



Scientific Collecting Permits – Frequently Asked Questions

Last updated July 2025

How do I apply for an Amendment or Renewal SCP?

You can use CDFW's SCP Portal to amend or renew an SCP:

1. Access the SCP Portal (<https://scpapp.wildlife.ca.gov/>) and click on "My Permits and Applications" at the top of the page. You should see a table that lists your current SCPs.
2. Click "Edit" on the permit you wish to amend or renew, symbolized by the paper and pencil icon.
3. Click "Create New Amendment or Renewal Application" in Section 1c. Amendments and Renewals.

Section 1c. Amendment / Renewal Requests

Section 1c. Amendments and Renewals

Amendment and Renewal Requests *

Edit	Specific Use Amendment ID	Created	Permitholder Name	Permitholder Type	Request Status	Date Submitted	Action
	S-182740001-18274-001-01	11/7/2018 2:34 PM	SC-182740001: Test CDFWKS	Individual	Draft - Application		Submit

[Create New Amendment or Renewal Application](#)

4. Select Type of Request: "**Amend**" or "**Renew**"

Section 1. Amendment / Renewal Request

Type of Request

☒ Amend
☐ Renew

Select the type of request. If renewing the existing permit without changes, select "No Changes" in the section below.

Sections to Amend *

No Changes
Section 3c - List of Authorized Individuals
Section 3d - Related Permits
Section 4a - Purpose of Permit
Section 4b - Permit Information
Section 4c - Background and Past Findings

Add >
< Remove

Section 3b - Principal Investigator

Select all section to Amend. If Renewing only without changes, select "No Changes".

I confirm all Mandatory Wildlife Reports are uploaded per the conditions of this permit.

☒ Yes
☐ No

5. In the box labeled "**Sections to Amend**," please select all applicable sections to amend by selecting an item and then clicking "Add." Even if the species is not changing, you must select and add Section 4e. Taxonomic Groups for the application to be properly routed within CDFW. You may add sections to amend if you are renewing your permit.

6. After selecting the applicable sections, you will then need to provide details in each individual section of the application (e.g., adding Authorized Individuals to Section 3c. List of Authorized Individuals).
7. Confirm all required permit reports are uploaded or emailed to CDFW by selecting "Yes". All reports required by your permit may be uploaded to the original permit under Section 1b. Mandatory Wildlife Reports, or they may be emailed to TerrestrialWildlifeSCPs@wildlife.ca.gov.
8. In Section 4e. Taxonomic Groups, you must select all applicable taxa groups. Even if no activities are changing, you must select the appropriate taxa groups in Section 4e to ensure your application is properly routed in the SCP Portal.
9. Fill out any other selected Sections to Amend if you are changing anything from the previous iteration of your permit.
10. Upload any supporting documents in Section 6, including any applicable federal permits or state CESA/Fully Protected MOUs.

How do I add Authorized Individuals or elevate Field Assistants to Authorized Individuals?

If you have a current SCP and wish to add an individual that is **not** already named on your List of Authorized Individuals (LAI), either as an Authorized Individual or Field Assistant, you will need to submit a Specific Use or General Use Amendment (whichever is applicable). For instructions on submitting an amendment, please refer to the above FAQ "Applying for an Amendment or Renewal." All Authorized Individuals must create a Portal profile and upload a Statement of Qualifications (SOQ), a resume or CV, and contact information for two References.

If you have a current SCP and wish to elevate a Field Assistant that is named on your current LAI to the position of Authorized Individual, please email TerrestrialWildlifeSCPs@Wildlife.ca.gov with a written justification and updated experience of the individual to be elevated.

If you have an expired SCP and wish to update the LAI with your SCP renewal, please refer to the instructions on submitting an amendment or renewal in this FAQ document. In the box labeled "**Sections to Amend**," please select all applicable sections to amend by selecting an item and then clicking "Add." To change the LAI, select "**Section 3c. List of Authorized Individuals**." Section 3c. List of Authorized Individuals will then populate below in the application. Click on "Add an Authorized Individual" and search using the individual's last name or SC ID, then indicate the role of the individual regarding the permit activities.

Why do I need to submit a Notification of Field Activities?

The Wildlife Branch routinely issues permits at broad geographic scales (e.g., countywide or even statewide) based on the overall "planned undertaking" of the permit. This approach reduces the overall number of permits needed by SCP holders, as well as the number of applications that SCP staff must review and process. It is important that CDFW Regional staff are made aware of activities being conducted within their jurisdictions. Because SCPs are not always issued on a project-by-project basis with known work windows, we utilize the notification process to ensure appropriate staff are aware of upcoming field activities.

The Wildlife Branch and our Regional contacts are flexible with the notification process. We understand that field work may sometimes need to be scheduled such that the 15-day notification requirement outlined in your SCP is not feasible. In these cases, we simply ask that you submit the notification as soon as possible.

