

Information on Wisconsin Scientific Collectors Permit/Research License Annual Reports:

- All holders of a Wisconsin Scientific Collector Permit (SCP) or a Scientific Research License (SRL) are required to complete and submit an annual report of activities conducted under the permit by January 10 every year. If you hold more than one SCP/SRL permit, a separate annual report for each permit is required.
- If you would like to renew your permit, submit a new application (attached below), and include updates or changes as necessary.
- **Failure to submit timely, complete and accurate annual reports may result in non-renewal or delayed issuance of the SCP/ SRL or other permits and confiscation of any specimens in your possession.**

Species data collected by permit holders 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:
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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 report that **no work was conducted** under the authority of this SCP or SRL during the past year. I am submitting this form as my Annual Report. No additional information is required.

I report that work was conducted under this SCP or SRL during the past year. I am submitting this form and additional information for the Annual Report for the Scientific Collector Permit or the Scientific Research License according to the annual report instructions.

To attach report: Click the attachment icon 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 save and submit form.)**

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.)**

Permit Holder Statement

By digitally signing with today's date below, pursuant to the provisions of s. 29.614, s. 169.25, s. 169.36 Wis. Stats., and Chapter NR 19.11, Wis. Admin. Code, I am submitting this form and any attached or corresponding information to fulfill the annual reporting requirement of my Wisconsin Scientific Collectors Permit or Scientific Research License. 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:

Date:

Scientific Collectors Permit or Research License Application and Authorization

Form 9400-379 (R 10/16)

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Notice: Use of this form is required by the department to apply for a scientific collectors permit or research license pursuant to ss. 29.614 and 169.25, Wis. Stats. State Natural Areas require an additional separate permit for research and scientific collection purposes. The license/permit authority may cover migratory birds, nests and parts, but may not be exercised without an appropriate federal permit issued by the U.S. Fish and Wildlife Service. Personal information provided may be used to determine identity of the applicant, participation in natural resources surveys, eligibility for approvals and enforcement purposes. Information may be made available to requesters under Wisconsin's open records law, ss. 19.31 to 19.39, Wis. Stats. A social security number or federal employer identification number is REQUIRED when applying for licenses according to ss. 169.34 and 169.35, Wis. Stats., but the DNR may only disclose it to the Departments of Workforce Development and Revenue.

Mail or deliver this completed form to the appropriate department service center.

Check the one that applies:

☐

Scientific Collectors Permit

Fee: \$0

(Used when collecting live fish, nests or the carcasses of wild animals for scientific purposes)

☐

Scientific Research License

Fee: \$25.00

+\$20.00 late fee if application filed after license expiration date.

(Used when taking and possessing live wild animals [other than fish] from the wild for research purposes.)

Include the required fees and copy of an Institutional Animal Care and Use protocol and approval (9 CFR 2.31) with application.

Applicant Information (please print or type)

Last Name		First		MI	Current License/ Permit No. (if renewal)			DNR Customer ID No.	
Agency or Organization					Daytime Telephone Number			Alternate Telephone Number	
Street or Route					Social Security OR Federal Employer Identification No.:				
City	State	ZIP Code	Date of Birth	Eye Color	Hair Color	Weight	Height	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Federal Permit No. (if any)		Date Federal Permit Expires			E-Mail Address				

Were you at any time during the past year convicted of any violation of the fish or game laws of Wisconsin?

☐ Yes☐ No

If Yes, Explain:

Explain Scientific Qualifications of Applicant – Required if applying for scientific research license

Collection Information

Species, Age or Size Class*, and Number of Specimens or Description of Items to be Collected or Possessed

* For game fish and pan fish species list young-of-year separately from larger length ranges

Purpose of Collecting or Possession

Method(s) of Collecting (for Chemical Immobilization, List Agents(s))

Location of Collecting or Possession Site(s) – County for all sites; waters for aquatic collections and civil township for all others

Collection or Possession Period Requested

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Collection Information (continued)

Will State Natural Areas Be Used? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, List Area(s)	Natural Areas Permit Applied For? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Location Where Specimens or Items Will be Kept for Study (Be specific, including name or type of facility and street address.)

