

LCPSCI

New York State Department of Environmental Conservation  
 Division of Fish, Wildlife & Marine Resources – Special Licenses Unit  
 625 Broadway • Albany • NY 12233-4752 • Tel (518) 402-8985  
 Email: [fwslu@gw.dec.state.ny.us](mailto:fwslu@gw.dec.state.ny.us) • Website: <http://www.dec.ny.gov/permits/359.html>



## License to Collect or Possess Scientific Application

**Please Refer to the Instructions before completing this application**

**Fee: No Fee**

<b>1. Applicant's Last Name</b>	<b>First Name</b>	<b>MI</b>	For Official Use Only  License No. _____  Received Date Stamp	
<b>Street 1</b>				
<b>Street 2</b>				
<b>City/Town</b>	<b>State</b>	<b>Zip Code</b>		
<b>County</b>	<b>2. Date of Birth</b>			

<b>3. Email Address</b>	<b>4. Home Telephone</b>	<b>Work Telephone</b>	<b>Cell Telephone</b>

<b>5. Business Name (if applicable)</b>			
<b>Street (if applicable and different from above)</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>

<b>6. Facility Address (If applicable and different from above, physical address where licensed animals will be housed)</b>				
<b>City/Town</b>	<b>County</b>	<b>Township</b>	<b>State</b>	<b>Zip Code</b>

<b>7. This application is for</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Previous License No.</b>
New License	License Amendment	Renewal of current License <b>WITHOUT</b> Amendment	Renewal of License <b>WITH</b> Amendment	

<b>8. Describe, in detail, the purpose for which you are applying for this license (If more space is needed, attach additional sheets.):</b>

<b>9. List the species and number you wish to collect or possess (If more space is needed, attach additional sheets.):</b>			
Common Name	Scientific Name	Total	
		Male	Female
a.			
b.			
c.			
d.			
e.			

<b>10. Check the appropriate category</b>	
<input type="checkbox"/> Species <b>WILL BE</b> collected from the wild in New York State.	<input type="checkbox"/> Species <b>WILL NOT BE</b> collected from the wild in New York State.

**11. If you are applying for a license to possess species which will not be collected from the wild in New York, describe how and from where you will obtain the species. (If more space is needed, attach additional sheets.)**

**12. Describe the methods that you will be employing to collect the species listed in question 9. (If more space is needed, attach additional sheets.)**

**13. List the locations where you wish to collect the species listed in question 9 (If more space is needed, attach additional sheets.) For collection on state land see instructions.**

**14. List the time periods when you will collect species listed in question 9 for the wild. (If more space is needed, attach additional sheets.)**

**15. Describe the final disposition of the species you wish to collect. (If more space is needed, attach additional sheets.)**

<b>16. Do you wish to designate agent(s) under your license to assist you in making collections? If YES, please complete the designated agents form.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>17. Do you possess valid State and/or Federal licenses or permits which are required for your proposed activity? If YES, please attach photocopies of relevant licenses or permits to the application.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>18. NOTICE: Pursuant to ECL Section 3-0301(2)(Q) False statements made on this application are punishable pursuant to Section 210.45 of the New York State Penal Code.</b>	
<b>Date</b>	<b>Signature of Applicant</b>

## INSTRUCTIONS • License to Collect or Possess: Scientific Application

**STATUTORY AUTHORITY:** Environmental Conservation Law Section 11-0515 (1) and 6 NYCRR Part 175.

The Department of Environmental Conservation (DEC) may issue a License to Collect or Possess to qualified individuals to collect or possess fish, wildlife, shellfish, crustacea, protected insects, birds' nests or eggs. This license application is only for the following purposes: **scientific collection**.

Individuals applying for a license to collect, possess, or band migratory birds must possess the required Federal Permit from the U.S. Fish and Wildlife Service, for the requested activity. State licenses for banding migratory birds will be issued for five years. Applications for licenses for research or scientific institutions should be completed by the individual authorized by the institution to supervise all activities listed on the application.

