



2024 Restricted Species Permit Renewal Notice

IMPORTANT Mailing Address for the License and Revenue Branch

Please use the following address for all mail correspondences and your 2024 Restricted Species Permit Renewal Application:

CDFW License and Revenue Branch
PO Box 944209
Sacramento, CA 94244-2090

2024 Restricted Species Permit Information

Your current permit will expire soon. Please allow 90 business days for processing the renewal of your permit.

Enclosed are the following:

- 2024 Restricted Species Permit Renewal Application
- Inventory of Animals
- Nonresident Exhibiting Permits Only: Nonresident Restricted Species Exhibiting Permit Itinerary Form (DFW 1316)
- Credit Card Authorization Form (DFW 1443)

Fees

The application lists the current fees and identifies your current permits. Please use this information to pay the appropriate fees when renewing your permits. If you are renewing your Restricted Species Exhibiting or AZA Detrimental Species Permit and a Native Species Exhibiting Permit, you are not required to submit the Native Species Exhibiting Permit fee.

Checklist for Renewing Your Restricted Species Permit

Please read the instructions on the application before completing. Incomplete applications and/or attachments will be returned and will delay the issuance of your permit. Please remember to:

- Review the preprinted information carefully. Line-through incorrect information, add corrections or missing information and

documents as required to complete the application.

- Complete, sign, and date the 2024 Restricted Species Permit Renewal Application.
- Complete, sign and date the Inventory of Animals form.
- Enclose your check or money order. When paying by credit card, sign the enclosed credit card authorization form and include the expiration date of the credit card, CVC number on the back of the card, and your daytime telephone number.
- Submit an updated and currently dated Emergency Action Plan that includes the information as specified in Section 671.1(c)(3)(I), Title 14, of the California Code of Regulations (CCR). An Emergency Action Plan is required annually for all permittees. Research and AZA permittees are only required to submit an Emergency Action Plan for animals designated as detrimental and/or covered by a Restricted Species Permit.
- Submit an updated Statement of Purpose that includes the information as specified in Section 671.1(c)(3)(G), Title 14, of the CCR. A Statement of Purpose is required annually for all permittees except for Animal Care, AZA, Breeding, Research, and Single Event Breeding for Exhibitor permittees.
- If you are renewing an Exhibiting Permit, submit written proof that you are in the business of exhibiting at least half-time as specified in Section 671.1(b)(6), Title 14, of the CCR.
- If you are renewing a Breeding or Single Event Breeding for an Exhibitor Permit, submit an annual Breeding Plan that includes the information specified in Section 671.1(c)(3)(E), Title 14, of the CCR.
- Submit written proof that you continue to employ a qualified employee who meets the qualifications in Section 671.1(c)(1) as



specified in Section 671.1(a)(5), Title 14, of the CCR. Written proof of a qualified employee is required annually for every permittee that operates as a business and qualifies for the permit by employing a qualified employee.

- If you are renewing a Research Permit, submit written proof that you are part of a federal program or have a permit meeting or exceeding federal requirements as specified in 671.1(c)(3)(L), Title 14, of the CCR. This written proof is required annually for Research permittees.
- If you are renewing a Nonresident Restricted Species Exhibiting Permit, submit a completed Nonresident Restricted Species Exhibiting Permit Itinerary form as specified in Section 671.1(c)(3)(F), Title 14, of the CCR. A Nonresident Restricted Species Exhibiting Permit Itinerary form is required annually for Nonresident Exhibiting permittees.
- If you are renewing a Nonresident Exhibiting Permit, submit copies of current and valid contracts or copies of past contracts being negotiated as specified in Section 671.1(c)(3)(F), Title 14, of the CCR.
- Submit a copy of current test results. A copy of current test results is required annually if specified on permit.
- Submit a map that includes the information as specified in Section 671.8(c), Title 14, of the CCR. A map is required annually for all permittees except for Fish Aquaculture and Research facilities.
- Submit a copy of your current USDA license or registration document and a copy of your most current USDA facility inspection as specified in Section 671.1(c)(3)(C), Title 14, of the CCR. This document is required annually for mammal species except for Animal Care or Nuisance Bird Abatement permittees.
- Submit a copy of all current permits required by the United States Fish and Wildlife Service (USFWS), as specified in Section 671.1(c)(3)(H), Title 14, of the CCR.
- Submit a copy of all health certificates within 10 business days of issuance for restricted species imported into California. Health

certificates may be submitted via fax at (916) 419-7585 or email at spu@wildlife.ca.gov.

Memorandum of Understanding for Research Entities

The California Department of Fish and Wildlife (Department) may enter into a memorandum of understanding (MOU) with the applicant for a Research-Detrimental Species Permit as an Eligible Local Entity (ELE) to inspect currently permitted facilities. Applicants for research permits shall submit the annual research-detrimental species permit fee and the ELE/MOU fee to the Department. When the annual renewal and the ELE/MOU renewal fees are paid, an MOU may be valid for up to five permit years, at which time a new MOU will be required.

Until the Department enters into an MOU, a research facility shall submit an annual statement from a USDA accredited veterinarian certifying that the animals and their housing have been inspected at least twice during the year, at six month intervals, and that the animals are being cared for and housed in accordance with the applicable requirements in subsections 671.1(a)(8)(A) – (F), and sections 671.2 through 671.4, Title 14, of the CCR, to satisfy the inspection requirements.

Laws and Regulations

Laws and Regulations pertaining to Restricted Species are available online at www.wildlife.ca.gov/Licensing/Restricted-Species.

Checklist for Adding New Species at Renewal Time

If you are requesting to add any new species to your permit and you are a Breeding, Exhibiting, Native Species Exhibiting, Nuisance Bird Abatement, Shelter, or Single Event Breeding for Exhibitor permittee, please remember to also include the following:

- Statement of Purpose for the new species that includes the information and items as specified in Section 671.19(c)(3)(G), Title 14, of the CCR.
- Resume which provides the dates and description of the applicant or the applicant's full-time employee's qualifying experience



for the new species to be acquired as specified in Section 671.1(c)(3)(B), Title 14, of the CCR. Experience will only be considered for the periods that the applicant or his/her full-time employee was directly involved in and responsible for the animals while engaged in the activity requested on the permit and only when acquired within five years of the date of the initial application as specified in Section 671.1(c)(1), Title 14, of the CCR.

- Letter of Recommendation written within the previous five years, on letterhead stationery with an original signature, signed in ink by the owner or operator of the facility where the applicant or the applicant's full-time employee gained the experience, documenting the quality and extent of the knowledge and experienced related to the animal(s) and permit requested as specified in Section 671.1(c)(3)(D), Title 14, of the CCR.
- Revised and currently dated Emergency Action Plan that includes the new species as specified in Section 671.1(c)(3)(I), Title 14, of the CCR.
- Unique identification for the new animal if required for the species as specified in Section 671.1(c)(3)(J), Title 14, of the CCR.
- If you are adding a species to your Breeding or Single Event Breeding for Exhibitor Permit, you must submit a Breeding Plan for the species as specified in Section 671.1(c)(3)(E), Title 14, of the CCR.
- If you are adding an animal that is non-releasable to your Native Species Exhibiting Permit, you must submit a written statement from the California Wildlife Rehabilitation facility's veterinarian stating why the animal to be acquired is non-releasable and the reason why it is suitable for education purposes as specified in Section 671.1(b)(7), Title 14, of the CCR.