Please review the federal Eagle Nest Take permit 50 CFR 22.85 regulation and the Frequently Asked Questions for this permit type (under Please Read: Application FAQs) before submitting your application.

The application for a federal Eagle Nest Take permit can be submitted through the ePermits website at https://fwsepermits.servicenowservices.com/fws . Attached you will find helpful information on creating an ePermits account or accessing your existing account if you've had a federal permit. If you have login/account related issues, please email ePermits_support@fws.gov.

You should allow at least 90 days for processing your permit application since each application undergoes a structured coordination review between several Service divisions, tribal interest determination, NEPA, Section 7, regulatory and biological review.

Please contact Eagle Biologist Ulgonda Kirkpatrick if you need technical assistance regarding your project at Ulgonda_Kirkpatrick@fws.gov or 352/406-6780. For permit questions, please contact Eagle Permit Coordinator Resee Collins at Resee_Collins@fws.gov or 404/679-4163. You can also email a copy of your application directly to the Eagle Permit Coordinator in addition to submitting the application in ePermits to insure it has been received in the processing system.

Thank you.

Please review the federal Eagle Incidental Take permit regulation [50 CFR 22.80](https://) and the [Frequently Asked Questions](https://) for this permit type (under Please Read: Application FAQs) before submitting your permit application.

The application for a federal Eagle Nest Take permit can be submitted through the ePermits website at https://fwsepermits.servicenowservices.com/fws . Attached you will find helpful information on creating an ePermits account or accessing your existing account if you've had a federal permit. If you have login/account related issues, please email ePermits_support@fws.gov .

You should allow at least 90 days for processing your permit application since each application undergoes a structured coordination review between several Service divisions, tribal interest determination, NEPA, Section 7, regulatory and biological review. If you have already conducted a Section 7 review on your project, please provide that information as part of your permit application.

Please contact Eagle Biologist Ulgonda Kirkpatrick if you need technical assistance regarding your project at Ulgonda_Kirkpatrick@fws.gov or 352/406-6780. For permit questions, please contact Eagle Permit Coordinator Resee Collins at Resee_Collins@fws.gov or 404/679-4163. You can also email a copy of your application directly to the Eagle Permit Coordinator in addition to submitting the application in ePermits to insure it has been received in the processing system.

Thank you.

Learn how to create a new account on the ePermits Portal (https:/fws.gov/epermits).

Overview

Prior to submitting an application online, all users must first create an ePermits account. Depending on your user type, applicants can register as an Individual User or Business User. Furthermore, a Business User account may have various "users" or "owners". In order to know which type of user account to apply for, please review the user types table below.
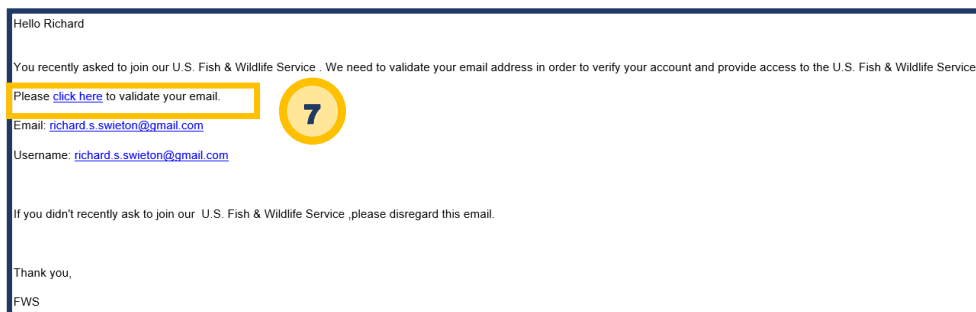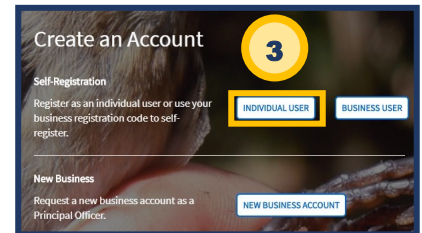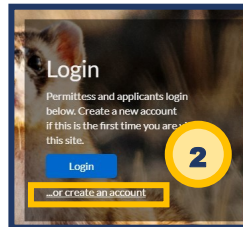
Types of Individual Users	Types of Business Users
• Individuals looking to submit a permit application for personal reasons, such as Hunting Trophies, Travel, Musical Instruments, and more.	• Business (For Profit) • Small Business • Farms • Not-For Profit Institutions • Government (State/Local/Tribe)

Note: Individuals users, business users, and the owners of business accounts will be able to change their password after they have created an account.