The license is valid for one year or as noted on the license. The Department in its discretion may require an applicant to submit written testimonials from two well-known scientists and to file a bond of two hundred dollars. **No fee is required when you applying for license amendments unless you are renewing your license at the same time.**

The following instructions correspond numerically with the numbers on the License to Collect or Possess Scientific Application. When completing this application, please provide sufficient detail to fully answer the questions. The answers you provide are the criteria for approving or denying your license. Incomplete or vague applications will be returned to the applicant.

1. Applicant's name and address.
2. Applicant's date of birth.
3. Applicant's email address
4. Telephone contact (Work, Home, Cell)
5. If applicable, please list business or organization name and address.
6. Facility Address - physical address where licensed animals will be housed.
7. Please check the appropriate box. If you checked "Renewal of Previous License", **PLEASE** provide the license number of your previous license and note any changes such as new address or change in facility location.
8. Please describe in detail the purpose you are applying for this license.
9. Please provide the common name, scientific name (Genus species) and the total number, male and/or female, of the species you wish to collect OR possess. **NOTE:** Endangered or Threatened Species may NOT be included on this application.
10. Check the box which indicates if you will or will not be collecting species from the wild in New York State.
11. If you are applying for a license to possess species which will not be collected from the wild in New York, describe how and from where you will obtain the species. Please include the name, address, telephone number and license name and number of the person who legally possesses the species you wish to obtain.
12. Describe, in detail, the methods you will use to collect the species you listed in Question 8. Include the type and number of traps, type and length of nets, etc. (Only if collecting from the wild).
13. Please provide a descriptive location of your collecting sites. Include county, township, name of the body of water, sampling points in a particular body of water, etc. (Only if collecting from the wild). (Individuals conducting activities on lands administered by the State or on conservation easement lands shall apply for and receive a Temporary Revocable Permit authorizing the use of those lands for such purpose prior to conducting activities. The application for a Temporary Revocable Permit can be found at: [http://www.dec.ny.gov/docs/lands\\_forests\\_pdf/trpappfrm.pdf](http://www.dec.ny.gov/docs/lands_forests_pdf/trpappfrm.pdf))
14. Please provide a detailed schedule of the times you will make your collections. Include months, days, time of day, etc. (Only if collecting from the wild).
15. Please describe exactly what you will do with the specimens you collect or species you possess. **EXAMPLES:** released at trap site, given to institutions for study skins, continue to hold for research, etc.
16. Individuals affiliated with research or scientific institutions may designate individuals to function as agents under their license. Individuals may designate agents using the designated agents form available at <http://www.dec.ny.gov/permits/359.html>
17. If you answer yes to this question, please attach a photocopy of each State or Federal license or permit which are required for the activities listed in your application.
18. Please read the Penalty of Perjury NOTICE and sign and date on the appropriate lines provided at the bottom of the application.

## **INSTRUCTIONS FOR LICENSE AMENDMENTS**

When applying for a license amendment please only include information on the application pertaining to the specific amendment or amendments you are requesting. Please do not include previously submitted information already authorized under your license. If you are applying for renewal with amendment please include your annual report required per your license conditions. No fee is required when applying for license amendments unless you are renewing your license at the same time..

The following address are provided for your convenience:

Us Dept of the Interior  
US Fish & Wildlife Services  
PO Box 779  
Hadley, MA 01035-0779

US Dept of the Interior  
Bird Banding Laboratory  
Patuxent Wildlife Research Center  
Laurel, MD 20708

US Dept of Agriculture  
APHIS REAC  
2568-A Riva Rd  
Annapolis, MD 21401-7400

Send the completed application to:

**NYS Department of Environmental Conservation • Special Licenses Unit • 625 Broadway • 5<sup>th</sup> Floor • Albany, NY  
12233-4752**

**Approximately 45 days are required to review and process completed application.**