

QUALIFIED EXPERT IMPORTATION APPLICATION



NEW MEXICO DEPARTMENT OF GAME & FISH
LE FIELD OPERATIONS DIVISION
SPECIAL USE PERMITS PROGRAM
ONE WILDLIFE WAY
SANTA FE, NM 87507
Email: [DGF.Permits@dgf.nm.gov](mailto: DGF.Permits@dgf.nm.gov)

The New Mexico Department of Game & Fish (NMDGF) Law Enforcement Division will assist the importation of live non-domestic animals, birds and fish. The Qualified Expert Importation Application is for those who wish to import into the State of New Mexico and possess specific species listed or considered a group IV in the “Species Importation List.”

REGULATION INFORMATION: Importation of live non-domestic animals, birds and fish [19.35.7 NMAC]

- **Species Importation List:** NMDGF has developed a species importation list that is grouped into the following minimum importation “groups” based on the following criteria.
- **Group I** are designated semi-domesticated animals and do not require an importation permit.
- **Group II** may be for live non-domesticated animals that are not known to be either invasive or dangerous and do not present a known risk to the health, safety or well-being of the public, domestic livestock or to native wildlife and their habitats.
- **Group III** may be for live non-domesticated animals that present minimal or manageable concerns that will require specific provisions that must be met prior to issuing an importation permit to address health, safety or well-being of the public, domestic livestock or to native wildlife and their habitats.
- **Group IV** may be for live non-domesticated animals that are considered dangerous, invasive, undesirable, state or federal listed threatened, endangered, a furbearer or any other species of concern as identified by the director. The importation of these species are prohibited for the general public but may be allowed for, scientific study, department approved restoration and recovery plans, zoological display, temporary events/entertainment, use as service animal **or by a qualified expert.**
- Any species of live non-domesticated animal not currently on the species importation list will be designated group IV until such time as another determination is made by the director.
- **Qualified expert** - a person officially designated by the director to import a specific non-domesticated animal. The director shall determine the process and the requirements for a person to be designated a qualified expert for each applicable species. The director may require an applicant to provide specific qualifications including, but not limited to the following: professional references, experience, training, education and facility specifications. The determination to approve or deny a qualified expert designation by the director is final and is not subject to appeal.

APPLICATION FOR IMPORTATION: All applicants will be required to supply the following documents:

- Containment or confinement plan
- Health verification requirements
- City/County license or their letter of approval
- Any necessary State or Federal permits

SUPPLEMENTAL DOCUMENTATION:

Dangerous or Venomous Animal - professional resume, affiliations and references, facility specifications, security measures and photographs, emergency action plan and emergency contacts, release of liability indemnification agreement, copy of notices and warnings that will be displayed.

Protected Animals - State and/or Federal Permits (i.e. falconry, game bird propagation, scientific/education, federal migratory bird permit, threatened/endangered species permit)

In certain circumstances, the department may require additional documentation.

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Please read entire application first. Submit this application to the above address with the importation application, required documents and photographs. Application must be submitted at least four (4) weeks prior to proposed importation date. Contact the Permits Program upon submittal of this application. Missing documentation may substantially delay the application process. Approval is not guaranteed.

Applicants Information (attach a copy of your drivers license or ID card)			
Name		Email	
Mailing Address		Physical Address	
City, St, Zip		City, St, Zip	
Cell Phone		D.O.B.	
Home Phone		S.S.N. (last 4 digits)	
Education		Graduate / Degree	Major / Subjects of Study
	Name and Location		
High School			
College/University			
Specialized Training			
Other Education			
Experience related to requested species for importation			
Business/Organization (include city & state)		Duration (dates)	
Experience			
Duties/Tasks Performed			
Have you ever been pardoned, entered into a pre-prosecution diversion program, received a suspended or deferred sentence or conviction for any animal crime? (circle one) Yes or No	If yes, please explain		

I, the applicant, certify that the above information is true and accurate. I understand the regulations, provisions and conditions for this type of permit and agree to abide by them. I acknowledge that any animal violations may result in loss of my qualified expert status.

Signature of applicant

Date

IMPORTATION APPLICATION



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Application Fee Schedule per 19.30.9 NMAC:

Importation of non-domesticated animals per calendar year (1/1 to 12/31)
Class 1: 1 to 5 animals.....\$25.00
Class 2: 6 to 99 animals.....\$75.00
Class 3: greater than 100 animals...\$300.00

FOR DEPT. USE ONLY

Date _____/_____/_____
Initials _____

- Qualified Expert App
 Approved Date

 Denied Date

Please read entire application first. Submit this application along with a qualified appropriate documents and photos to the above address. Application must be submitted at least four (4) weeks prior to proposed importation date. Missing documentation may substantially delay the application process. Approval is not guaranteed.

NAME: _____ **EMAIL:** _____

BUSINESS NAME: _____ **WEBSITE:** _____

ADDRESS: (mailing) _____ (physical) _____

CITY, STATE, ZIP: _____

TELEPHONE NO: _____ **FAX:** _____

Requested date of importation: _____

SPECIES REQUESTED TO BE IMPORTED			QUANTITY	
			Note (S or N) Spayed or Neutered	
Group	Common Name	Specify Scientific Name (family, genus, species, sub sp.)	Males	Females

Not all species in Group III & IV will be approved. Animals with public safety concerns, special restrictions or low numbers may be denied.

