



2018 RESTRICTED SPECIES PERMIT RENEWAL NOTICE

2018 Restricted Species Permit Information

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

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 for your permit renewal:

- 2018 Restricted Species Permit Application.
- Inventory of Animals.
- **Nonresident Exhibiting Permits Only** Nonresident Restricted Species Exhibiting Permit Itinerary form (DFW 1316).
- Credit Card Authorization Form (DFW 1443).

Note: The application lists the current fees and identifies your current permit(s). Please use this information to pay the appropriate fees when renewing your permit(s). 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 may **delay** the issuance of your permit. Please remember to:

- ✓ Review the preprinted information carefully. Line through incorrect information, add corrections or missing information, and provide additional information and documents as required to complete the application.
- ✓ Complete, sign, and date the 2018 Restricted Species Permit Renewal Application.
- ✓ Complete, sign and date the 2018 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 CCR, **(Required annually for all permittees. Research and AZA permittees only 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 **(required annually for all permittees, except Animal Care, AZA, Breeding, Research, and Single Event Breeding).**
- ✓ 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, CCR **(required annually for Exhibiting permittees only).**
- ✓ Submit a Breeding Plan that includes the information as specified in Section 671.1(c)(3)(E), Title 14, of the CCR **(required annually for Breeding and Single-Event Breeding permittees only).**
- ✓ 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 **(required annually only if permittee is a business that met the qualification requirements for the permit by employing someone with the qualifications).**
- ✓ 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) Section 671.1(c)(2)(E), Title 14, of the CCR, **(required annually only for Research permittees).**
- ✓ Submit a completed Nonresident Restricted Species Exhibiting Permit Itinerary form as specified in Section 671.1(c)(3)(F), Title 14, of the CCR **(required annually only for Nonresident Exhibiting permittees).**
- ✓ Submit copies of current and valid contract(s) or copies of past contracts being negotiated as

specified in Section 671.1(c)(3)(F), Title 14, of the CCR **(required annually only for Nonresident Exhibiting permittees)**.

- ✓ Submit a copy of current test results **(required annually only if specified on permit)**.
- ✓ Submit a map that includes the information as specified in Section 671.8(c), Title 14, of the CCR, **(required annually for all permittees, except 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, **(required annually for mammals only, except for Animal Care or Nuisance Bird Abatement)**.
- ✓ 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.

Memorandum of Understanding for Research Entities

The 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 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 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 requirement.

Laws and Regulations

Restricted Species Regulation Manual 671 is available on the Department's website at 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 671.1(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 experience 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.
- ✓ 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 **(required only for Native Species Exhibiting permittees)**.
- ✓ Breeding Plan for the species as specified in Section 671.1(c)(3)(E), Title 14, of the CCR **(required only for Breeding and Single Event Breeding for Exhibitor permittees)**.