# **USFWS Falconry Database Instructions**

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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 <a href="https://epermits.fws.gov/falcp/Default">https://epermits.fws.gov/falcp/Default</a>

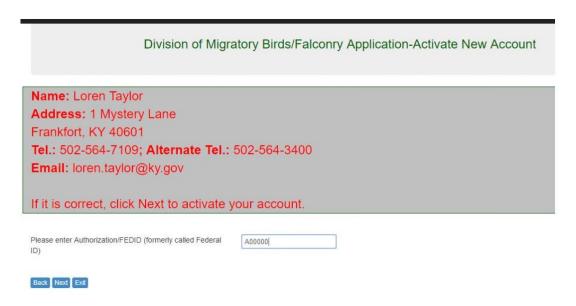
**Step 2:** Select the "Activate new account" option.

**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 U.S. Fish & Wildlife Service © 2018 - Division of Migratory Birds/Falconry Application

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



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





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 Collection Clearance Officer, U.S. Fish and Wildlife Service, 5275 Leesburg Pike, N

Already a member, please login Login

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.

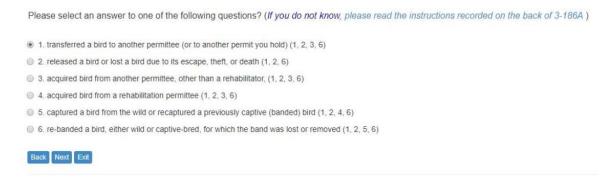




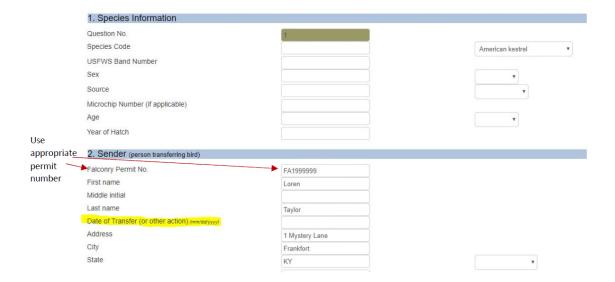
Step 4: Select "Add new 3-186A".



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



**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.





## **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.

