

**VIRGINIA DEPARTMENT OF WILDLIFE RESOURCES  
APPLICATION FOR VIRGINIA THREATENED & ENDANGERED SPECIES COLLE  
COLLECTION/RESEARCH/SURVEY PERMIT**

(Under Authority of §29.1-412, §29.1-417, §29.1-418, §29.1-521, and §29.1-568 of the Code of Virginia; 4 VAC 15-30-10 and 4 VAC 15-290-20 of the Virginia Administrative Code)

**Non-Refundable Application Fee: \$20 (One Year Permit) (32 – TEND)**

Permit Period January 1<sup>st</sup> through December 31<sup>st</sup> (or part thereof)

**Completed materials must be submitted electronically 3-4 weeks prior to the collection period to: [collectionpermits@DWR.virginia.gov](mailto:collectionpermits@DWR.virginia.gov).**

If renewal, give current permit number: \_\_\_\_\_

Full Name of Principal Applicant: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

Address2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Last 4 of SSN: \_\_\_\_\_ Last 4 of Driver's Lic#: \_\_\_\_\_

Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Cell Phone or Alternate Contact Phone: \_\_\_\_\_

If Contracted/Cooperating, by/with whom: \_\_\_\_\_

**A FORMAL PROPOSAL/STUDY PLAN MUST BE SUBMITTED WITH THIS APPLICATION.**

**Purpose of Collection (Check all that apply):**

- Agency Species Management
- Biomonitoring
- Contract Environmental Impact
- Contract Species Survey
- Instructional
- Research
- Volunteer Species Survey
- Other (Specify): \_\_\_\_\_

**Taxa Group:** YOU MUST CHECK ALL TAXA GROUPS WHICH APPLY.

Amphibians: \_\_\_\_\_

Aquatic Crustaceans (excluding crayfish): \_\_\_\_\_

Aquatic Insects: \_\_\_\_\_

Aquatic Mollusks: \_\_\_\_\_

Birds: \_\_\_\_\_

Crayfish: \_\_\_\_\_

USFWS/DWR Big Sandy Crayfish Approved Surveyor    Yes:                       No:   
(ID to family only  **or** ID to genus/species  – must show experience and ability to ID)

Fish: \_\_\_\_\_

Freshwater Mussels: \_\_\_\_\_

USFWS/DWR Approved Surveyor    Yes:                       No:

Macroinvertebrate Water Quality Sampling (NO ID for genus/species):  
\_\_\_\_\_

Mammals:

Furbearer: \_\_\_\_\_

Small Mammals: \_\_\_\_\_

Game: \_\_\_\_\_

Marine: \_\_\_\_\_

Other Aquatic Invertebrates: \_\_\_\_\_

Other Terrestrial Invertebrates: \_\_\_\_\_

Reptiles: \_\_\_\_\_

**Collection Method(s) (Check all that apply):**

**Aquatic:**

- Collection by Hand
- Dip Net
- Electrofishing
- (Gill Nets/Trawl Nets)
- Aquatic Kick Samples
- Nets-Trap (Fyke/Hoop/D-Frame)
- Hook and Line
- HOOKA (Third Lung)
- Scuba (proof of certification must be provided)
- Seine Nets
- Snorkel
- View Scope
- Traps (Minnow/Pot/Bell)
- Substrate Grab Sampler (Vacuums/Dredge)
- Other (Specify): \_\_\_\_\_

**Terrestrial:**

- Audio (Anurans/Birds)
- Launched Nets (i.e. rocket, cannon, whoosh)
- Collection by Hand
- Foot-Hold Traps (Snares/Jawed/Tangle)
- Hand Nets (Butterfly/Reptile)
- Live-Traps (Box/Pitfall/Funnel/Bell/Pot)
- Lures (Baits/Light/Cover Boards)
- Terrestrial Mist Nets (Bats/Birds)
- Visual Encounter (turning over rocks/logs)
- Nocturnal (i.e. shining w/high-power spot light)
- Kill Traps (Pitfall/Snap)
- Other (Specify): \_\_\_\_\_

Disposition: (released or preserved or retained in lab; if preserved or retained, indicate museum or university or other location specimens will be housed): \_\_\_\_\_

**County Name(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Waterbody(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Location Description:** \_\_\_\_\_

**Sub-Permittees/Field Collectors:** (If you have more than five subpermittees, please provide a separate sheet)  
(A resume MUST accompany this application for ALL persons listed (whether Principal Permittee (Applicant) or Sub-Permittees/Field Collectors, first time students are exempt).

Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_

"I CERTIFY UNDER PENALTY OF LAW THAT THE INFORMATION SUBMITTED IN THIS APPLICATION IS, TO THE BEST OF MY KNOWLEDGE, TRUE, ACCURATE, AND COMPLETE. I ALSO AGREE TO THE PERMIT CONDITIONS PROVIDED WITH THIS APPLICATION AND TO ANY SPECIAL CONDITIONS PLACED ON MY PERMIT. I AM AWARE THAT THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINE AND IMPRISONMENT."

\_\_\_\_\_  
Applicant Name Date

TYPED SIGNATURE IS AUTHORIZED AND BINDING PER CODE OF VIRGINIA §59.1, CHAPTER 42.1, ET SEQ.  
Make checks payable to "Treasurer of Virginia" and remit to Virginia Department of Wildlife Resources, Permits Section,  
P. O. Box 3337, Henrico, VA 23228

**Receipt of payment does not imply approval of permit request.**

## Virginia Department of Wildlife Resources

P O Box 3337 Henrico, VA 23228-3337

(804) 367-6913

Under Authority of § 29.1-412, § 29.1-417, & § 29.1-568 of the Code of Virginia and Policy E-1-90

### THREATENED/ENDANGERED SPECIES PERMIT -- STANDARD CONDITIONS

1. Permits are issued to permittees with the understanding that if the principal permittee leaves the project the permit will be null and void and anyone desiring to continue the activities must apply for a new permit.
2. This permit, or a copy, must be carried by the permittee(s) during collection activities.
3. Permittee MUST notify the Virginia Department of Wildlife Resources (VDWR) within the seven (7) day period prior to EACH sampling event. Notification must be made via email to: [collectionpermits@DWR.virginia.gov](mailto:collectionpermits@DWR.virginia.gov).
4. The permittee is required to submit to VDWR a report of all specimens collected under this permit by the report due date. Report form may be found [https://vafwis.DWR.virginia.gov/collection\\_permits/.asp](https://vafwis.DWR.virginia.gov/collection_permits/.asp). FAILURE TO RETURN THIS REPORT WILL RESULT IN NON-ISSUANCE OF FUTURE PERMITS. If no activity occurs under this permit, an email should be sent to [collectionpermits@DWR.virginia.gov](mailto:collectionpermits@DWR.virginia.gov) containing the following statement: No activity occurred under Permit #*insert permitID* during insert year (i.e. 2017). Permit reports are due by January 31.
5. Permittees shall give any and all changes of name, address, and/or phone number to the VDWR Permits Section within no more than seven (7) days of those changes. All permittees (to include sub-permittees) shall provide DWR with a complete home address, contact telephone number (home or cellular), and a valid e-mail address.
6. This permit does not support any activities outside of those associated with the application and proposal submitted to and approved by DWR.
7. If incidental death or injury of threatened or endangered species occurs, the permittee is required to notify VDWR at [collectionpermits@DWR.virginia.gov](mailto:collectionpermits@DWR.virginia.gov) within twenty-four (24) hours of occurrence. The following information must be reported: collector, date, species, location (county, quad, waterbody, and latitude and longitude to nearest second), and number collected.
8. If incidental *collection and live release* of threatened or endangered species occurs *for species other than those authorized under this permit*, the permittee is required to notify VDWR at [collectionpermits@DWR.virginia.gov](mailto:collectionpermits@DWR.virginia.gov) within four (4) working days. The following information must be reported: collector, date, species, location (county, quad, waterbody, and specific location, either in latitude and longitude to nearest second, or by way of a photocopied 7.5' topographic map), general habitat associations, and number collected.
9. No species may be retained unless specifically authorized by this permit.
10. All traps must be marked with the name and address of the trapper or an identification number issued by VDWR (Code of Virginia §29.1-521.7). Steel foothold traps, Conibear-style body gripping traps, and snares must be marked with a nonferrous metal tag bearing this information (Virginia Administrative Code 4 VAC 15-40-170).
11. All traps must be checked at least once a day and all captured animals removed, except completely submerged body-gripping traps which must be checked at least once every 72 hours (Code of Virginia §29.1-521.9).
12. The permittee is required to report any incidences of wildlife deaths or diseases observed during the course of collection activities. Reports should be made to: [collectionpermits@DWR.virginia.gov](mailto:collectionpermits@DWR.virginia.gov) within four (4) working days.
13. This permit satisfies only VDWR's requirement for collection permits and is issued with the understanding that no collections will be made on Federal, state, or private property without the prior approval and necessary permits from the landowners involved. The permittee is responsible for obtaining any additional permits required for collection.
14. Sampling gear, boats, or trailers which have been used in states harboring zebra mussels must be cleaned and prepared following the guidelines specified in the attached summary prior to use in waters in the Commonwealth.
15. For safety reasons, it is recommended that all permittees display at least 100 square inches of solid blaze orange material at shoulder level within body reach and visible from 360 degrees, especially during hunting season.