

# USFWS ePermitting Guidance: Migratory Bird Depredation Permits

## Section 1: General Overview and Definition of Roles

### ***General Overview***

- Per the request of USFWS, the process for requesting a Depredation Permit is changing in order to organize WisDOT's permits under one business account.
- If you have a depredation permit need:
  - Follow the existing process outlined in the [MBTA guidance document](#).
  - Prior to preparing the online application, please read the following and take appropriate actions.
  - Email [Jennifer Gibson](#), WisDOT Ecologist, with any questions relating to depredation permits or USFWS ePermits process.

### ***ePermitting Roles***

- **Preparer:** The person submitting the permit application.
- **Primary Contact:** WisDOT staff responsible for answering questions about the project, i.e., project manager, construction engineer, REC, etc. The primary contact may be the same person as the preparer
- **Principal Officer:** Jennifer Gibson, WisDOT Ecologist, is responsible the WisDOT account and for answering questions about the USFWS ePermitting process.

## Section 2: Process to Apply for a Permit


- If you do not yet have a USFWS ePermitting account, see Section 3 for instructions.
  - **Note:** If you have already created a USFWS ePermitting account and did not enter the WisDOT specific registration code listed in Section 3, email [Jennifer Gibson](#), WisDOT Ecologist, so that your account can be incorporated into the WisDOT business account.
- The application process should be started as early as practical. It is a multi-step process and USFWS indicates that their processing times generally take 60 days but could exceed 90 days in some situations.


### ***WisDOT Staff (RECs, project development staff, etc.)***


1. Coordinate with your REC to begin the application process.

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2. Complete a [USFWS Form 3-200-13 Section E form](#). You will need to know the species that are expected to be affected by the project (see [MBTA guidance document](#)).
3. Send the [USDA representative](#) the completed Section E form, and any other pertinent project information (e.g., location map, structure plans, photos). USDA will send you a Form 37 that will be attached to the online USFWS application. This step should be completed before submitting the online permit application.
4. Login in to [USFWS ePermitting](#) and click “Start a new application” on the dashboard.
5. Choose **3-200-13 Migratory Bird – Depredation**, then click “Start Application Online”.
6. **Are you applying on behalf of another individual or business?** Choose “I am applying for myself, my business, or a business where I am employed”.

\* Are you applying on behalf of another individual or business? 

Third parties, such as consultants, applying on behalf of another individual or business need to provide U.S. Fish and Wildlife Service with written authorization to act on behalf of the individual or business. Select the last option if you are applying for yourself, your business, or for the business where you are employed. Please refer to [this guidance](#) for more information. 

-- None -- 

-- None --

I am applying on behalf of a person WITH an ePermits account

I am applying on behalf of a person WITHOUT an ePermits account

**I am applying for myself, my business, or a business where I am employed**

- a. Choosing this option should autofill “How are you applying?” with “Business,” and “Applicant Name” with your name and WisDOT.
7. **Is the primary contact the same as the principal officer?** No, see ePermitting roles in Section 1. Fill in the information for the primary contact.
8. **Description of business, agency, tribe, or institution:** Wisconsin Department of Transportation
9. Ensure that the fields for principal officer are filled with “Jennifer Gibson”
10. **Physical Address of the Preparer:** Enter the address for the office of the preparer.

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11. **Is there a different mailing address for this application?** Generally, no, but edit as appropriate.
12. **What type of permit are you applying for?** Depredation (personal property, businesses, public property)
13. **Do you currently have or have you ever had any Federal Fish and Wildlife permits?** Yes
14. **Requested species:** Click the “Add” and use the first field to search for the first species expected to be impacted using the common name. For example, if searching for a cliff or barn swallow, “\*swallow” can be search and that will bring up all the swallow species.
  - a. Fill out the rest of the fields for the Add window.
  - b. Repeat this process for each species (be consistent with the Section E form)
15. **Will you be applying with Subpermittees?** No, generally
16. **Processing fee:** Check the fee exempt box, the “documentation of fee exempt status” is not necessary since the preparer has a WisDOT email.
17. **Attachments:** Attach the Section E form filled out in an earlier step.
  - a. **Section E is required.** Once attached, check the “I have attached section E”.
  - b. **Form 37** from USDA
  - c. Other attachments can include location map, structure plan sheet/map with bird nest locations, photos
18. Submit

## ***Consultants/Contractors Applying for a Permit on WisDOT’s Behalf***

- WisDOT should be submitting depredation permit applications prior to letting/construction when possible. There may be instances when these permits will be applied for by the contractor during construction.
- The creation and partnering of consultant/contractor (third-party) accounts is a multistep process. Please email [Jennifer Gibson](#), WisDOT Ecologist, if this is necessary.

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## Section Three: Making Login.gov and USFWS ePermitting Accounts

### ***Login.gov Account Creation***

- A Login.gov account is required to set up a USFWS ePermitting account. If you have an USFWS IPaC account, you have a Login.gov account already. If you do not yet have a Login.gov account, follow the instructions below:
  1. Enter your email address at [https://secure.login.gov/sign\\_up/enter\\_email](https://secure.login.gov/sign_up/enter_email) to begin. This email will be the same used for your ePermits account.
  2. Click “Submit”
  3. Check your email inbox for a message from Login.gov.
  4. Click “Confirm your email address” in the message. This will take you back to the Login.gov website.
  5. Create your Login.gov password.
  6. Set up a second layer of security with two-factor authentication:
    - a. As an added layer of protection, Login.gov requires you to set up a second authentication method to keep your account secure. Choose the authentication method that works best for you (e.g., text message, backup codes, ect)
  7. Success! Once you have authenticated, you have created your Login.gov account.

### ***USFWS ePermitting Account Creation***

1. Go to [USFWS Login \(servicenowservices.com\)](https://www.usfws.gov/identity) and click “Create a new account”.
2. Choose “Start Business Account”, then click “I have a registration code”
3. Enter your name, email (use the same email used for your Login.gov account), and the following WisDOT specific registration code: **6yVJkVO22V3U**
4. You will receive an email validation message, follow the instructions in that email.
5. Log in to your new USFWS ePermitting account.

**Note:** If you have already created a USFWS ePermitting account and did not enter the WisDOT specific registration code, email [Jennifer Gibson](mailto:jennifer.gibson@usfws.gov), WisDOT Ecologist, so that your account can be incorporated into the WisDOT business account.