

USFWS Falconry Database Instructions

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Last updated: August 9, 2018
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The purpose of this document is to assist Kentucky Falconers with how to enter and maintain data within the USFWS Falconry Application.

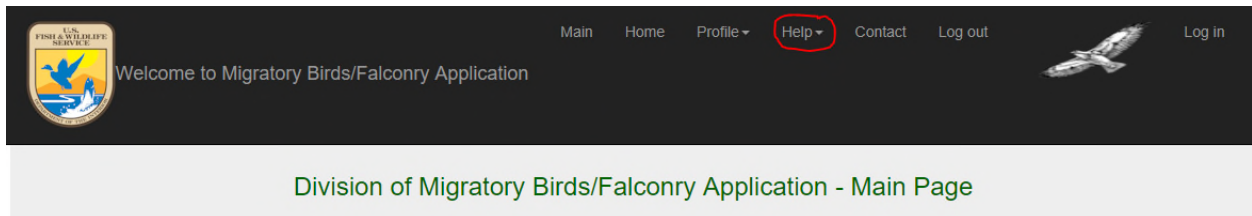
Where is the USFWS Falconry Application located?

<https://epermits.fws.gov/falcp/Default>

What is addressed in this document?

1. New User Login (Page 1)
2. Entering New 3-186a Forms (Page 3)
3. Tips for Data Entry (Page 4)

For questions not addressed in this document, please refer to the documents provided by the USFWS on the application website under the “Help” tab.



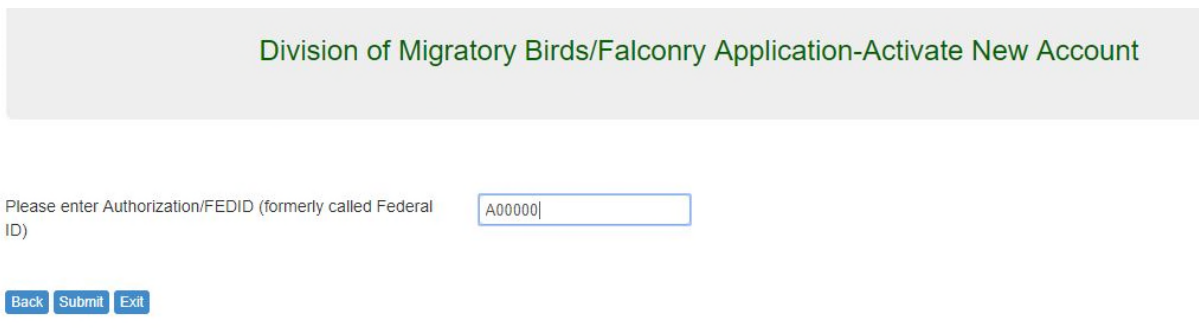
New User Login

Once your Kentucky Falconry Permit has been activated, you will receive an email (the one you supplied on your permit application) that will include your Authorization/FEDID.

Step 1: Go to <https://epermits.fws.gov/falcp/Default>

Step 2: Select the “Activate new account” option.

Step 3: Enter Authorization/FEDID, and select submit.



Step 4: Review falconer information, if correct select next.

Division of Migratory Birds/Falconry Application-Activate New Account

Name: Loren Taylor
Address: 1 Mystery Lane
Frankfort, KY 40601
Tel.: 502-564-7109; **Alternate Tel.:** 502-564-3400
Email: loren.taylor@ky.gov

If it is correct, click Next to activate your account.

Please enter Authorization/FEDID (formerly called Federal ID)

[Back](#) [Next](#) [Exit](#)

Step 5: Create a logon ID and password, then select submit.

Division of Migratory Birds/Falconry Application-Create New User Profile

Authorization/FEDID

Logon ID

Password

Confirm Password

[Back](#) [Submit](#) [Exit](#)

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You should receive the following message if the logon and password were accepted.

Click OK to login with your new credential [loren.taylor@ky.gov] and password.. Next stop: [falcSI.aspx]

[OK](#) [Exit](#)

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Entering New 3-186a Forms

Falconers who previously had accounts in the 2013-2016 USFWS database will use the same account information in the new application (Login ID and password).