Creating an Individual User Account

In order to create an ePermits Individual User account, please follow the instructions below:

1. Open the ePermits Portal.

2. Click the **Create an Account** hyperlink.

3. Click **Individual User** button on the Create an Account Screen.

4. Fill out the Individual User Self-Service Registration Form.

5. Select **Create Contact Account** button.
   Note: Applicants will be redirected to the ePermits Homepage and receive a confirmation banner.

6. Open your email account connected to your ePermits account.

7. Click the link in the verification email sent to the registered ePermits email address.

Hello Richard

You recently asked to join our U.S. Fish & Wildlife Service . We need to validate your email address in order to verify your account and provide access to the U.S. Fish & Wildlife Service.

Please click here to validate your email.

Email: richard.s.swieton@gmail.com

Username: richard.s.swieton@gmail.com

If you didn't recently ask to join our U.S. Fish & Wildlife Service ,please disregard this email.

Thank you,

FWS

Creating a Business Account

In order to create an ePermits Business Account, please follow the instructions below:

1 Open the ePermits Portal.

2 Open the **Create an Account** hyperlink.

**3** Click **New Business Account** button on the Create an Account Screen
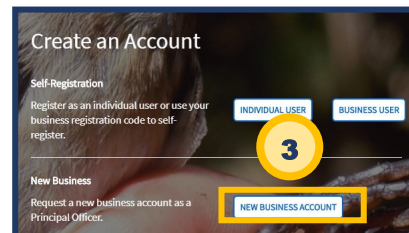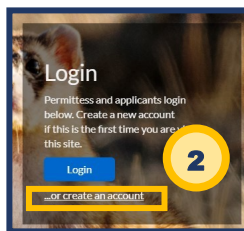
4 Fill out the Business Account Registration Form.

5 Click **Submit** button to send your Business Account Registration Form for approval.

Note: Once submitted, the U.S. Fish and Wildlife Service (FWS) will review the Business Account application.

6 Once approved by FWS, the first person requesting the business account will receive a registration code from the FWS approver.

Note: The first business user account will be created by the FWS approver.

7 All future business users associated with the business/organization, must use the registration code to associate their account with the organization.

Adding Additional Users to the Same Business Account

In order to create an ePermits Business User Account, please follow the instructions below:

1 Open the ePermits Portal.

2 Open the **Create an Account** hyperlink.

**3** Click **Business User** button on the Create an Account screen.
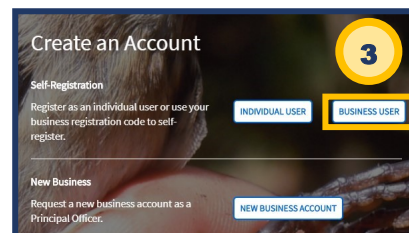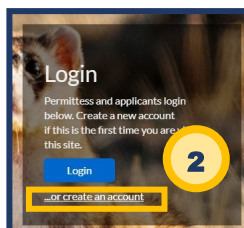
4 Fill out the Business User Self-Service Registration Form.

Note: Business users will need the Registration Code from the principal officer.

5 Select **Create Contact Account** button.

Note: Applicants will be redirected to the ePermits Homepage and receive a confirmation banner.

6 Open your email account connected to your ePermits account.

7 Click the link in the ePermits registration email to view your username and password.

Retrieving an Account & Resetting a Password

If a user loses their login credentials, please follow the steps below.
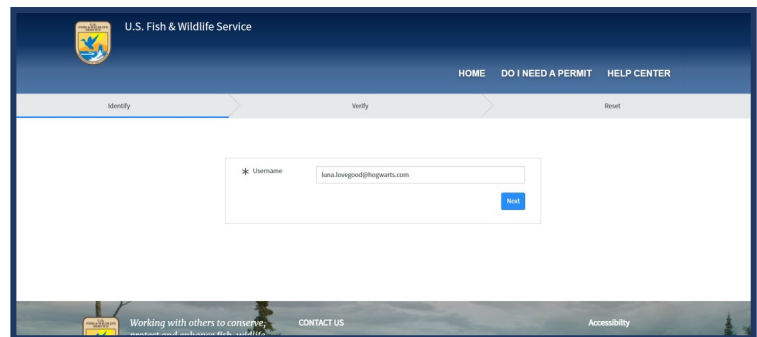
1   Open the ePermits portal.

2   Click the login button (Login).
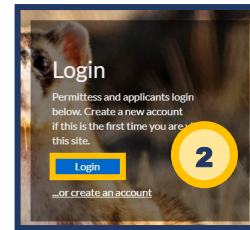
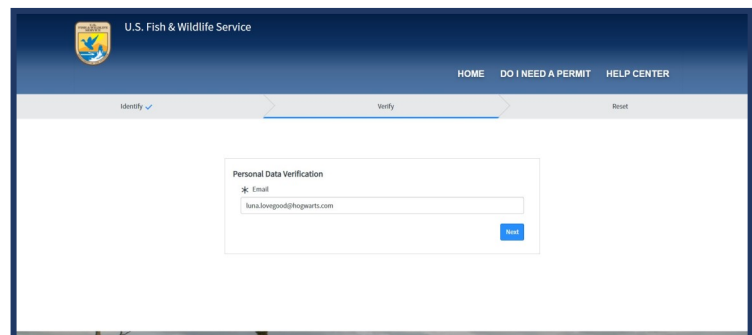**3**   Open the **Retrieve your credentials here** hyperlink.

