

**Information on Wisconsin Endangered and Threatened Species Permit Annual Reports:**

- All holders of Wisconsin endangered and threatened species (E/T) permits are required to complete and submit an annual report of activities conducted under the permit, including any and all information specifically requested by the department pursuant to s. 29.604, Wis. Stats., and Chapter NR 27, Wis. Admin. Code.
- If there are multiple permit holders working jointly on a project, a single report may be submitted for the project. The report must include all names and permit numbers for the individuals whom the joint report covers.
- Failure to submit timely, complete and/or accurate annual reports may result in revocation of the permit and confiscation of any endangered or threatened animals, plants or specimens in your possession.
- Rare species data collected from permit holders and applicants may be added to the Wisconsin Natural Heritage Inventory database. Personal information collected on this form will be used for administrative purposes and may also be made available to requestors under Wisconsin's Open Records law [ss. 19.31-19.39, Wis. Stats.].

**Permit Holder Information**

Permit #:

Permit Holder First and Last Name:

Organization:

Full Address (include street address, city, state, and zip code)

Email Address:

**Permit Work Information (Select one of the following options):**

Note: "Work conducted" includes any activity with listed species authorized under this permit, including possession in captivity.

I hereby report that no work was conducted under the authority of this permit during the past year.  
I am submitting this form as my annual report. (No supplementary materials are required).

I hereby report that work was conducted under the authority of this permit during the past year. I am attaching supplementary materials to this form.

Instructions: Click the attachment icon to the right (paperclip) or on the navigation panel to the left to add/remove attachments.

**Permit Renewal**

**If your permit is expiring you may request for it to be renewed. Would you like to request renewal of your permit?**

No. I hereby request my permit be closed. **(Sign below, then submit form using the button at the bottom of this page.)**

Yes, I would like to renew my permit. **(Requires a signed renewal request form. Sign below then continue to the renewal form on the following page before submitting. Do not submit using the button on this page.)**

**Permit Holder Statement**

By digitally signing, pursuant to the provisions of s. 29.604, Wis. Stats., and Chapter NR 27, Wis. Admin. Code, I do hereby submit this form and any attached or corresponding information to fulfill the annual reporting requirement of my Wisconsin Endangered and Threatened Species Permit. I certify that I am the person submitting this information and that any statements made on or in conjunction with this form and any attached or supplementary materials are complete, correct, and not misrepresented in any way.

Permit Holder Signature:

Complete the following pages if your permit is expiring to tell us if you want to renew, and if there are any amendments you'd like to request. You may use the attachment feature to attach supplemental information, however each field must contain the basic information asked.

Permit Holder Information		
Permit #:	Permit Holder First and Last Name:	Organization:

Permit Renewal Information
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**Renewal Type:**

Exact. There are no changes to the current permit. (No further information required.) [Click here to save and submit.](#)

Amended. There are changes I'd like made from my current permit. (Enter permit renewal information below.)

**Amended Species**

Add:

Remove:

**Amended Activities**

Add:

Remove:

**Amended Locations**

Add:

Remove:

**Other Amendments/Updates**

1. Describe in detail your experience, qualifications, and training to conduct the proposed activities with these specific species or specimens. Include the approximate amount (hours, years, etc.) of experience and training.
2. State whether or not the proposed project or activity has the potential to result in injury or damage, death, or removal from the wild of any individuals of listed species. If you believe that there is the potential for these events, please:
  - o List all that apply (injury or damage, death, removal from wild).
  - o For each species, estimate the number of individuals that would be injured or damaged, killed, or removed from the wild.
  - o Describe any plans to minimize the possibility of injury or damage, death, or removal of individuals from the wild.
  - o Describe any attempts to obtain animal or plant specimens of the same species that are currently held in captivity, nurseries, or museums, or produced in captivity. Explain why your activity or project requires new, wild specimens or individuals rather than existing specimens or individuals.
3. Describe in detail how obtaining this permit would benefit the individual plants or animals involved, the species as a whole, and/or others (the public, the scientific community, etc.). How would these benefits outweigh any risk or impact to the individual organisms or to the species, which is already rare?
4. If your project involves a field work component (i.e. collection, inventories, tagging or banding, field research, etc.), please describe any anticipated physical disturbance or impacts to the site(s) as a result of your proposed activities.

5. If your project involves scientific research, inventory work, or similar activities: please describe the purpose(s) and goal(s) of the work, and provide a full description of the project design, methodology, and procedures or equipment that will be used (you may attach a study protocol or research proposal to supplement your response). Address the following questions:
- When will the project or work take place?
  - How and when will specimens be collected and/or transported? Where will they be kept and for how long?
  - What will be done with the specimens when you are finished working with them?
  - If applicable, has adequate funding been secured for the entire proposed project or activity?
6. If your proposed work involves live animals, has the project or activity been reviewed by a formal institutional Animal Care and Use Committee [ACUC]? If so, what is the current status or outcome of that review?
7. If your project or activity involves the outplanting and/or sale of Endangered or Threatened plants: please describe in detail the proposed plant outplanting or sale, including its purpose(s) and goal(s). Address how, where, and from whom the plants would be obtained, where they would be kept until outplanting or sale, how long you expect them to be in your possession, and what their anticipated final destination or disposition would be.
8. If your project or activity involves the use of live animals or non-living specimens for education or exhibition: please describe in detail the proposed educational program or exhibition situation. Address the following questions:
- How, where, or from whom will the animal or specimen be obtained?
  - How and where will the animal or specimen be displayed? How will it be transported while on display (if applicable)?
  - Where will the animal or specimen be housed or stored and for how long? (For live animals to be kept in captivity, please complete the "Facility Information" section.)
  - Please estimate how many people will see and learn from the animal or specimen per year. How many educational programs or other interactions between the animal or specimen and the public do you anticipate per year? For live animals, how will you minimize stress associated with being on display or being used in educational programs?
9. What will happen to the animal or specimen when it can no longer be used for this purpose?

**Applicant Certification**

Pursuant to the provisions of s. 29.604, Wis. Stats., and chapter NR 27, Wis. Admin. Code, I do hereby apply for a Wisconsin Endangered and Threatened Species Permit. I certify that I have read, am familiar with, and agree to comply with all of the provisions referred to above.

I hereby certify that I am the person making this application, and that the statements made by me in this application and in any attached or related materials are true. I agree to allow an inspection of my permit and my pens and facilities, if applicable, by Department of Natural Resources personnel on demand and agree to comply with any and all conditions of the permit if granted by the Department.

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Applicant Signature

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