Final Disposition of Specimens or Items Will be:

Agents – List names of all agents of the permittee/license holder that are authorized to act under the Scientific Collectors Permit or Scientific Research License

The permittee/licensee is responsible for actions of agents under the scientific collectors permit or research license. Each agent shall comply with all terms and conditions of the permit or license.

Agent Name	Date of Birth	Agent Name	Date of Birth
Agent Name	Date of Birth	Agent Name	Date of Birth
Agent Name	Date of Birth	Agent Name	Date of Birth

Certification

I certify that the information provided on this application is true and correct and that I will comply with the terms and conditions of this permit or license, including special restrictions. I understand that providing incorrect information may result in revocation of my permit or license and possible penalties.

Applicant Signature	Date Signed
If Applicant Less than 18 Years of Age, Signature of Parent or Guardian	Date Signed

Authorization – DNR Use Only

The license is subject to the following special restrictions and all conditions listed on the back of the license/permit.	License/Permit No.	
	Date Begins	Date Ends**
DNR Personnel Approval (Print Name)	Signature	Date Signed

** A scientific research license is valid from the date of issuance until the following December 31.
A scientific collectors permit expires on the date specified on the permit.

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Section 29.614, Wis., Stats., Scientific Collector Permit

(1) Application for a scientific collector permit shall be submitted to the department. The department may issue a scientific collector permit if the department determines that the applicant is a natural person and is engaged in a bona fide program leading to increased, useful scientific knowledge.

(2) A scientific collector permit shall state the name and address of the permittee, the date of issuance, the purposes for which it is issued, the type, species and number of specimens authorized to be collected or salvaged, the area and period of time in which the specimens may be collected or salvaged, the place where the specimens may be kept and other conditions and limitations that the department requires. A scientific collector permit is not transferable.

(3) A scientific collector permit authorizes the permittee to collect or salvage from the wild, for scientific purposes only, live fish and the nests and carcasses of any wild animals specified in the permit subject to the conditions and limitations specified in the permit and rules of the department. The permittee may use the specimens for the scientific purposes for which collected or salvaged and may transport them or cause them to be transported by common carrier.

Possession of these specimens may not be transferred to any other person, except that these specimens may be exchanged for other specimens for scientific purposes. A scientific collector permit may authorize the use of net guns and tranquilizer guns for activities related to the purpose for which the permit is issued. Any person who is convicted of violating this chapter shall forfeit the person's permit and the permit is thereby revoked, in addition to all other penalties. Any person so convicted is not eligible for a permit under this section for one year following the conviction.

Section 169.25, Wis., Stats., Scientific Research License

(1) Issuance. (a) The department shall issue a scientific research license to any person who is engaged in a study or in research that the department determines will lead to increased, useful scientific knowledge and who files a proper application and who pays the applicable fee.

(b) The department may also require the person to submit with the license application a copy of any of the following: 1. The person's study plan or research proposal. 2. An approval received by the person under 9 CFR 2.31.

(2) Authorization. A scientific research license authorizes the holder of the license to take from the wild, possess, kill, or propagate the species of native wild animals that the department authorizes under the license.

(3) Scope of license; contents. A scientific research license shall contain the holder's name and address, the date of issuance, and all of the following conditions or limitations: (a) The specific purposes for which it is issued.

(b) The species of wild animals and the number of each species to be studied.

(c) The locations from where the wild animals will be taken.

(d) The locations at which the wild animals will be kept and studied.

(e) The periods of time in which the wild animals may be studied.

(f) Any other conditions or limitations that the department considers reasonable.

(4) Equipment. A scientific research license may authorize the use of net guns, tranquilizer guns and other equipment or supplies for activities related to scientific research or study.

(5) Title to; transfer and disposal of wild animals. (a) A person holding a scientific research license may not transfer and wild animal or its carcass held under the authority of the license unless the purpose of the transfer is to trade the wild animals for other animals for scientific research or classroom demonstrations and the transfer is specifically authorized by the department at the time of the transfer.