4   Enter **Username** in the textbox.

     Note: The email used when the account was created will be the applicant's username as well.
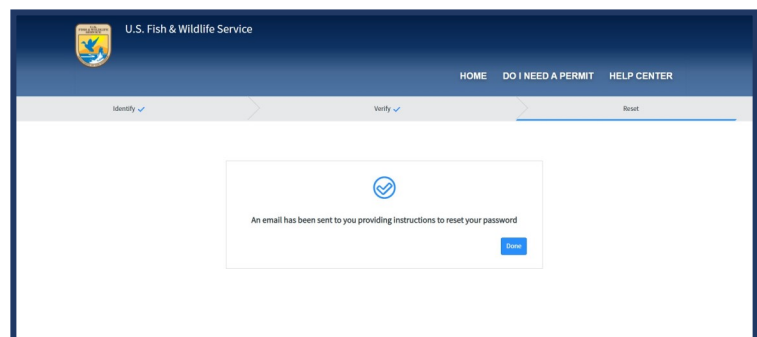
5   Click **Next button (** Next **).**

6   Enter **Email** associated to the account in the textbox.

     Note: The email used when the account was created will be the applicant's username as well.

7   Click **Next button (** Next **).**

8   Click **Done button (** Done **).**

Thank you for visiting the ePermits Homepage!

If you've already set up your account and password in Login.gov and ePermits, skip to Step 7 to learn how to access your permit for renewal.

New to ePermits? Start here!

1) A login.gov account must be created prior to logging in to ePermits. Visit https://secure.login.gov/ and click "create an account" to create your login.gov account

2) Enter your email address where you received your permit renewal notification – you **MUST** use the same email address or you will not be able to access your account. Check the box to accept the Login.gov Rules of Use and click "Submit."
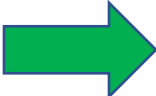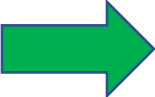

3) Once you submit your email address, you will be directed to check your email to find a link to confirm your email address. Open email and click "Confirm email address"

4) You will be redirected to the password set up screen – **this will be your password for Login.gov AND ePermits.**

5) Once your password is set, you will need to set up your account authentication method. Use of a phone number is the simplest method. We **STRONGLY** recommend that you do **NOT** use the backup codes option. Account access will be permanently lost if the backup codes are lost.

○ **Phone**

Get security codes by text message (SMS) or phone call. Please do not use web-based (VOIP) phone services.

LESS SECURE

○ **Backup codes**

We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least recommended method since notes can get lost. Keep them in a safe place.

LEAST SECURE

6) Once the authentication process is complete, if you are not automatically redirected, please manually return to ePermits (https://fwsepermits.servicenowservices.com/fws) where you can now log in with your email address and password.

7) Once logged in, click on "My Permits" in the middle of the screen.

HOME   MY APPLICATIONS   MY PERMITS   DO I NEED A PERMIT   SEARCH APPLICATIONS
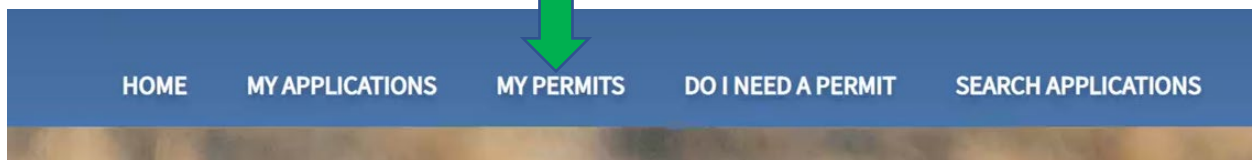
8) Locate the most recent version of your permit that you would like to renew (most likely the first permit in the list) and click on the Permit ID Number.

1 items

Q Search my permits...

Permit ID	Permit Status	Account Name	Short Description	Date Submitted
PER0020449	Issued	-	3-200-12: Migratory Bird - Raptor Propagation	2021-10-28

9) Click "Renew or Amend" to initiate the renewal process. Fill out the appropriate information and attach all required documentation for renewing your permit.

Application High-Level Details

RENEW OR AMEND

Application ID	Application Nickname	Permit Status	Short Description		Permit ID	Date Submitted
CS0081988	-	Issued	RAPTOR PROPAGATION		PER0020449	2021-10-28