



# NATIVE REPTILE CAPTIVE PROPAGATION PERMIT RENEWAL NOTICE

October 2016

## 2017 Native Reptile Captive Propagation Permit Information

Your current permit will expire December 31, 2016. Please **allow 15 business days** for processing the renewal of your permit.

## No Cash Accepted At Department Offices

Starting January 1, 2017 the California Department of Fish and Wildlife (Department) will no longer accept cash at the Department's License and Revenue Branch and regional license offices. Checks, money orders, or any debit or credit card with the Visa or Mastercard logo are accepted.

## Enclosed are the following:

- 2017 Native Reptile Captive Propagation Permit Worksheet (DFW391b)
- Distribution Record (DFW391c)
- Propagation Record (DFW391d)
- Acquisition Record (DFW391e)
- Wild-Caught Record (DFW391f)
- Credit Card Authorization Form (DFW1433)

## Renew Your Native Reptile Captive Propagation Permit Online

If you would like to renew your Native Reptile Captive Propagation Permit 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.

## Record Requirements and Due Dates

Section 43(i), Title 14, of the California Code of Regulations, 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 wild catch native reptiles during 2016, **you are still required to submit all records or a signed statement indicating zero.**

If you are not renewing your permit, because you are no longer doing activities which require the permit, **you are still required to submit final records or a signed statement on or before December 31, 2016.**

## 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 reptile.

## Checklist for Renewing Your Native Reptile Captive Propagation Permit

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

- ✓ Review the preprinted information carefully, line through incorrect information, and legibly print corrections.
- ✓ Please 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 (DFW391b).
- ✓ 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 2016.
- ✓ Enclose your check or money order.
- ✓ When paying by credit card, sign the enclosed form and include expiration date of the credit card, CVC number, and your daytime telephone number.

## List of Propagated Native Reptile for Sale

If you would like your business name, address, email, and telephone number included in the Department's Native Reptile Captive Propagation List as having stock for sale to the public, please check the box on the application.

## Forms, List, Laws and Regulations

The Native Reptile Captive Propagation Forms, List, Laws and Regulations are available at [wildlife.ca.gov/Licensing/Reptile-Propagation](http://wildlife.ca.gov/Licensing/Reptile-Propagation).

## Renew Your Native Reptile Propagation 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.

**Note:** Items purchased from Online License Sales and Services will include a 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 Native Reptile Propagation permit.
4. Click on **“Add New Application”** to create a Native Reptile Propagation Renewal Application.
5. Update all information on the renewal application page.
6. Check the signature box at the bottom of the page and click on **“Submit and Finish”**.
7. Confirm the selections in your cart and click on **“Checkout”**.
8. Confirm your shipping information and enter your payment information.
9. Enter your email address if you want confirmation of your purchase emailed to you.
10. **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 Native Reptile Propagation Permit.
11. The **“Transaction Complete”** page will appear, confirming you have completed the sales and have applied for your Native Reptile Propagation Permit Renewal. Click on **“Download Receipt/Licenses”** to print your receipt for your records.
12. To locate Native Reptile Captive Propagation applications and reports, go to this direct link: [wildlife.ca.gov/Licensing/ Reptile-Propagation](http://wildlife.ca.gov/Licensing/ Reptile-Propagation) - you will find the following applications and reports:
  - Permit Worksheet
  - Credit Card Authorization Form
  - Acquisition Record Report Form
  - Distribution Record Report Form
  - Propagation Record Report Form
  - Wild-Caught Record Report Form

For more information contact the Department's Special Permits Unit at (916) 928-5853 or [spu@wildlife.ca.gov](mailto:spu@wildlife.ca.gov)

## Identification Requirements

Section 700.4(c), Title 14, of the CCR states any applicant applying for any license, tag, permit, reservation or other entitlement issued via the Automated License Data System (ALDS) shall provide valid identification. Acceptable forms of individual identification include:

- Any license document or Get Outdoors identification number (GO ID) previously issued via ALDS
- A valid driver's license or identification card issued to him or her by the Department of Motor Vehicles or by the entity issuing driver's licenses from the licensee's state of domicile
- US Military Identification Cards (Active or reserve duty, dependent, retired member, discharged from service, medical/religious personnel)
- US Certificate or Report of Birth Abroad
- US Birth Certificate
- Tribal Identification Card, as defined by each sovereign tribal nation
- US Passport
- A foreign government-issued photo identification
- Certificate of Naturalization or Citizenship
- Birth Certificate or passport issued from a US Territory

Any applicant less than 18 years of age applying for any license, tag, permit, reservation or other entitlement issued via the ALDS shall provide valid identification. Acceptable forms of identification include any form of identification described above; or a parent or legal guardian's identification as described above.