

Online Wildlife Collector Application Instructions

New and returning applicants can now complete an online Wildlife Collector Permit at:
<https://mdc-wcp.s3licensing.com>

Allow 4-6 weeks for Review and Processing

ALL APPLICANTS WILL NEED TO CHOOSE NEW AS THIS WILL BE THE FIRST TIME

- Select New Permit:

WELCOME TO THE WILDLIFE COLLECTOR PERMIT ONLINE APPLICATION SITE!

Submit your Wildlife Collector Permit Application here.

Applying for your Wildlife Collector Permit it is more convenient than ever before. During this process, do not click the back button on your browser (Internet Explorer, Google Chrome, etc.).

If this is a new Collector permit application select 'New Permit', If you have started an application and are returning to complete the process select 'Edit Permit'.

+ New Permit

✎ Edit Permit

If you are experiencing difficulty while using this application and need assistance, email us at Collector.Permit@mdc.mo.gov or call us at 573-522-0107 ext 2.

- Applicants will need to select New Customer

Select new or existing customer

Are you an existing or new customer?:

Existing Customer

New Customer

Cancel

Continue

- After you have selected New Customer and continue, you will be directed to the Individual Permittee section where you will complete your information.

[SET IN CC] INDIVIDUAL PERMITTEE
Customer Information
 Complete the required information below. You can also edit specific information.

*First Name FIRST NAME	Middle Name MIDDLE NAME	*Last Name LAST NAME	Suffix SUFFIX
*Mailing Address MAILING ADDRESS			
If the Mailing Address is a P.O. Box then also enter the Physical Address.			
Physical Address PHYSICAL ADDRESS			
*City CITY	*State [SELECT A STATE]	Zip 00000	
*Primary Phone 000-000-0000	Ext EXT	Secondary Phone 000-000-0000	Ext EXT
*Email EMAIL			

Cancel Continue

If you are experiencing difficulty while using this application and need assistance, email us at Collector.Permit@mdc.mo.gov or call us at 573-522-0107 ext 2.

- A pop-up screen will display with a Customer **PIN** Number.
- Please insure to take note of your **PIN** number, as the new online application will allow you to stop the application midway and return later to complete the application.

Alert! ×

A system generated Pin # has been created for you. Once you have selected your permit type a system generated Permit # will be created for you. Please ensure to take note of these numbers as you will need them if your WCP session times out before you are able to complete it OR if you leave your WCP session prior to completing the full purchase process.

Customer Pin - 53670

Continue

- After selecting continue the pop-up screen will close and you will have the option to choose your permit type.

[SET IN CC] CHOOSE YOUR PERMIT(S)

Permits Currently Available
Select the permits you wish to purchase.

Wildlife Collector Scientific: To collect, possess, mount, or preserve wildlife for scientific or educational purposes. May be granted to an authorized representative of a university, college, school, incorporated city, state or federal agency, publicly owned zoo, wildlife or research organization, or other qualified individuals.

Wildlife Collector Special: Issued to professionally qualified individuals who charge a fee for biological or environmental studies for specific projects where the potential results are of sufficient public value and interest to justify special collections of wildlife under certain conditions specified within the permit.

Permit Type	Type Code	Price
WILDLIFE COLLECTOR SCIENTIFIC	820	\$5.00
WILDLIFE COLLECTOR SPECIAL	825	\$50.00

Permittee: DANIELLE GOODMAN
2901 WEST TRUMAN BOULEVARD
MISSOURI, MO 65102
(573) 522-0107
DANIELLE.GOODMAN@MDC.MO.GOV

Shopping Cart: Empty
Total: \$0.00

Buttons: Cancel, Continue

- After clicking 'Select' on the permit requested. Another pop-up screen will display the terms and conditions for Wildlife Collector Permits. **Review terms and conditions thoroughly as all applicants are required to agree to these terms.** Once reviewed select the box next to "I have read and agree to the Terms and Conditions" and submit.

