

Instructions for Completing the WI Endangered and Threatened Species Permit Annual Report

Annual Report Process: Annual reports for WI E/T permits must be submitted using the [WI Endangered and Threatened Species Permit Annual Report](#) form. This document provides instructions for completing and submitting the new annual report form.

Expiring Permits: Permit holders with expiring permits can also use this form to request a renewal. Instructions for how to submit the renewal request along with your annual report are included in the instructions below.

NOTE: The WI Endangered and Threatened Species Permit Annual Report form is submitted by email. If the built-in function to do this does not work on your computer, you can cancel this operation after saving and send via email manually. Please see the "[E-Signing and Form Submittal](#)" section of this document for details.

A Note about PDF Fillable Files:

The best way to fill out this form is to download it and save it to your computer then open the file from there using Adobe Acrobat. If your computer does not have this program, please note that DNR fillable forms require IE10 (Internet Explorer) or later and do not work with mobile devices. Save it to your desktop by right-clicking the link and then choosing "Save target as..." or "Save link as..."

An overview and instructions for completing the WI Endangered and Threatened Species Permit Annual Report follow this page. Please feel free to contact the NHC Permit Coordinator if you need assistance with this.

Instructions for Completing the WI Endangered and Threatened Species Permit Annual Report

Annual Report Quick Overview

State of Wisconsin
Department of Natural Resources
Bureau of Natural Heritage Conservation
PO Box 7921, Madison WI 53707-7921
dnr.wi.gov

Endangered and Threatened Species Annual Report Form
Form 1700-012 (R 09/21) Page 1 of 1

Information on Wisconsin Endangered and Threatened Species Permit Annual Reports:

- All holders of Wisconsin endangered and threatened species (E/T) permits are required to complete and submit an annual report of activities conducted under the permit, including any and all information specifically requested by the department pursuant to s. 29.604, Wis. Stats., and Chapter NR 27, Wis. Admin. Code.
- If there are multiple permit holders working jointly on a project, a single report may be submitted for the project. The report must include all names and permit numbers for the individuals whom the joint report covers.
- Failure to submit timely, complete and/or accurate annual reports may result in revocation of the permit and confiscation of any endangered or threatened animals, plants or specimens in your possession.
- Rare species data collected from permit holders and applicants may be added to the Wisconsin Natural Heritage Inventory database. Personal information collected on this form will be used for administrative purposes and may also be made available to requestors under Wisconsin's Open Records law [ss. 19.31-19.39, Wis. Stats.].

Permit Holder Information
Enter permit holder information as it appears on your permit, unless changes have already been reported. (This information should match our records.) Required fields are outlined in red.

Permit Holder Information

Permit #:	Permit Holder First and Last Name:	Organization:

Full Address (include street address, city, state, and zip code)

Email Address:

Permit Work Information
Report whether work was conducted during the report year.

Permit Work Information (Select one of the following options):

Note: "Work conducted" includes any activity with listed species authorized under this permit, including possession in captivity.

- I hereby report that no work was conducted under the authority of this permit during the past year. I am submitting this form as my annual report. (No supplementary materials are required).
- I hereby report that work was conducted under the authority of this permit during the past year. I am attaching supplementary materials to this form.

Instructions: Click the attachment icon to the right (paperclip) or on the navigation panel to the left to add/remove attachment

Attach Supplemental Documents
Click the paperclip icon to attach report files to submit. Click once for each attachment.

Permit Renewal

If your permit is expiring you may request for it to be renewed. Would you like to request renewal of your permit?

- No. I hereby request my permit be closed. (Sign below, then submit form using the button at the bottom of this page.)
- Yes, I would like to renew my permit. (Requires a signed renewal request form. Sign below then continue to the renewal form on the following page before submitting. Do not submit using the button on this page.)

Renewal Options
If you do not wish to renew an expiring permit, click "NO". Otherwise, click "Yes", sign the annual report portion of the form, and complete the renewal request on pages 2 and 3.

Permit Holder Statement

By digitally signing, pursuant to the provisions of s. 29.604, Wis. Stats., and Chapter NR 27, Wis. Admin. Code, I do hereby submit this form and any attached or corresponding information to fulfill the annual reporting requirement of my Wisconsin Endangered and Threatened Species Permit. I certify that I am the person submitting this information and that any statements made on or in conjunction with this form and any attached or supplementary materials are complete, correct, and not misrepresented in any way.

Permit Holder Signature:

E-Signature
Digitally sign your report by clicking in the signature field and following the prompts. Doing this will prompt you to save your report to your computer.

If you wish or need to renew, continue to page 2.
If you do not wish or need to renew, you can submit your report by clicking the "Submit Annual Report Only" button, or you can stop here and attach your report manually to an email and send to DNRFWPNHCETPermits@wisconsin.gov.

Form Submittal
Clicking this button attempts to open an email to send your report from your preferred email program. **THIS IS OPTIONAL**. Alternatively, you can choose to attach your report manually to an email and send to DNRFWPNHCETPermits@wisconsin.gov.

Instructions for Completing the WI Endangered and Threatened Species Permit Annual Report

Required Fields

The following fields are required for successful submission of your annual report form:

- **Permit #:** Enter the permit number with an underscore and permit holder last name: *number_name*
- **Permit Holder First and Last Name:** Enter permit holder name as it appears on the permit, unless changes have already been reported*.
- **Organization:** If your permit is not associated with an organization, enter N/A*.
- **Full Address:** Enter the address as it appears on the permit, unless changes have already been reported*.
- **Permit Holder Signature:** This is a digital signature that will both ask you to save your document and secure your annual report responses only. The renewal request pages will still be open to entry and will be secured upon signing that section, if needed.

