



2018 NATIVE REPTILE CAPTIVE PROPAGATION PERMIT RENEWAL NOTICE

2018 Native Reptile Captive Propagation Permit Information

Your current permit will expire December 31, 2017. Please **allow 15 business days** for processing the renewal of your permit.

No Cash Accepted At Department Offices

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

Enclosed are the following:

- 2018 Native Reptile Captive Propagation Permit Worksheet.
- Distribution Record (DFW391c).
- Propagation Record (DFW391d).
- Acquisition Record (DFW391e).
- Wild-Caught Record (DFW391f).
- Credit Card Authorization Form (DFW1433).

Renew Your Permit Online

You can renew your Native Reptile Captive Propagation Permit online by logging in to your Online License Sales and Service account (see “Steps to Renew Your Permit Online” for instructions). **Note:** Items purchased from the Online License Sales and Service system include a five percent (5%) nonrefundable license agent handling fee.

Record Report Requirements and Due Dates

Section 43(i), Title 14, of the California Code of Regulations (CCR) requires propagation, distribution, acquisition, and wild-caught records or a signed statement be submitted to the Department **on or before December 31 of each year.**

If you did not distribute, propagate, acquire, or catch native reptiles from the wild during 2017, **you are still required to submit all records or a signed statement indicating such.**

If you are not renewing your permit because you are no longer doing activities that require the permit, **you are still required to submit final records or a signed statement on or before December 31, 2017.**

Recording Wild-Caught Specimens

Please use the enclosed Wild-Caught Record (DFW391f) to record wild-caught captures, dispositions, and deaths. The Wild-Caught Record was developed to help the Department obtain more information about wild-caught specimens of reptiles.

Checklist for Renewing Your Native Reptile Captive Propagation Permit

Please review the instructions before completing the worksheet. **Incomplete** reports and/or worksheets will be returned and may **delay** the issuance of your permit. Please remember to:

- ✓ Review the preprinted information carefully, line through incorrect information, and legibly print corrections.
- ✓ Identify the species by the common and scientific names used in Section 43, Title 14, of the CCR when completing the worksheet and records.
- ✓ Complete, sign, and date the Native Reptile Captive Propagation Worksheet.
- ✓ Complete, sign, and date the Distribution Record (DFW391c), Propagation Record (DFW391d), Acquisition Record (DFW391e), and Wild-Caught Record (DFW391f), or provide a signed statement that no species and/or subspecies of native reptiles were purchased, received, sold, delivered, caught, or possessed during 2017.
- ✓ Enclose your check or money order.
- ✓ When paying by credit card, sign the enclosed form and include the expiration date of the credit card, CVC number, and your daytime telephone number.

Propagated Native Reptile for Sale


If you have stock available for sale to the public, please check the box on the renewal worksheet if you want the name of your business posted on the Department’s website.

Forms, Laws, and Regulations

Native Reptile Captive Propagation forms, laws, and regulations are available on the Department’s website at www.wildlife.ca.gov/Licensing/Reptile-Propagation.


Steps to Renew Your Permit 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 Native Reptile Propagation Renewal Worksheet or your current permit.


1. Visit www.ca.wildlifelicense.com/InternetSales/.
2. Click on the “Customer Login/Register” tab.
(For mobile devices, click the  icon towards the top left and select “Customer Login/Register.”)
3. Enter the individual’s 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 the 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 Native Reptile Propagation permit.
7. Click on “New Application” to create a Native Reptile Propagation Renewal Application. **Note:** If there is no “New Application” button, click “Edit” next to the “2018.”
8. Update all information on the renewal application page.
9. Check the box to certify under penalty of perjury that the application is true and correct.
10. Click “Submit and Finish.”
11. Confirm the selections in your cart and click on “Checkout.”
12. Confirm your shipping information and enter your payment information. Note: Only Visa and MasterCard are accepted.
13. Check the box next to “Please Email Confirmation” and enter an email address for purchase confirmation.
14. 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.**
15. Click “Complete Transaction.”
16. The “Transaction Complete” page will appear, confirming you have completed the purchase and have applied for your Native Reptile Propagation Permit Renewal. Click on “Download Receipt/Licenses” to print your receipt for your records. **Please allow 15 days for delivery.**