Social Security No.	4. Occupation	5. Affiliation/ Doing business as (see instructions)
6.a. Telephone number	6.b. Alternate telephone number	6.c. Fax number	6.d. E-mail address

B. Complete if applying on behalf of a business, corporation, public agency or institution			
1.a. Name of business, agency, or institution		1.b. Doing business as (dba)	
2. Tax identification no.		3. Description of business, agency, 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	
7.a. Business telephone number	7.b. Alternate telephone number	7.c. Business fax number	7.d. Business e-mail address

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

D. All applicants MUST complete	
1.	Attach check or money order payable to the U.S. FISH AND WILDLIFE SERVICE in the amount of \$100.00 if you are applying for a new Import/Export license or \$50.00 if you are requesting a substantive amendment of your existing valid Import/Export license. 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))
2.	Do you currently have or have you ever had any Federal Fish and Wildlife permits? Yes <input type="checkbox"/> If yes, list the number of the most current permit you have held or that you are applying to renew/re-issue: _____ No <input type="checkbox"/>
3.	Certification: I hereby certify that I have read and am familiar with the regulations contained in <i>Title 50, Part 13 of the Code of Federal Regulations</i> and the other <i>applicable parts in subchapter B of Chapter I of Title 50</i> , and I certify that the information submitted in this application for a permit is complete and accurate to the best of my knowledge and belief. I understand that any false statement herein may subject me to the criminal penalties of 18 U.S.C. 1001.
<p>Signature (in blue ink) of applicant/person responsible for permit (No photocopied or stamped signatures) _____ Date of signature (mm/dd/yyyy) _____</p>	

**ALL APPLICANTS COMPLETE SECTION E:**

**IMPORT/EXPORT LICENSE APPLICATION CONTINUATION SHEET**

1. **Name, street address (not a P.O. Box), telephone, fax number, and email address** of additional partners and principal officers of the entity applying for this license. If the applicant is the sole owner, or the application is for an individual, indicate "same as page 1."

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2. **Street address (not a P.O. Box), telephone, and fax number** of the location(s) where business records concerning imports or exports of wildlife will be kept. If the location(s) is the same as on the first page, indicate "same as Page 1".

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3. **Street address (not a P.O. Box); telephone, and fax number** of the location(s) wildlife inventories will be kept. If the location(s) is the same as on the first page, indicate "same as page 1".

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4. **General description** of the wildlife or wildlife products to be imported / exported.

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U.S. Fish and Wildlife Service  
Valley Stream, New York

Fax (516) 825-1929  
Dispatch Phone (516) 825-3950 Ext 224

**48 Hour Live/Perishable/Passenger Prenotification**

Today's Date \_\_\_\_\_ Import  Export

Expected Arrival **Date/Time** \_\_\_\_\_ **am or pm**

Airline/Flight No. \_\_\_\_\_

Airway Bill(s)/Entry No(s) \_\_\_\_\_

Consignee Name \_\_\_\_\_

Broker Name \_\_\_\_\_ E-Dec Conf. No. \_\_\_\_\_

Contact Person/Phone No. \_\_\_\_\_

Commodity(s) \_\_\_\_\_ Venomous?

No. of Packages/Containers \_\_\_\_\_

**CITES Permits**  if yes, attach permit copy(s)

Remarks:

Authority 16 USC 1538, 50 CFR 14.54(a) and (f): Importers/Exporters or their agents of live or perishable shipments, or passengers requesting inspection at the time of arrival or export, must give the service notice at least 48 hours prior to estimated time or arrival or exportation.

This notice is a suggested format. Any substitute notice shall contain all of the above information. Contact the Service as soon as possible when changes in the above information occur. REV3/09FINN



## DECLARATION FOR IMPORTATION OR EXPORTATION OF FISH OR WILDLIFE

1. Date of Import/Export: (mm/dd/yyyy)

2. Import/Export License Number:

3. Indicate One:  Import  Export

4. Port of Clearance: \_\_\_\_\_

5. Purpose Code: \_\_\_\_\_

6. Customs Document Number (s)

7. Name of Carrier:

8. Air Waybill or Bill of Lading Number:  
 Master:  
 House:

9. Transportation Code: \_\_\_\_\_  
 License # \_\_\_\_\_ State or Province \_\_\_\_\_

10. Bonded Location for Inspection:

11. Number of Cartons Containing Wildlife:

12. Markings on Cartons Containing Wildlife:

13a. (Indicate One) (Complete name/U.S. address/telephone number/e-mail address)  
 U.S. Importer  
 U.S. Exporter

