

## **Summary of Section 10 (A)(1)(a) Recovery Permit Application Process for U.S. Fish & Wildlife Service (USFWS) Recovery Permits**

- 1) Use the Application Form for “Native Endangered and Threatened Species - Scientific Purposes, Enhancement of Propagation or Survival Permits (i.e., Recovery Permits) & Interstate Commerce Permits” (Form 3-200-55 available at [www.fws.gov/forms/3-200-55.pdf](http://www.fws.gov/forms/3-200-55.pdf)).
- 2) Refer to “Application Form Instructions” on page 15 of the form.
- 3) Check “Recovery” under Section E, provide copies of any required approvals, and select the appropriate fee structure (see page 15 for entities that have fee exempt status).
- 4) Complete form options (1, 2, or 3) as necessary for the activity(ies) being requested. If you are renewing or amending a valid permit, your complete application package must be received at least 30 days prior to the expiration date of the valid permit to ensure that your current permit remains in effect while we process your request.
- 5) Send completed application to the Pacific Regional Office in Portland (mailing address and email address on page 13 of the form). Note, if you submit your application electronically you must scan/pdf the original signature pages prior to submission. Unsigned forms cannot be processed. Original signature pages should be mailed to the Pacific Region Office in addition to the hard copy or electronic application submission. The Regional Office will log in your application and assign its review to the appropriate USFWS field office(s).
- 6) Applications for activities with endangered species require a notice in the Federal Register for a 30-day public comment period. The Pacific Regional Office prepares the notice for publication.
- 7) USFWS field offices will review and develop Special Terms and Conditions for your permit, provide a List of Authorized Individuals (LAI) to carry out permitted activities, recommend the duration of your permit, and, if your application is for a permit renewal, will check if your annual reporting is up-to-date. Note, if annual reporting is delinquent, your permit may not be reissued.
- 8) USFWS field offices send their recommendation as to whether or not to issue a permit, and any associated Special Terms and Conditions and LAI that have been developed, back to the Regional Office. If determined to be appropriate, the Regional Office will issue your permit.

- 9) As noted in the application form, please allow at least 90 days for your application to be processed, however, review may take longer than 90 days to process. USFWS may consider requests to expedite processing of applications, but only on a limited case by case basis.
  
- 10) Amendments to issued permits require completion and submission of the same application form and will be processed similar to a new permit application. However, requests to revise a List of Authorized Individuals can be processed directly through the appropriate USFWS field office (the appropriate office is identified, along with the procedure, in your permit Special Terms and Conditions).

For further information, contact:

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