

SCIENTIFIC COLLECTING APPLICATION AND RENEWAL TO TAKE PROTECTED WILDLIFE FOR SCIENTIFIC PURPOSES



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)

Permit Fees:

Application.....\$15.00
Renewal.....\$15.00
Amendment.....\$15.00

FOR DEPT. USE ONLY

Payment Type/# _____
Amount \$ _____
Date ____/____/____
Initials _____

Allow a processing time up to six weeks, applicants must ensure completeness of application. Missing documentation will delay the process and applications will not be reviewed until all the requirements are met. Additional details may be requested. If approved, you will be issued a permit that stipulates the specific activities you will be authorized to conduct. A valid permit must be issued before conducting activities and approval is not guaranteed. Annual reports from the previous year are required prior to permit renewal.

APPLICATION
 RENEWAL
 AMENDMENT

NAME		EMAIL	
BUSINESS NAME		WEBSITE	
ADDRESS (mailing)		ADDRESS	
CITY, STATE, ZIP		(physical)	
TELEPHONE		CELL	
DATE OF BIRTH		FAX	

PERMIT No. (if applicable)		LAST YEAR OF PERMIT ISSUANCE	
REQUESTED TIME FRAME	START DATE	END DATE	

FEE EXEMPTION

Applicants are exempt from the required annual fee when activities are part of your official duties as a Federal or New Mexico state employee or local agency employee, or a designated cooperator with the NMDGF. If you are not exempt, include a check or call with credit card. If exempt, provide a brief statement of explanation below:

FEDERAL PERMIT REQUIREMENTS

If requested activities involve federally protected species, have you received a federal scientific permit or banding permit?

<input type="checkbox"/> NO , not required	<input type="checkbox"/> Pending Approval	<input type="checkbox"/> YES , permit type/number	
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Attach a copy of permit

METHOD

Specific means of taking wildlife (e.g. mist nets, seines, pit traps, leg-hold, hand, etc.)

DISPOSITION OF WILDLIFE

Include voucher specimens and any unintentional casualties. In what institution and in what form will wildlife be retained? (e.g. dead specimens or live animals for research). If no specific preference is listed, disposition will be to the Museum of Southwestern Biology, University of New Mexico, Albuquerque, NM.

LOCATION

List counties and describe the specific location(s) by county in which the surveys, trapping, banding, capture/retention of wildlife will occur. Attach additional documentation and maps if necessary.

CONTAINMENT & CONFINEMENT PLAN

Describe the containment/confinement where live animals will be housed or transported in. Attach photographs or illustrations.

LOCATION

SIZE (width x height x depth)

MATERIALS USED

ENTRANCE (gate, door, lock)

ROOF MATERIAL

SHELTER & SHADE

PRIVACY & PROTECTION

OTHER DETAILS

RATIONALE & JUSTIFICATIONS

This section is for you to provide a brief and concise rationale, do not leave any section blank. Insufficiency may result in the denial of a permit application. Applicants must attach a separate document with detailed explanations for each section below.

Purpose	Explain the purpose of the project. For renewals please indicate why project is continuing and attach an updated study proposal.
Justification	For any requested collection and retention of wildlife, demonstrate need for the take and necessity of requested numbers. Insufficient justification may result in the denial of a permit application.
Benefits of project	Include how the State of New Mexico and its wildlife species benefit from your requested activities, scientific research, or proposed project, etc.
Time frame of work	In what months or season will work occur? Also use this space to describe why a multi-year permit should be approved if requested.
Resources & Availability	Indicate if this project is under contract or supported by grants and provide information demonstrating that this project will realistically occur.

QUALIFICATIONS

Applicant and sub-permittee's must provide evidence of education or experience supporting qualifications to conduct wildlife related research or monitoring activities, provide a brief summary listing qualifications and attach resumes or CV's for the application and each sub-permittee.

REFERENCES

Include names and phone numbers of two people who can attest to your qualifications and purpose for this application

NAME		PHONE	
NAME		PHONE	

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APPLICATION/RENEWAL CHECK LIST

Please make sure all items below are completed before submitting your permit application.

Missing documentation will delay the process and applications will not be reviewed until all the requirements are met.

- All sections of the application are complete.
- The purpose of the request is clear and concise.
- Provided an updated study proposal (includes updated methods and protocols).
- Proper payment has been included or payment will be made over phone (if applicable).
- Permittee and all sub-permittees have signed the legal confirmation page.
- Permittee and sub-permittee's resumes or CV's are attached.
- Annual Report for previous year has been submitted.