Supplier's Information		Health Verification
Suppliers Name		One of the following is mandatory prior to entry: Animal or facility Inspection certificate of health from an accredited veterinarian, or a department approved health monitoring plan
Business Name		
Address		
City, ST, Zip		<p>Submit Copies of any License or Permit held by the supplier: USDA APHIS Class A, B or C License; Federal USFWS Permit; State, County or City Licenses, or other.</p>
Telephone / Fax		
Email / Website		
License Type/No.		

Health Certificates are only valid for 30 days or less, you need to coordinate date of entry with veterinarian appointment.

Attach proof from the pertinent County and City where animal(s) will reside that possession is allowed.

Most County and City Ordinances do not allow private ownership of wild or exotic animals, contact local Animal Control or Regulatory Divisions.

	COUNTY	CITY
Agency Name		
Contact Person		
Title		
Address		
City, ST, Zip		
Telephone		
Email		

Destination and Purpose for Importation:

Have you found a New Mexico Accredited Veterinarian to care for your exotic/wild pet?

ACCREDITED VETERINARIAN INFORMATION	
Business Name	
Veterinarians Name	
Address	
City, ST, Zip	
Telephone	
Email	

Complete the following for each different species you are requesting to import:

- **Containment and Confinement Plan** (attach supporting documents)
 - Photographs
 - Description, illustrations, materials used, etc.
 - Design Security, safety protocols, contact persons, etc.
 - Location Map, depicting the exact location where animals will be kept on premises

- **Emergency Plan of Action** (attach supporting documents)
 - Describe the protocol for an “in-case-of-emergency” plan of action (escape, natural disaster, etc.)

By signing a signature below, **applicant agrees** to notify the New Mexico Department of Game and Fish (the department) of any changes from the original application for the animal granted an importation permit (death, illness, vicious behavior, change of location, change of ownership, progeny born etc.). **Applicant understands** that they must notify the department if any animal escapes or show signs of an infectious or contagious disease, that animal and any animals it may have come into contact with may be subject to quarantine. Animals considered infectious or contagious may be destroyed as deemed necessary by the department or authorized agents acting on behalf of the department.

Signature of applicant

Date

RELEASE OF LIABILITY AND INDEMNIFICATION



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This Release of Liability and Indemnification is provided to the New Mexico Department of Game and Fish (Department) pursuant to Section 19.35.7.12B(1) NMAC this ____ day of _____, 20_____.

_____ (Applicant) has applied to the Department for a permit to import into the State of New Mexico the following non-domesticated animal[s]:

SPECIES		QUANTITY	
		Note (S or N) Spayed or Neutered	
Common Name	Specify Scientific Name (family, genus, species, sub sp.)	Males	Females

Attach additional pages

In consideration of the Department issuing an importation permit to Applicant, Applicant agrees to and does release the Department, and further agrees to indemnify, defend and hold harmless the Department of and from any and all claims, causes, causes of action, penalties, liability and costs (including costs of defense) in whole or in part arising out of or attributable to the issuance of such permit and/or Applicant's importation, possession or transfer of the above-listed non-domesticated animals.

The above release and indemnification shall apply to any such claims as may be asserted by Applicant or any third party including but not limited to members of the public.

This release of Liability and Indemnification shall bind and inure to the benefit of the parties and their respective assigns and successors in interest.

The Department shall issue such permit in reliance upon the assumption of the above obligation by Applicant.

Applicant acknowledges that delivery of this agreement does not effect or diminish Applicant's obligation to meet all other criteria and conditions of Section 19.35.7 and each of its subparts.

 Applicant Signature

 Date

RELEASE OF LIABILITY AND INDEMNIFICATION (continued)

SPECIES REQUESTED TO BE IMPORTED			QUANTITY	
			Note (S or N) Spayed or Neutered	
Group	Common Name	Scientific Name (family, genus, species, sub sp.)	Males	Females

REQUIREMENTS OF DANGEROUS OR VENOMOUS ANIMALS

The New Mexico Department of Game & Fish (NMDGF) requires Qualified Experts (QE) of dangerous or venomous animals to meet the following minimum requirements and precautionary steps:

- If applicable, the animal must be sterilized, de-clawed and/or micro chipped
- If applicable, the animal must be registered with the city and county animal regulatory or licensing agencies
- Containment/Confinement description and photographs submitted to NMDGF
- The animal must be kept in a securely locked cage/area
- If outside, the animal must be in a securely locked cage/area to prevent escape or injury
- Double lock access entry ways to any cage/area where the main door is entered through the exterior to prevent escape
- All entry points (doors, windows, cage door or terrarium) must remain secure at all times
- Secure windows, vents, or any other access gaps large enough for animal to escape through (sturdy mesh, screen or metal bars)
- Emergency Plan of Action on file with NMDGF, in case of emergency evacuation, natural disaster or hospitalization/death of QE
- A Qualified Expert may be required to purchase liability insurance to cover any bodily injuries inflicted by the dangerous animal
- Written agreement/acknowledgement between the QE and any recipient of a dangerous animal (i.e. transfer of ownership)
- Other requirements as specified by any federal, state, county or city laws, regulations or ordinances.

SIGN POSTAGE - WARNING OF DANGEROUS OR VENOMOUS ANIMAL(S)

In addition to the requirements for potentially dangerous animals, QE's must also meet the following sign postage requirements:

- Signs shall bear letters not less than one (1) inch high, stating "DANGEROUS/VENOMOUS ANIMAL ON PREMISES"
- Such signs shall also display a pictorial symbol, that is understandable by small children, that warns of the presence of such animal
- Such signs shall be conspicuously posted at either all entrances of building, interior confinement rooms/areas or outdoor cages
- A sign shall be posted on each cage with specific species information (scientific name, common name) for emergency response