

KU Biodiversity Institute – Accession Checklist

The following checklist is to be completed and approved before any specimen or object may be accessioned by the Biodiversity Institute. Check boxes ONLY if the required documents are in hand. 'NA' signifies 'Not applicable'.

FOR RECEIPT OF SPECIMENS PREVIOUSLY CATALOGED IN ANOTHER INSTITUTION			
(by donation, exchange, gift, abandonment, or purchase)	Yes	No	NA
Transmittal form or letter from appropriate authority at the institution of origin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signed Deed of Transfer form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Export permit (if from a non-US institution)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import permit (if from a non-US institution)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CITES permits (if transaction involves CITES-listed specimens)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
APHIS certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FOR RECEIPT OF SPECIMENS <u>NOT</u> PREVIOUSLY CATALOGED IN ANOTHER INSTITUTION			
(field work, gift, exchange, purchase, donation, bequest, or contract)	Yes	No	NA
Original or copy of collecting permit(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Original or copy of export permit (if from a non-US locale or institution)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signed Deed of Transfer form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
US Fish and Wildlife Service ESA permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of 3-177 form (if from a non-US locale or institution)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CITES permit(s) (if transaction involves CITES-listed specimens)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Migratory Bird Treaty Act permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
APHIS certification(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Original or copy of field notes for specimens in this accession	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Originals or copies of any correspondence relating to this accession	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Antarctic Conservation Act permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bald Eagle Protection Act permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bureau of Land Management permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Controlled Substances Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feather Import Quota	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Federal Noxious Weed Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fur Seal Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marine Mammal Protection Act permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plant Pest Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plant Quarantine Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Collecting permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
US Fish and Wildlife Salvage permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Description of Accession: <input type="checkbox"/> See attached complete description
I hereby attest that to the best of my knowledge the above information is correct and accurate and that the specimens and/or objects comprising this accession were obtained legally and are suitable for accession.
Signature _____ Title: _____ Date: _____
Printed name: _____
This accession is approved by the Biodiversity Institute of the University of Kansas.
Signature _____ Title: _____ Date: _____
Accession Number: _____