



## License to Collect or Possess Education/Exhibition Application

**Please Refer to the Instructions before completing this application**

**Fee: \$10.00**

<b>1. Applicant's Last Name</b>	<b>First Name</b>	<b>MI</b>	For Official Use Only  License No. _____  Received Date Stamp	
<b>Street 1</b>				
<b>Street 2</b>				
<b>City/Town</b>	<b>State</b>	<b>Zip Code</b>		
<b>County</b>	<b>2. Date of Birth</b>			

<b>3. Email Address</b>	<b>4. Home Telephone</b>	<b>Work Telephone</b>	<b>Cell Telephone</b>

<b>5. Business Name (if applicable)</b>

<b>Street (if applicable and different from above)</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>

<b>6. Facility Address (If applicable and different from above, physical address where licensed animals will be housed)</b>
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<b>City/Town</b>	<b>County</b>	<b>Township</b>	<b>State</b>	<b>Zip Code</b>

<b>7. This application is for</b>				
<input type="checkbox"/> New License	<input type="checkbox"/> License Amendment	<input type="checkbox"/> Renewal of current License <b>WITHOUT</b> Amendment	<input type="checkbox"/> Renewal of License <b>WITH</b> Amendment	<b>Previous License No.</b>

<b>8. Describe, in detail, the purpose for which you are applying for this license (If more space is needed, attach additional sheets):</b>
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<b>9. List the species and number you wish to collect or possess (If more space is needed, attach additional sheets.):</b>
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Common Name	Scientific Name	Total	
		Male	Female
a.			
b.			
c.			
d.			
e.			

**10. Check the appropriate category**

Species **WILL BE** collected from the wild in New York State.

Species **WILL NOT BE** collected from the wild in New York State.

**11. If you WILL NOT be collecting species from the wild in New York State, describe how you will obtain the species you list in question 8: (If more space is needed, attach additional sheets.) See instructions for animals to be obtained from a wildlife rehabilitator.**

	Species	Name of Dealer or Rehabilitator	State and Federal License #
a.			
b.			
c.			
d.			
e.			

**12. Please list the location, length of possession and your collection method(s) you will employ, only if the specimens listed in question 9 will be collected from the wild: (If more space is needed, attach additional sheets.) See instructions for collections on state property**

**13. Describe the measures you will provide to ensure humane treatment for the animal(s): (If more space is needed, attach additional sheets.)**

**14. List the dates and locations where the listed species will be exhibited: (If more space is needed, attach additional sheets.) Locations and date**

Check box if animals exhibited at permanent facility year round.

- a.
- b.
- c.
- d.
- e.

**15. Describe the housing and/or holding facilities that you will provide for the animal(s) to ensure safe captive conditions and prevent direct contact with the public at all times: (If more space is needed, attach additional sheets.)**

**16. Do you wish to designate agent(s) under your license to assist you in the care of listed animals? If YES, please complete the designated agents form.**

Yes  No

**17. Do you possess valid State and/or Federal licenses or permits which are required for your proposed activity? If YES, please attach photocopies of relevant licenses or permits to the application.**

Yes  No

**18. NOTICE: Pursuant to ECL Section 3-0301(2)(Q) False statements made on this application are punishable pursuant to Section 210.45 of the New York State Penal Code:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTIONS • License to Collect or Possess: Education/Exhibition Application

**STATUTORY AUTHORITY:** *Environmental Conservation Law Section 11-0515 (1) and 6 NYCRR Part 175.*

The Department of Environmental Conservation (DEC) may issue a License to Collect or Possess to qualified individuals to collect or possess fish, wildlife, shellfish, crustacea, protected insects, birds' nests or eggs. This application is only for the following purposes: **Education/Exhibition.**

Individuals applying for a license to collect or possess migratory birds must possess a valid Federal Permit from the U.S. Fish and Wildlife Service, for the requested activity. Individuals applying for a license to exhibit mammals to the public must possess a U.S.D.A. license under the Animal Welfare Act. Applications for licenses for educational institutions should be completed by the individual authorized by the institution to supervise all activities listed on the application.

