

# USFWS Falconry Database Instructions

Updated by: Michael Patton, KDFWR  
Last Updated: December 10, 2020  
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The purpose of this document is to assist Kentucky Falconers in entering and maintaining 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 5)

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 (to the email address 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.



## Division of Migratory Birds/Falconry Application-Activate New Account

Please enter Authorization/FEDID (formerly called Federal ID)

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

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**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.



## Entering New 3-186a Forms

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

**Step 2:** Select "Log in".

information, and complete and submit your review 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.



**Step 4:** Select “Add new 3-186A”.

<b>Report A Move</b>	For Falconer use only
<b>Add new 3-186A</b>	For use by registered Falconers in the U.S.A only
<b>Query 3-186A</b>	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)

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**Step 6:** Enter information into form. If the bird being transferred is a bird listed under a Rapotr 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.

<b>1. Species Information</b>	
Question No.	1
Species Code	
USFWS Band Number	
Sex	
Source	
Microchip Number (if applicable)	
Age	
Year of Hatch	
Use appropriate permit number	
<b>2. Sender (person transferring bird)</b>	
Falconry Permit No.	FA1999999
First name	Loren
Middle initial	
Last name	Taylor
Date of Transfer (or other action) (mm/dd/yyyy)	
Address	1 Mystery Lane
City	Frankfort
State	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 the bird is under, if under Falconry select Faconry, 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

Phone Number (with area code)

Signature (in blue ink) of permittee/principal officer. (No photocopied or stamped signatures)  I Certify

Date of signature (mm/dd/yyyy)

**7. Comments (optional)**

