

# KU Biodiversity Institute – Specimen Acquisition Checklist

Name of Provider: \_\_\_\_\_

Division: \_\_\_\_\_

Date: \_\_\_\_\_

**Type of Specimen Transaction:**

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Original collection by KUBI staff/student/associate | <input type="checkbox"/> Gift        |
| <input type="checkbox"/> Exchange  | <input type="checkbox"/> Bequest     |
| <input type="checkbox"/> Purchase  | <input type="checkbox"/> Abandonment |
| <input type="checkbox"/> Contract  |                                      |
| <input type="checkbox"/> Other (e.g., salvage; explain) _____                |                                      |

	Yes	Applied For	Doc. Attached	No	Not Applicable
A. Do you have the source country's:					
1. collecting permit(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. the source country's export permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. the US "Declaration for Importation" form 3-177?	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Have you notified US Fish & Wildlife of your port of entry?	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
C. Is the source country a CITES signatory?	<input type="checkbox"/>			<input type="checkbox"/>	
D. Are any anticipated specimens CITES listed? If CITES listed specimens included, do you have:	<input type="checkbox"/>			<input type="checkbox"/>	
1. a copy of the source country's CITES export permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. the US CITES import permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E. Will you be transporting tissues or other animal parts removed from the specimens?	<input type="checkbox"/>			<input type="checkbox"/>	
1. if yes, do you have an APHIS certification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Do you have all of the required specialized permits:					
Antarctic Conservation Act permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bald Eagle Protection Act permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bureau of Land Management permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Controlled Substances Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feather Import Quota	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Federal Noxious Weed Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fur Seal Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marine Mammal Protection Act permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Migratory Bird Treaty Act permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plant Pest Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plant Quarantine Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Collecting Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
US Fish and Wildlife Service salvage permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State salvage permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_