

FILING FEDERAL FORM 3-186-A ELECTRONICALLY INSTRUCTION GUIDE

Step 1.

Log onto: <https://migbirdapps.fws.gov/falconry>.

Before you submit a report, you must generate a Federal ID number. You need your valid Arizona State Falconry License number to do that. If you do not have your valid State Falconry License number, please contact your Arizona Game and Fish Department Regional Falconry Coordinator or email Falconry@azgfd.gov. If your permit expires 12/31/2012, you will need to renew your Arizona State Falconry License before you can generate a Federal ID number. The State Falconry License number will be SP#####.

Step 2.

Click the "here" indicated below to navigate you to the registration form to get a Federal ID number. Although not depicted below, Arizona will be using the US Fish and Wildlife Service electronic reporting starting January 1, 2013.



U.S. Fish & Wildlife Service

Falconry



The Fish and Wildlife Service now uses electronic reporting of take, loss, and transfer of birds held for falconry for all falconers in States operating under the new federal regulations. If you are a resident of Arkansas, Colorado, Idaho, Indiana, Iowa, Maine, Michigan, Mississippi, Missouri, Montana, Nebraska, New Jersey, New Mexico, North Carolina, Ohio, Oklahoma, Oregon, Pennsylvania, South Dakota, Tennessee, Texas, Utah, Virginia, Washington, or Wyoming, you should report using this system.

If this is your first visit to the new system, before proceeding you need to get a federal identifier. The federal identifier is **not** your permit number; it is an identifier just for use with the 3-186A system. Click [here](#) to get an identifier and to fill out a 3-186A form.

If you already have a federal identification number, click [here](#) to report or to update your information.

If you reside in one of the States listed above, and you have a federal **Raptor Propagation or Abatement Permit**, you must send a signed **hard copy** of the form 3-186A to your Regional Migratory Bird Permits office for any transfers onto or off of those permits.

If you have website questions, comments, or technical inquiries please contact (301) 497-5910.

If you are a resident of Alabama, Alaska, Arizona, California, Connecticut, Delaware, Florida, Georgia, Illinois, Kansas, Kentucky, Louisiana, Maryland, Massachusetts, Minnesota, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Vermont, West Virginia, or Wisconsin, you should continue to file a paper [3-186A](#) with your Regional permit office and with your State agency.

Best works with Internet Explorer (IE 5) or greater version.

This will navigate you to the registration form.
(See below)

WELCOME TO THE FEDERAL FALCONRY IDENTIFICATION NUMBER ASSIGNMENT PAGE
Please make sure your pop up blocker is turned off

You must have a unique Federal Falconry Identification Number assigned to you by the U.S. Fish & Wildlife Service before you can enter information or report falconry bird transactions. You will use your Federal Falconry Identification Number for reporting all future falconry bird transactions.

*** REQUIRED FIELDS**

First Name: *

Middle Name:

Last Name: * Suffix:

Address: *

City: *

State: Select State *

Zip: *

Email:

(Optional, If you provide your email address, we will send an automated confirmation of your transaction.)
 Check here if your falconry facilities are in same address

Facility Address: *

City: *

State: Select State *

Zip: *

State Permit Number: *

USFWS Permit type/
Falconer classification: Apprentice Falconer *
 General Falconer *
 Master Falconer *
 Captive Breeding *

Username: *
Username: Minimum 8, maximum 15 letters
(no space or no special characters "@,#,\$,%....")

Federal standard requires the password to meet the following requirements:
---Minimum 8 characters, maximum 15 characters
---Must contain an upper case letter, a lower case letter, a number and a special character
--- Must not contain any spaces or = (equal sign)
(Example: rckQ#l43v7)
Passwords are case sensitive

Password: *

Confirm Password: *

Hint Question: Select one *

Hint Answer: *

Passwords are case sensitive. Please do not forget your Federal Falconry Identification Number, User id or password! Write it down and keep it in a safe and secure place.