If you are working on a project with a consistent fieldwork schedule, we are happy to work with you and the appropriate Regional contact(s) to determine a frequency of notification that works best for everyone. Please reach out to TerrestrialWildlifeSCPs@wildlife.ca.gov and the appropriate Regional contact(s).

Wildlife Branch requires that notifications be sent via email with the attached [Notification of Field Work or Activity form](#) to the CDFW staff named on your permit and appropriate [CDFW Regional Contacts](#).

Who are the appropriate Regional contacts?

You can find the latest list of CDFW Regional contacts here: [CDFW Regional Contact List](#).

Can I change the email associated with my SCP account if my email has changed and I'm unable to access my SCP profile?

Unfortunately, it is not possible to change the email address you use to login and access your SCP profile (e.g., Account Name). If you remember your password, you can still access your profile and associated applications/permits; however, if you lose the password, there is no way to reset your password and you will lose access to your profile.

If you are trying to renew an SCP and have lost access to your SCP profile, you will need to make a new account and submit a new application.

If you submitted an application that is still "Routed for Review" using an account email that you can no longer access, you have two options:

1. Make a new account and resubmit the application. However, there is no guarantee of the previous application fee being transferred to the new application.
2. Keep your current application, and once your permit is approved, we will email you the permit documents to your preferred email address. However, it is important to be aware that you will not be able to submit future permit amendments for that permit.

What should I do if I have created an Individual profile, but can't log in for the first time?

This is an "Internal Server Error" some users receive when they are trying to register their email in the SCP Portal. The software has accepted your email address but did not save the password you created during the registration process. You can fix this issue by resetting your password. From the initial login screen, click the "Forgot Password" link and then follow the instructions you receive in your email.

How do I access my permit?

To download your permit, please do the following:

1. Login to the [SCP Portal](#).
2. From the home screen, you should see two options under "My Dashboards": 1) "My Profiles" and 2) "My Permits and Applications." Click "My Permits and Applications."

3. This screen should default to "Specific Use Permits" and you should see your Specific Use permit listed under "Specific Use Applications and Permits." If you have a General Use permit you will need to click "General Use Permits."

Once the permit is open, you should see several documents under "Approved Permit Documents" near the top of the page.

How do I submit reports?

If you have a Legacy SCP (i.e., an SCP not issued via the SCP Portal) and are working under interim authorization, please email the required reports to TerrestrialWildlifeSCPs@wildlife.ca.gov, all CDFW contacts named in your permit, CNDDDB@wildlife.ca.gov when submitting any reports that include species tracked by the California Natural Diversity Database (CNDDDB), and Joel.Boros@wildlife.ca.gov when submitting a Mandatory Wildlife Report (MWR) form.

If you have an approved SCP in the online [SCP Portal](#), then please log into the SCP Portal and upload the required reports into "Section 1b. Mandatory Wildlife Reports" of your approved permit. If you submit reports via the online portal, we ask that you also email the CDFW contacts named in your permit to let them know you have uploaded reports into the SCP Portal. Alternatively, you may email your reports to TerrestrialWildlifeSCPs@wildlife.ca.gov, and include the CDFW contacts named on your permit, whichever is most convenient for you.

Does CDFW use my reports?

CDFW uses all occurrence data reported in the Mandatory Wildlife Report (MWR) form to map species occurrences within a dedicated layer in the Biogeographic Information and Observation System (BIOS). The California Natural Diversity Database (CNDDDB) also maps occurrence information for species on the CDFW Special Animals list.

MWRs, project reports, and annual reports are used by CDFW staff to help assess population trends of special status species and are compiled to provide valuable data during the CESA-listing process (e.g., Temblor legless lizard and burrowing owl). All relevant reports are shared with Regional staff throughout the state.

Do I need an SCP for invertebrates?

According to the current SCP regulations:

- SCPs are required for activities involving any aquatic invertebrates (marine and inland waters), including vernal pool invertebrates (e.g., fairy shrimp) and/or the aquatic life stages of terrestrial invertebrates (e.g., dragonfly larvae in a stream).
- Most terrestrial invertebrates are exempt from the SCP requirement, but SCPs are required for activities with any species named on the California Terrestrial and Vernal Pool Invertebrates of Conservation Priority List. Additionally, an SCP may be required for incidental capture of non-target taxa on the Conservation Priority list.

Please refer to the [CDFW Research Permitting Flowchart for Terrestrial Invertebrates](#) for additional guidance.

What is the appropriate permit for CESA-listed or Fully Protected species?

For any species listed as [Threatened, Endangered, or Candidate under the California Endangered Species Act \(CESA\)](#), and/or [Fully Protected species](#), you will need to request a Memorandum of Understanding (MOU). More information about the difference between SCPs and MOUs can be found at our [Terrestrial Wildlife research permit web page](#).

There is no form or fee for an MOU, but there is information on how to apply for an MOU at the website provided above. Please email WildlifeResearchPermits@wildlife.ca.gov to submit a new application or to request a renewal of a previously issued MOU.

Please note that most MOUs will also require an active SCP for coverage of non-listed species that might be incidentally captured during field activities.