



## 2024 NATIVE REPTILE CAPTIVE PROPAGATION PERMIT RENEWAL NOTICE

### 2024 Native Reptile Captive Propagation Permit Information

Your current permit will expire December 31, 2023.

**Please allow 15 business days** for processing the renewal of your permit.

### Enclosed are the following:

- 2024 Native Reptile Captive Propagation Permit Worksheet
- Distribution Record (DFW391c)
- Propagation Record (DFW391d)
- Acquisition Record (DFW391e)
- Wild-Caught Record (DFW391f)
- Credit Card Authorization Form (DFW1443b)

### 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, add corrections, and provide information required to complete the worksheet.
- ✓ Complete, sign, and date the Native Reptile Captive Propagation Worksheet.
- ✓ Complete, sign, and date the Distribution Record, Propagation Record, Acquisition Record, and Wild-Caught Record, or provide a signed statement that no species and/or subspecies of native reptiles were purchased, received, sold, delivered, caught, or possessed during 2023.
- ✓ Submit a cashier's check, money order, personal or business check for the permit fee.
- ✓ When paying by credit card, sign the enclosed Credit Card Authorization Form (DFW1443b) and include the expiration date of the credit card, CVC number, and your daytime telephone number.
- ✓ Mail in your renewal worksheet, documentation, and payment to:

**California Department of Fish and Wildlife  
Attn: License and Revenue Branch  
P.O. Box 944209  
Sacramento, CA 94244-2090**

**Please note:** When using mail carrier services other than USPS (e.g., FedEx, UPS, OnTrac, etc.), request the address by contacting California Department of Fish and Wildlife (Department), License and Revenue Branch at (916) 928-5846 or [SPU@wildlife.ca.gov](mailto:SPU@wildlife.ca.gov).

### Propagated Native Reptile for Sale

If you have stock available for sale to the public, please check the public list 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](http://www.wildlife.ca.gov/Licensing/Reptile-Propagation).

### Deadline to Submit Annual Report

By law, you must complete and submit to the Department the Distribution Record, Propagation Record, Acquisition Record, and Wild-Caught Record, or a signed statement, **on or before December 31 of each year** (California Code of Regulations, Title 14, Section 43(i)).

If you did not distribute, propagate, acquire, or catch native reptiles from the wild during 2023, **you are still required to submit all records or a signed statement.**

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.**

### Submit your Native Reptile Captive Propagation Records Online

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 the menu 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."



**Please note:** You may receive a notice highlighted in red asking to correct issues on the page such as updating email preferences. Update the requested information and then click the 'Save' button on the bottom of the page.

5. Click on "View My Special Permits."  
(For mobile devices, click the menu icon towards the top left and select "My Special Permits.")
6. Click on "View" next to Native Reptile Captive Propagation.
7. Click on "View" next to the permit year that you wish to report.
8. Scroll down to "File Uploads."
9. Click "Add". This will open the "File Upload" window.
10. Select the report you wish to download from the "File Types" dropdown menu.
11. From this window, either drag and drop the report you wish to upload into the "Drag and Drop Area" and click "upload" or:
12. Select the "Browse" button and locate the file on your computer.
13. Click "Upload" when the correct file has been located.
14. Return to the "File Types" dropdown menu and choose the next report you wish to upload.

### Renew Your Permit Online

**Read this first:** To log-in, you will need your last name, date of birth, and GO 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 the menu 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 menu 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 menu 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 "2024"
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.**

For more information, contact the Department at (916) 928-5846 or [SPU@wildlife.ca.gov](mailto:SPU@wildlife.ca.gov).