(b) A person holding a scientific research license shall release or dispose of a live wild animal possessed under the authority of the license, or its carcass, only in the manner specifically authorized by the department.

(6) Rules. The department may promulgate rules to establish additional standards, limitations, and requirements for scientific research licenses.

Section 169.36, Wis., Stats., Record-keeping and reporting

(5) Scientific Research License. Each person holding a scientific research license shall keep a correct and complete record of all of the following information for each animal:

(a) The disposition of the wild animal, including the date and location of its release into the wild or its transfer to the department.

(b) The cause of death, if known, for a wild animal that dies.

NR 19.11 Scientific collectors permits and scientific research licenses

(1) DEFINITIONS. For the purposes of implementing ss. 29.614 and 169.25, Stats., and within this section, the following definitions apply:

(a) "Qualified natural person" or "person" means any individual complying with s. 29.614, Stats., and this section, not including a corporation, partnership, cooperative, society, association or other organization.

(b) "Bonafide research program" means planned study and investigation undertaken to discover or establish facts or principles leading to increased, useful scientific knowledge.

(c) "Useful scientific knowledge" means new information contributing to the long-term well-being of wild animals and their habitats, or providing educational opportunities in the natural sciences.

(2) APPLICABILITY.

(a) Permits not required. Scientific collectors permits are not required for the collection of wild plants, unprotected wild animals taken legally, or wild animals obtained from licensed game farms or fish hatcheries.

(b) Bird banding. Scientific collectors permits will be required for trapping and banding protected nonmigratory upland game birds.

(c) Licenses. A person is not required to possess a separate hunting, fishing or trapping license while collecting under a scientific collector permit.

(d) Endangered species. Endangered or threatened wild animals may be collected only under authority of endangered species permits issued by the department pursuant to s. 29.604, Stats., and ch. NR 27.

(e) Tagging of fish. Scientific collectors permits are required to capture a wild fish, attach a tag to any part of it, and then to release it back into waters of the state.

(3) PERMIT APPLICATIONS.

(a) Forms. Applications for scientific collectors permits shall be made on application forms provided by the department and include:

1. Name and address of the applicant;
2. Applicant's personal description;
3. Purpose of the request;
4. Species and number of specimens to be collected;
5. Places and times when specimens are to be collected;
6. Method of collecting;
7. Place where collections will be kept; and
8. Such additional information as may be requested by the department.
9. The period of the permit.

(b) Narrative proposal. All permit applications shall be accompanied by a written proposal stating the objectives, justifications, procedures, times and places of collection, application of results and sponsor, if any, of the project described in the application.

(4) PERMIT ISSUANCE.

(a) Issuance. Permits shall be issued in the name of the applicant. All agents of the permittee assisting in the permitted collections will be listed on the permit. Separate copies of permits shall be signed and carried by each person named in the permit when that person is acting under it in the absence of the permittee.

(b) Specimen materials. A permit will be issued for collections yielding preserved specimen materials only when such materials are to be kept in a place and manner where students and the public have access to them. Private collections to be kept in a manner not open to the public will not be approved.

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(c) Conditions.

1. 'Contents.' Permits will contain conditions deemed necessary by the department to protect the resources of the state and assure use of specimens taken are in compliance with s. 29.614, Stats.

2. 'Nonresidents.' Permits issued to nonresidents will set forth conditions of removal of specimens from the state.

3. 'Federal permits.'

a. Permits involving the capture, marking, collection, possession or salvage of migratory birds or parts, nests or eggs of migratory birds will not be issued under this section until the applicant possesses a permit issued by the U.S. fish and wildlife service for that activity.

b. Permits under this section are not required for banding or marking capture-and-release activities authorized under a permit issued by the U.S. fish and wildlife service.

4. 'Size of collections.' Permits will not be issued which authorize collections endangering the population of animals the collection would draw from, or exceeding the number of animals required to meet the permittee's objectives.

5. 'Unprotected species.' Permits will not be issued for the collection of protected species if unprotected species can be used to accomplish the same purposes.

