



## 2019-2020 FALCONRY LICENSE RENEWAL NOTICE

### 2019-2020 Falconry License Information

Your current license will expire June 30, 2019. Please **allow 15 business days** for processing the renewal of your license.

### Enclosed are the following:

- 2019-2020 Falconry License Renewal Worksheet.
- Falconry Hunting Take Report (DFW360h).
- **Apprentices Only** - Apprentice Falconer's Annual Progress Report (DFW360c).
- Credit Card Authorization Form (DFW1443).

### Reporting Requirements

Licensees are required to report within 10 calendar days, all raptor acquisition and disposition information to the Department's online reporting system, or by using the Resident Falconer Raptor Capture, Recapture and Release Report (DFW 360f). If a licensee is unable to use the Department's online reporting system, the licensee may submit relevant forms by mail, fax, or email to the Department's License and Revenue Branch, or the licensee may report over the telephone to the License and Revenue Branch. The information will be entered into the Department's online reporting system by Department staff, and the Department shall charge a nonrefundable Administrative Processing Fee of \$14.68 for each form entered.

### Forms, Laws, and Regulations

Falconry forms, laws, and regulations are available on the Department's website at [www.wildlife.ca.gov/Licensing/Falconry](http://www.wildlife.ca.gov/Licensing/Falconry).

### Checklist for Renewing Your Falconry License

Please review the instructions before completing the worksheet. Incomplete reports and/or worksheets will be returned and may delay the issuance of your license.

Please remember to:

- ✓ Review the preprinted information carefully, line through incorrect information, add corrections, and provide information required to complete the application.
- ✓ Complete, sign, and date the 2019-2020 Falconry License Renewal Worksheet.
- ✓ Complete the Falconry Hunting Take Report (DFW360h).
- ✓ **Apprentices Only** - Both the apprentice and sponsor must complete, sign, and date the Apprentice Falconer's Annual Progress Report (DFW360c).

- ✓ Enclose your cashier's check, money order, or personal check, for the license and application fees.
- ✓ When paying by credit card, sign the enclosed credit card authorization form (DFW1443a) and include the expiration date of the credit card, CVC number, and your daytime telephone number.

### Steps to Renew Your Falconry License Online

**Read this first:** To log in, you will need your last name, date of birth, and appropriate ID. Items purchased online will include a five percent (5%) nonrefundable license agent handling fee.

1. Visit [www.ca.wildlifelicense.com/InternetSales/](http://www.ca.wildlifelicense.com/InternetSales/).
  2. Click on the "Customer Login/Register" tab.  
*(For mobile devices, click on the ☰ icon towards the top left and select "Customer Login/Register.")*
  3. Enter your Date of Birth and Last Name and click "Next."
  4. Under "Select Official Document ID Type," select an appropriate ID registered with the account from the drop-down menu (i.e., GO ID, State ID, Passport, Green Card, Military ID, or Foreign Government ID), enter the requested information, and click "Next."
- Individual Profile Update:** If you would like to update your individual customer profile, click the "Edit Customer Profile" button, update the necessary information, and click "Save."  
*(For mobile devices, click on the ☰ icon towards the top left, click on "Edit Customer Profile," update the necessary information, and click "Save.")*
5. Click on "View My Special Permits."  
*(For mobile devices, click the ☰ icon towards the top left and select "View My Special Permits.")*
  6. Click on "View" next to the Falconry License.
  7. Under the "Bird Listing" field, update your bird inventory and submit your bird acquisition and disposition reporting.
  8. Under "Falconry Application Listing," click on "New Application" to create a Falconry License Renewal Application. **Note:** If there is no "New Application" button, click "Edit" next to the appropriate "Application Year."



9. Update all information on the renewal application page.

For more information, contact the Department at (916) 928-5849 or [SPU@wildlife.ca.gov](mailto:SPU@wildlife.ca.gov).

**Class Upgrades:** If you have completed the necessary time and experience requirements, and believe you qualify for an upgrade, please change your class in the drop-down menu.

**Apprentices:** Please allow an additional two weeks for the review process.

**Upload Requirements:** Click “Add” under “File Uploads,” then click “Browse,” select the file on your computer/device that you wish to upload and click “Upload.”

- **Apprentice:** Upload your Apprentice Falconer’s Annual Progress Report (DFW 360c).
- **All Falconers:** Upload your Falconry Hunting Take Report (DFW 360h).

10. Check the box to certify under penalty of perjury that the application is complete and accurate.
11. Click on “Submit and Finish” and then click “Continue.”
12. Confirm the selections in your cart and click on “Checkout.”
13. Confirm your shipping information and enter your payment information.  
**Note:** Only Visa and MasterCard are accepted.
14. Check the box next to “Please Email Confirmation” and enter an email address for purchase confirmation.
15. Check the box certifying you are at least 18 years of age and authorized to make the selected purchase. The transaction will not proceed if the box is not checked.
16. Click “Complete Transaction.”
17. The “Transaction Complete” page will appear, confirming you have completed the purchase and have applied for your Falconry License Renewal. Click on “Download Receipt/Licenses” to print your receipt for your records.  
**Note:** If your Falconry Class has not changed, your Falconry License will be mailed to you within 15 business days. If you are an Apprentice or have changed your Falconry Class, your Falconry License will be mailed to you in two to three weeks, upon completion of the review process.