

Instructions for Bank Sponsors

If you are interested in establishing a conservation or mitigation bank to be approved by California Department of Fish and Wildlife (CDFW), please follow these steps:

- 1) Please obtain the current checklist document from the CDFW website at <https://www.wildlife.ca.gov/Conservation/Planning/Banking/Templates> located under the heading “Bank Document Templates”. This document contains procedures and checklists for assembling a draft prospectus, prospectus and bank agreement package.
- 2) If you have any questions or need assistance, contact your CDFW Regional Bank Coordinator. To determine which Region your proposed bank is in and to obtain contact information for your Bank Coordinator, click on the following link:
<https://www.wildlife.ca.gov/Conservation/Planning/Banking/Contact>
- 3) Prior to submitting your bank document, contact your CDFW Regional Bank Coordinator to request a tracking number for your proposed bank. This tracking number will be needed in submitting your bank document(s) (along with Bank Submittal Form and fee) to CDFW and will be used to track the progress at every stage in the review of your proposed bank.
- 4) Please fill out a [Bank Submittal Form](#) for each bank document you submit. A Bank Submittal Form can be downloaded from the CDFW Conservation and Mitigation Banking website at (<https://www.wildlife.ca.gov/Conservation/Planning/Banking/Templates>). The form may also be obtained from your Regional Bank Coordinator.
- 5) Complete the form and submit it to your CDFW Region along with your bank document(s), a CD with electronic versions of the bank documents, and the fee specified in the following webpage URL:
<https://wildlife.ca.gov/Conservation/Planning/Banking/Review-Fees>
- 6) The Department will notify you regarding the status of your bank within 30 days of receipt of the bank document(s) and fee.