The fee for a License to Collect or Posses is \$10.00. The license is valid for one year or as noted on the license. The Department in its discretion may require an applicant to submit written testimonials from two well-known scientists and to file a bond of two hundred dollars. **No fee is required when you applying for license amendments unless you are renewing your license at the same time.**

The following instructions correspond numerically with the numbers on the License to Collect or Possess Education/Exhibition Application. When completing this application, please provide sufficient detail to fully answer the questions. The answers you provide are the criteria for approving or denying your license. Incomplete or vague applications will be returned to the applicant.

1. Applicant's name and address.
2. Applicant's date of birth.
3. Applicant's email address
4. Telephone contact (Work, Home, Cell)
5. If applicable, please list business or organization name and address.
6. Facility Address - physical address where licensed animals will be housed.
7. Please check the box which appropriately describes your application. **(see instructions for license amendments on next page)**
8. Describe, in detail, the purpose for which you are applying for this license. Please include a description of your education program and the conservation message you wish to convey. Also, if applicable provide the name and address of the educational organization that sanctions your proposed activities or the organization that employs you.
9. Please provide the common name, scientific name (Genus species) and the total number, male and/or female, of the species you wish to collect or possess. **NOTE:** Endangered or Threatened Species may NOT be included on this application.
10. Check the box which indicates if you will or will not be collecting species from the wild in New York State.
11. If you are applying for a license to possess species which will not be collected from the wild in New York, describe how and from where you will obtain the species. Please include the name, address, telephone number and license name and number of the person who legally possesses the species you wish to obtain. **(Rehabilitation animals require a letter from a veterinarian stating the requested wildlife is permanently disabled and non-releasable and if applicable the wildlife rehabilitator's license number and type)**
12. Describe, in detail, the location, length of possession and method(s) you will use to collect the species you listed in Question 8. Include the type and number of traps, type and length of nets, etc. **(Individuals conducting activities on lands administered by the State or on conservation easement lands shall apply for and receive a Temporary Revocable Permit authorizing the use of those lands for such purpose prior to conducting activities. The application for a Temporary Revocable Permit can be found at: [http://www.dec.ny.gov/docs/lands\\_forests\\_pdf/trpappfrm.pdf](http://www.dec.ny.gov/docs/lands_forests_pdf/trpappfrm.pdf) )**
13. Please describe the humane measures you will employ to ensure humane treatment for the animal(s).
14. Please provide a list of the dates and locations where the listed species will be exhibited, or check the box for static year round exhibit.
15. Please describe the housing and/or holding facilities that you will provide for the animal(s) to ensure safe captive conditions and prevent direct contact with the public at all times.
16. Individuals may designate agents using the designated agents form available at <http://www.dec.ny.gov/permits/359.html>
17. If you answer yes to this question, please attach a photocopy of each State or Federal license or permit which are required for the activities listed in your application.
18. Please read the Penalty of Perjury NOTICE and sign and date on the appropriate lines provided at the bottom of the application.

**INSTRUCTIONS FOR LICENSE AMENDMENTS**

**When applying for a license amendment please only include information on the application pertaining to the specific amendment or amendments you are requesting. Please do not include previously submitted information already authorized under your license. If you are applying for renewal with amendment please include your annual report required per your license conditions. No fee is required when applying for license amendments unless you are renewing your license at the same time.**

The following addresses are provided for your convenience:

Us Dept of the Interior  
US Fish & Wildlife Services  
PO Box 779  
Hadley, MA 01035-0779

USDA/APHIS/AC  
920 Main Campus Drive  
Suite 200  
Raleigh, NC 27606-5210

Send the completed application and your check or money order for the license fee amount of \$10.<sup>00</sup>, made **payable to NYS Department of Environmental Conservation**, **PLEASE DO NOT SEND CASH** to:

**NYS Department of Environmental Conservation • Special Licenses Unit • 625 Broadway • 5<sup>th</sup> Floor • Albany, NY  
12233-4752**

**Approximately 45 days are required to review and process completed applications.**