



## FALCONRY LICENSE RENEWAL NOTICE

### 2017-2018 Falconry License Information

Your current license will expire June 30, 2017.  
Please **allow 15 business days** for processing the renewal of your license by this office.

### No Cash Accepted At Department Offices

As of January 1, 2017, the Department no longer accepts cash at its License and Revenue Branch and regional license sales offices. Checks, money orders, or any debit or credit card with the Visa or Mastercard logo are accepted.

### Enclosed are the following:

- 2017-2018 Falconry License Renewal Worksheet.
- Credit Card Authorization Form (DFW1443).
- Falconry Hunting Take Report (DFW360h)
- **APPRENTICES ONLY** - Apprentice Falconer's Annual Progress Report (DFW360c).

### Laws and Regulations

Falconry License Laws and Regulations (DFW360e), and all other Falconry forms are posted on the Department's website at [wildlife.ca.gov/licensing/falconry](http://wildlife.ca.gov/licensing/falconry).

### Reporting Requirements

Licenses are required to report all raptor acquisition and disposition information using the Resident Falconer Raptor Capture, Recapture and Release Report (DFW 360f) within 10 calendar days to the Department's online reporting system. 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 \$13.65, for each form entered.

### Checklist for Renewing Your Falconry License

Please read the instructions on the application before completing. **Incomplete or inaccurate** applications and/or reports 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 2017-2018 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.

### Renew Your Falconry License Online

If you would like to renew your Falconry License Renewal online, visit the Online License Sales and Service page on the Department's website at [wildlife.ca.gov/Licensing/Online-Sales](http://wildlife.ca.gov/Licensing/Online-Sales), and follow the instructions on the back of this renewal notice.

**Note:** Items purchased from Online License Sales and Services will include five percent (5%) nonrefundable license agent handling fee.

## Renew Your Falconry License Online

**Read this first:** To log-in, you will need your last name, date of birth and GO ID#, found on the front of your Falconry License Renewal Worksheet or your current license.

**Note:** Items purchased from Online License Sales and Services will include five percent (5%) nonrefundable license agent handling fee.

1. Sign into your profile at [ca.wildlifelicense.com/InternetSales/](http://ca.wildlifelicense.com/InternetSales/)
2. From the Menu box click on **“View My Special Permits”**.
3. Click on **“View”** next to the Falconry License.
4. Update your bird inventory and submit your bird acquisition and disposition reporting in the Bird Listing field.
5. Click on **“Add New Application”** to create a Falconry License Renewal Application.
6. Update all information on the renewal application page.
  - Apprentice’s, upload your **“Apprentice Falconer’s Annual Progress Report”** (DFW 360c) at the bottom of this page.
  - All Falconers: Upload your **“Falconry Hunting Take Report”** (DFW 360h) at the bottom of this page.
7. Check the signature box at the bottom of the page and click on **“Submit and Finish”**.
  - If your Falconry Class has not changed, your Falconry License will be mailed to you in 7-10 business days.
  - If you are an Apprentice or have changed your Falconry Class, you will receive a **“Review Fee Hold”** in your cart while your upgrade is in the approval process. Your Falconry License will be mailed to you in two to three weeks, upon completion of the review process.
8. Confirm the selections in your cart and click on **“Checkout”**.
9. Confirm your shipping information and enter your payment information.
10. Enter your email address if you want confirmation of your purchase emailed to you.
11. Important: **Check the box** to certify that you are 18 years of age and authorize the purchase. The transaction will not be processed if it is not checked, which means you have not renewed your Falconry License.

12. The **“Transaction Complete”** page will appear, confirming you have completed the sales and have applied for your Falconry License Renewal. Click on **“Download Receipt/Licenses”** to print your receipt for your records.

For more information contact the CDFW’s Special Permits Unit at (916) 928 – 5849 or email [spu@wildlife.ca.gov](mailto:spu@wildlife.ca.gov).