Step 1: Go to <https://epermits.fws.gov/falcp/Default>

Step 2: Select “Log in”.

information, and complete and submit your portion of the proposed permit application. You may contact the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, 5275 Leesburg Pike, M

Already a member, please login [Log in](#)

New member

1. To activate your account using Authorization/FEDID, please click: [Activate new account](#)

Step 3: Enter your log in credentials and password. If you forgot your password, select “forgot password”. You can reset your password this way.

Welcome to Migratory Birds/Falconry Application

Division of Migratory Birds/Falconry Application - Login

User's Login ID

Password

[Forgot password?](#) [Change password](#)

[Log in](#) [Exit](#)

If you do not have an account and you are a Falconer, please contact your State office.
If you do not have an account and you are a State Falconry permit issuing office, please [click here for more information](#)

Step 4: Select “Add new 3-186A”.

- [Report A Move](#) For Falconer use only
- [Add new 3-186A](#) For use by registered Falconers in the U.S.A only
- [Query 3-186A](#) For use by registered Users in the U.S.A only



Step 5: Select the type of Acquisition/Disposition you are reporting according to the options provided. Then select “next”.

Please select an answer to one of the following questions? *(If you do not know, please read the instructions recorded on the back of 3-186A)*

- 1. transferred a bird to another permittee (or to another permit you hold) (1, 2, 3, 6)
- 2. released a bird or lost a bird due to its escape, theft, or death (1, 2, 6)
- 3. acquired bird from another permittee, other than a rehabilitator, (1, 2, 3, 6)
- 4. acquired bird from a rehabilitation permittee (1, 2, 3, 6)
- 5. captured a bird from the wild or recaptured a previously captive (banded) bird (1, 2, 4, 6)
- 6. re-banded a bird, either wild or captive-bred, for which the band was lost or removed (1, 2, 5, 6)

[Back](#) [Next](#) [Exit](#)

Step 6: Enter information into form. If the bird being transferred is a bird listed under a Raptor Propagation permit (sender or receiver) or other non-falconry permit, you must use the appropriate USFWS Permit number instead of the Falconry Permit number (see below). Otherwise, the bird will be listed under your falconry permit and count as one of the birds you are allowed to possess.

1. Species Information

Question No.	<input type="text" value="1"/>	
Species Code	<input type="text"/>	American kestrel
USFWS Band Number	<input type="text"/>	
Sex	<input type="text"/>	
Source	<input type="text"/>	
Microchip Number (if applicable)	<input type="text"/>	
Age	<input type="text"/>	
Year of Hatch	<input type="text"/>	

Use appropriate permit number

2. Sender (person transferring bird)

Falconry Permit No.	<input type="text" value="FA1999999"/>	
First name	<input type="text" value="Loren"/>	
Middle initial	<input type="text"/>	
Last name	<input type="text" value="Taylor"/>	
Date of Transfer (or other action) (mm/dd/yyyy)	<input type="text"/>	
Address	<input type="text" value="1 Mystery Lane"/>	
City	<input type="text" value="Frankfort"/>	
State	<input type="text" value="KY"/>	

Tips for data entry

1. Always use drop downs when available.
2. Species codes are automatically generated when a selection is made from the drop down list.
 - a. For American Kestrel, you either have to select a different species first or enter 1001.
 - b. For Hybrids, select Hybrid and enter the species types in the comments section at the bottom of the page, e.g. Peregrine Falcon X Gyrfalcon.



- c. For Non-natives, select Other in the species type, and enter the species in the comments section, e.g. Barbary Falcon.
- 3. Do not forget to enter the “Date of Transfer” (see highlighted section above).
- 4. Always select the correct permit type this bird is under, if under Falconry select Falconry, if Propagation select Propagation. Do not select Falconry Propagation.

Step 7: Once all data has been entered, check the “I Certify” box before selecting save.

6. CERTIFICATION. I certify that the information submitted above is true and correct to the best of my knowledge. I understand that making a false statement may subject me to the criminal penalties of 18 U.S.C. 1001.

Print Name	<input type="text" value="Taylor, Loren"/>
Phone Number (with area code)	<input type="text" value="502-564-7109"/>
Signature (in blue ink) of permittee/principal officer. (No photocopied or stamped signatures)	<input type="checkbox"/> I Certify
Date of signature (mm/dd/yyyy)	<input type="text"/>

7. Comments (optional)