* Per all permit conditions, changes to permit holder information is to be reported in a timely fashion. If any of your current information is different from what is on the permit, report those changes in the body of the email when submitting the report (or in a separate email).


Permit Work Information

Permit Work Information (Select one of the following options):

Note: "Work conducted" includes any activity with listed species authorized under this permit, including possession in captivity.

I hereby report that no work was conducted under the authority of this permit during the past year. I am submitting this form as my annual report. (No supplementary materials are required).

I hereby report that work was conducted under the authority of this permit during the past year. I am attaching supplementary materials to this form.

Instructions: Click the attachment icon to the right (paperclip) or on the navigation panel to the left to add/remove attachment 

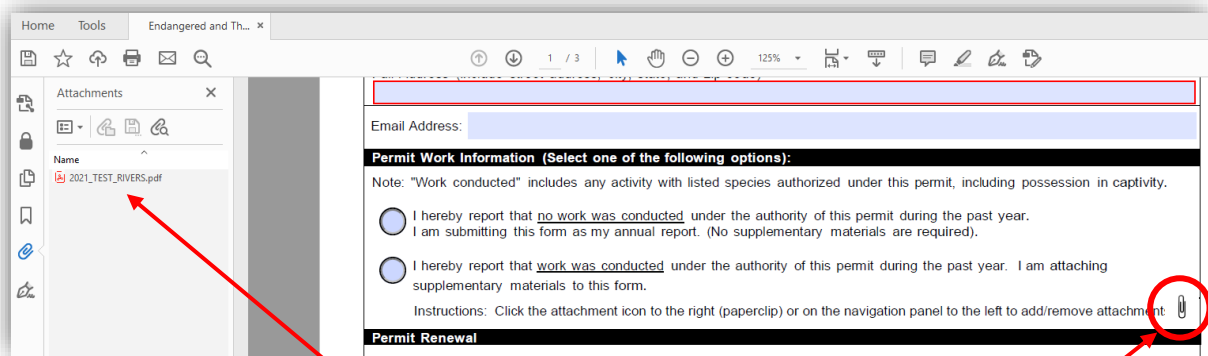
To report whether work was done under this permit, select the appropriate button.

- If you **did not** conduct any work or activities under your E/T permit, select the corresponding option. No supplementary information is not required.
- If you **did** preform work under your E/T permit, select the corresponding option. Supplementary information is required and can be attached by clicking the paperclip icon and selecting the file you want to submit with your report. Repeat this for each file you want to attach and submit.

NOTE: "Work conducted" includes any activity with listed species authorized under this permit, including possession in captivity.

Instructions for Completing the WI Endangered and Threatened Species Permit Annual Report

Attaching Supplemental Documents



Attachments

Click the paperclip to attach supplemental report documents/files. Attachments will show up in the navigation panel on the left. You must do this once for each file you want to attach.

If you report that work was conducted under your permit during the report year, you will need to attach a supplemental document with information about this work. This can be conveniently done within the report form by clicking the paperclip icon and following the prompts to select your document. You must do this for each file/document you want to attach.

Expiring Permits (Renewal Request)

A screenshot of the 'Permit Renewal' section of the form. It contains the following text: 'If your permit is expiring you may request for it to be renewed. Would you like to request renewal of your permit?'. Below this text are two radio button options: 'No. I hereby request my permit be closed. (Sign below, then submit form using the button at the bottom of this page.)' and 'Yes, I would like to renew my permit. (Requires a signed renewal request form. Sign below then continue to the renewal form on the following page before submitting. Do not submit using the botton on this page.)'.

If your permit is expiring, please tell us if you want to renew by selecting the appropriate button.

- If you **do NOT** want to renew, indicate by selecting “No...”, and then continue to signing and submitting your annual report.
- If you **do** want to renew, indicate by selecting “Yes...”, and then continue to page 2 of the form to complete the renewal request information. Please note that any changes to the permit requires the renewal request portion of the form to be completed and signed.

Instructions for Completing the WI Endangered and Threatened Species Permit Annual Report

NOTE: No response in this section will result in the permit expiring on the expiration date. Closure letters will be sent to permit holders.

E-Signing and Form Submittal

Permit Holder Statement	
By digitally signing, pursuant to the provisions of s. 29.604, Wis. Stats., and Chapter NR 27, Wis. Admin. Code, I do hereby submit this form and any attached or corresponding information to fulfill the annual reporting requirement of my Wisconsin Endangered and Threatened Species Permit. I certify that I am the person submitting this information and that any statements made on or in conjunction with this form and any attached or supplementary materials are complete, correct, and not misrepresented in any way.	
Permit Holder Signature:	<input type="text"/>

Digitally sign your report by clicking in the signature field and following the prompts. Signing your report will prompt you to save the file report to your computer. This will happen for both signature fields.

- If you **do** want to renew, continue to page 2.
- If you **do not** want to renew, you can submit your report once it's been signed and saved by clicking the "Submit Annual Report Only" button.

NOTE: Clicking on either of the submit buttons will send your report via your preferred email client. However, you may cancel this action and attach your report manually to an email. Please send completed reports to DNRFWPNHCETPermits@wisconsin.gov.