Step 3. Fill in all required fields. Make sure all information is valid. If it does not match what is in the Federal database, you will not get a Federal ID. The Federal database will have the information you have provided to your Regional Arizona State Falconry Coordinator. Again, the State Permit Number is the SP##### number on your state Falconry License. It is case sensitive. If you make a typing error and enter someone else's number by mistake, you will get the message "*already been issued a Federal ID and a login.*" Start over and re-enter your correct SP##### number. If after you enter your correct State Permit Number and you still get rejected, you probably have not entered all of your information exactly as it is in the database (i.e. using a nickname instead of a full name). The federal database will have the same personal information as you have on file with the Arizona Game and Fish Department. If you have continued trouble generating your Federal ID number, contact your Regional Arizona State Falconry Coordinator to verify the information you have on file. If you fill in an email address (optional but recommended) the system will email your Federal ID number to you so you will have a record. You do not have to submit a 186-A to create an account.

After successful registration, a screen will come up with your **Federal ID, User ID, Falconer Name and Falconer Address**. Record this information; close window, and log back in with those ID's.

Step 4: Log On

Click on **Federal Login**



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Fill in the boxes with the Federal ID assigned and given to you in the Successful Registration box (the one you just got) by the USFWS, and with username and password you just created.



FALCONER LOGIN

Userid and Password are case sensitive

| | | |
|-------------|--------------------------|------------|
| FederalID : | <input type="text"/> | (FED#####) |
| User ID: | <input type="text"/> | |
| Password: | <input type="password"/> | |

Forgot your password or Userid?. [Click here](#)

Bird Acquisition and Disposition Report

Successful login will direct you to the acquisition and disposition data entry form shown below. Based on your selection, corresponding fields will be enabled to enter data (follow the Steps below). Your personal information will be filled in and it will not be editable. Acquisition and disposition data entry form:

The screenshot shows a web browser window titled "MIGRATORY BIRD ACQUISITION AND DISPOSITION REPORT - Windows Internet Explorer". The address bar shows "http://localhost:3359/Falconry09/prg/frm3186A.aspx". The page header includes the U.S. Fish & Wildlife Service logo and the word "Falconry". A navigation menu contains links for "Home", "Acquisition and Disposition entry form", "Change of Personal details", "Acquisition & Disposition Submission Report", "3-186A PDF form", and "Logout".

The main content area is titled "MIGRATORY BIRD ACQUISITION AND DISPOSITION REPORT" and includes the instruction: "Please select one options below before entering the information in section 1 through 5".

The form contains the following sections:

- Type of Reporting:** Five radio button options:
 - Transfer of a bird to another permittee or to another permit you hold
 - Released a bird or Loss of a bird due to its escape, theft, or death
 - Acquire a bird from another permittee
 - Capture a bird from the wild or Recaptured a previously captive (banded)
 - Rebanding a bird, either wild or captive-bred, for which the band was lost or removed
- Section 1:** A form with the following fields:
 - SPECIES:
 - USFWS BAND #:
 - Sex: Male Female Unknown
 - Source: Captive-bred Wild
 - Age: Nestling Immature Adult
 - Year of Hatch:
- SENDER (Person transferring bird):** A form with the following fields:
 - USFWS Permit #:
 - First Name: Middle: Last Name:
 - Date of Transfer(or other action) (MM/DD/YYYY):
 - Address:

Step 5. Before entering any information, **Type of Reporting** must be selected (Transfer, Release, etc). Select the appropriate button at the top of the page for the action you are reporting. The correct form will reload to show only the section you need to fill out. Your personal information will be added automatically. When you finish filling in your data, click the **Save Data** button. It will display the information on the next page. Verify that everything is correct.

Step 6. Click the button to send the information to USFWS; You are finished submitting your 3-186.

Step 7. Print out the page with this information and save in your file.

You can access a list of all your submitted reports by clicking the **List submitted reports** link in the top green bar. Print this list and the individual reports and retain in your records.

List of Submitted Reports:



U.S. Fish & Wildlife Service

Falconry



[Home](#) [Acquisition and Disposition entry form](#) [Change of Personal details](#) [List submitted reports](#) [3-188A PDF form](#) [Logout](#)

Falconry Transactions

Transactions on file for Federal Falconry Identification Number: **FED246790**

| RECORD # | SPECIES | TRANSACTION TYPE | SENDER NAME | RECIPIENT NAME | DATE | STATUS | ACTION |
|----------|-----------------|------------------|-------------|----------------|------------|----------|-----------------------|
| 10 | Red-tailed hawk | Release or Loss | Joe Smith | | 02-11-2011 | complete | Print |

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