13b. Identifier Number: \_\_\_\_\_ ID Type: \_\_\_\_\_

14a. (Indicate One) (Complete name/foreign address/telephone number/e-mail address)  
 Foreign Importer  
 Foreign Exporter

14b. Country Code \_\_\_\_\_

14c. Identifier Number: \_\_\_\_\_ ID Type: \_\_\_\_\_

15a. Customs Broker, Shipping Agent or Freight Forwarder:  
 (Complete business name/address/telephone and fax number/e-mail address)

15b. Identifier Number: \_\_\_\_\_ ID Type: \_\_\_\_\_

15c. Contact Name: \_\_\_\_\_

Species Code (optional)	16a. Scientific Name	17a. Foreign CITES Permit Number	18a. Description Code	19a. Quantity/Unit	20. Country of Species Origin Code (ISO Code)	21. Venomous Live Wildlife Indicator <input checked="" type="checkbox"/> (Check if yes)
	16b. Common Name	17b. U.S. CITES Permit Number	18b. Source Code	19b. Total Monetary Value		
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Knowingly making a false statement in a Declaration for Importation or Exportation of Fish or Wildlife may subject the declarant to the penalty provided by 18 U.S.C. 1001 and 16 U.S.C. 3372(d).

22. I certify under penalty of perjury that the information furnished is true and correct:

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Type or Print Name

Official Use Only  
 Reason/Comments

Wildlife Declared: \_\_\_\_\_

Wildlife Inspected: \_\_\_\_\_

Note: Partial Bill



# United States Department of the Interior



## FISH AND WILDLIFE SERVICE

### OFFICE OF LAW ENFORCEMENT

70 EAST SUNRISE HIGHWAY, SUITE 419

VALLEY STREAM, NY 11581

516-825-3950

FAX: 516-825-1929

## E-Dec Submittal Instructions

In an effort to provide you with expedited declaration processing, and to help track submitted e-Decs, the Service requires the following:

1. Entries must be cleared by the U.S. Fish and Wildlife Service **prior** to release by U.S. Customs and Border Protection.
2. **Individually** submit import declaration packages in file folders.
3. **Individually** submit export declaration packages in file folders.
4. Identify folder covers with the **filer's name** and **Fish and Wildlife Service mail box number** (if one has been issued to you).
5. Empty folders with filer's names will be returned via your FWS' mail box or can be picked up at the front desk. **If no name is on the folder, the folder will not be returned.**
6. Follow up with your messenger service to make sure the declaration package was delivered to us and that **you have a stamped received/paid copy** if requested.
7. Keep in mind that the following components of your document package **must still be submitted in hardcopy form when using e-Decs (only one set of documents is needed for e-Dec packages)**:
  - E-dec confirmation page.
  - FWS Form 3-177
  - Check, money order, or proof of online credit card payment made payable to the U.S. Fish and Wildlife Service to cover appropriate fees. Corporate accounts are already printed on the confirmation page (if applicable).

- **Original** CITES permits, foreign export permits, U.S. import permits (e.g., ESA, WBCA, etc.) or other foreign and/or U.S. documentation (if applicable).
- Copy of invoices and packing lists. Invoices should identify which items contain wildlife using the full scientific name(s) (*Genus* and *species*)
- Copy of veterinary or health certificate (if applicable).
- Copy of air waybill/bill of lading.
- Copy of CF 3461 or other U.S. Customs forms (imports only).
- Copies of all other accompanying shipping documents.

Please note that unless we are validating a U.S. Export CITES permit **you will not receive any documents back.** Do NOT include any original documents that you will need back.

Additionally, you will be notified by email of any holds or changes that are needed. **Please read your entire email as there will be instructions on how to proceed.** Once an e-Dec is cleared, an email will be sent to you automatically.

8. Failure to provide the appropriate **HARDCOPY** supporting documentation **will** result in delays in document processing.
9. Any overtime requests **must** be written on the confirmation page or other separate page.
10. A 48 hour notification **must** be faxed to the USFWS for **ALL** live, perishable, and/or passenger inspections.
11. Additional assistance, instructions, and forms may be obtained at this office or on our website at [www.fws.gov/le](http://www.fws.gov/le) or at <https://edecs.fws.gov/>
12. Report any missing dec. packages to Inspector DiPrizio at: 516-825-3950 xt. 247.