(5) PERMIT USAGE.

(a) Disposition of specimens.

1. Living unharmed specimens collected during the course of permitted activities shall be returned to the wild at the point of capture, unless otherwise provided in the permit.

2. Any endangered or threatened species taken unintentionally during the course of permitted activities shall be immediately released if unharmed.

3. Injured or dead wild animal specimens shall be immediately turned over to the department employee named in the permit unless otherwise provided in the permit.

(b) Notification of department. Each permittee shall notify the department employee named in the permit at least 48 hours prior to collecting of the time and place where specimens will be collected.

(c) Marked gear. All traps, nets and any other gear used for capturing wild animals under terms of a permit shall be marked with the permit number, name and address of the permittee.

(d) Trap and net tending. All traps, nets and other capture emptied by the permittee at least once each 24-hour period.

(e) Fishing gear restrictions.

1. 'Gill nets.' Gill nets may not be used in inland waters unless specifically authorized by a permit.

2. 'Buoys.' All buoys and buoy staffs shall be marked and maintained as required by the department. The permit number, name and address of the permittee shall be maintained in plain figures on the bowl of the buoy.

3. 'Sport fishing equipment.' Hook and line fishing equipment and spearing equipment may not be possessed on a boat operating under a permit without prior approval of the department.

(6) RECORDKEEPING AND ANNUAL REPORTS.

(a) Records. Each permittee shall keep current records, in the English language, of all collections under the permit. Records of collections shall be made available to the department during normal business hours, or upon 8 hours notice at other times.

(b) Required reports. Permittees shall supply information requested by the department and annually file a complete and accurate report on forms covering activities conducted under authority of the permit. Unless otherwise provided in the permit, such reports shall be filed using a report form provided by the department not later than January 10 of the year following expiration of the permit.

(c) Content. Annual reports by permittees shall include:

1. The common name, scientific name and number of each species and type of specimen material collected;

2. The date and geographic location of each collection;

3. Disposition of collected specimens; and

4. Any other information requested by the department.

(7) DISPOSITION. Specimens collected under the authority of the scientific collector permit may be transferred to and possessed by an educational institution for exhibition or education purposes upon completion of the project or expiration of the permit. Environmental consulting organizations may retain specimens following permit expiration provided the specimens are marked in a manner prescribed by the department. An educational institution or environmental consulting organization possessing specimens shall possess written proof of source, including the scientific collector permit number of the source and present that proof upon request by the department.

Please Note:

State Natural Areas and Threatened or Endangered Species

A separate permit is required for research and scientific collection involving state natural areas or for the collection or possession of threatened or endangered species.

An application can be obtained by writing to or calling:

Department of Natural Resources

Natural Heritage Conservation

Box 7921

Madison, WI 53707

Phone: (608) 261-6449

Federal permits for migratory birds may be obtained from the Special Agent in Charge, U.S. Fish and Wildlife Service, Federal Building, Fort Snelling, Twin Cities, MN 55111.

Notice of Appeal Rights

If you believe that you have a right to challenge this decision, you should know that Wisconsin statutes and administrative rules establish time periods within which requests to review Department decisions must be filed.

For judicial review of a decision pursuant to section 227.52 and 227.53, Wis. Stats., as renumbered by 1985 Wisconsin Act 182, you have 30 days after the decision is mailed, or otherwise served by the Department, to file your petition with the appropriate circuit court and serve the petition on the Department. Such a petition for judicial review shall name the Department of Natural Resources as the respondent.

To request a contested case hearing pursuant to section 227.42, Wis. Stats., as renumbered by 1985 Wisconsin Act 182, you have 30 days after the decision is mailed, or otherwise served by the Department, to serve a petition for hearing on the Secretary of the Department of Natural Resources. The filing of a request for a contested case hearing is not a prerequisite for judicial review and does not extend the 30-day period for filing a petition for judicial review.

This notice is provided pursuant to section 227.48(2), Wis. Stats., as renumbered by the 1985 Wisconsin Act 182.