Attestation

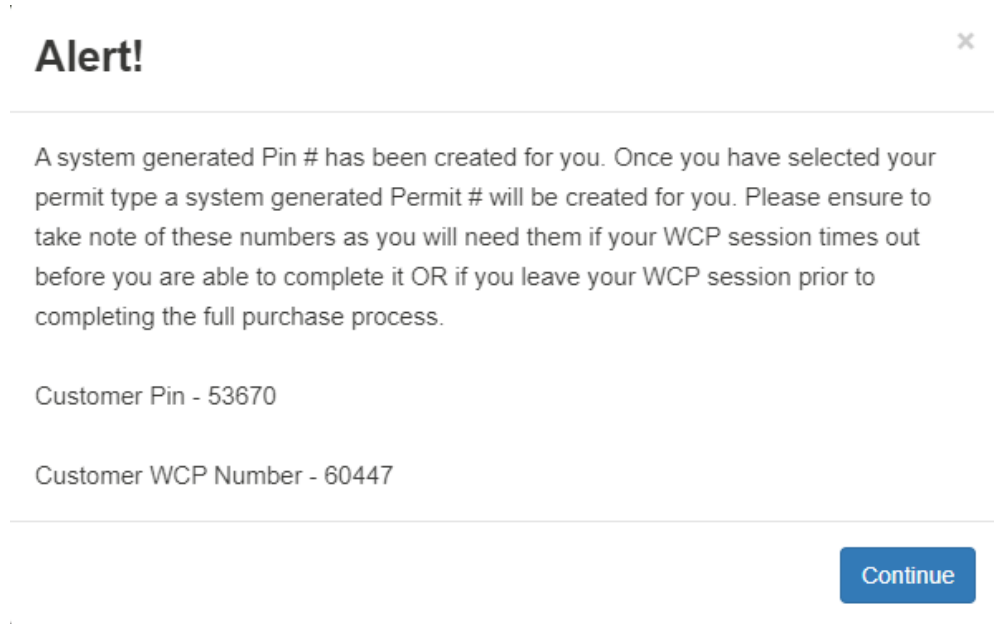
your collecting when you are not present are required to have their own Wildlife Collector's Permit.

3. Species and numbers of each faunal group to be collected and collecting methods are limited to those specified on the permit.
4. Advance notification shall be given to the Conservation Agent or Protection Division regional supervisor in the county or area as to where and when the collecting will be done. If collecting on Department of Conservation lands, advance notice shall also be given to the conservation area manager (contact information will be included on the permit).
5. The permit holder's name, address, and wildlife collector's permit number shall be on all trapping and netting devices. The traps, nets, or other devices used under this permit shall be attended at least daily, or be constantly attended if so stated on the permit.
6. The collected specimens shall be donated to a museum or educational institution or disposed of in accordance with instructions of the Missouri Department of Conservation.
7. Wildlife held under a Wildlife Collector's Permit may be propagated but shall not be sold or exhibited commercially.
8. When holding live specimens, permit holders are required to adhere to wildlife confinement standards set forth in 3 CSR 10-9.220 (<https://www.sos.mo.gov/adrules/csr/current/3csr/3csr.asp>).
9. If mammals or birds will be held in captivity, the capture methods, restraint procedures, and holding facilities will be described in detail and will follow protocols of the Animal Care and Use Committee of the applicant's institution.
10. Wildlife removed from the wild and held in captivity at locations other than the point of capture are not to be returned to the wild.

I have read and agree to the Terms and Conditions

Buttons: Submit, Cancel, Continue

- After agreeing to the Terms and Conditions. A third pop-up will display your PIN Number again and **PERMIT** Number.
- Please insure to take note of your **PERMIT** number, as the new online application will allow you to stop the application midway and return later to complete the application.



- From here you will complete your application. Once you have completed each area and select save, it will automatically move on to the next section and the completed section will display green.

- Should you need to make corrections to a previous section, select Edit on the section and make the corrections needed. Once you select 'Save' the section will display green.

(820) WILDLIFE COLLECTOR SCIENTIFIC
Fill out all appropriate sections below and continue.

Calendar Year

Please choose the calendar year for the permit you wish to purchase

* **Calendar Year**

[Choose one] v

Reset Save

Sponsoring Institution

Collection Purpose

Number of Collection Trips

Location

Justify Need/Value of the Proposed Collecting

Targeted Tax


Attachments

Targeted Tax Edit


Attachments Edit

Add to Cart Close

- To add an attachment, select 'Browse' and choose the attachment. Add the description of the document (i.e., research proposal), and then Select the 'Type(s).'
- To upload the document, click the blue box with the arrow in it.


 Copperhead Cover Letter and Proposal.pdf

Attachment Description **Type(s)**

Proposal 

Attachment Description	File Name	Type

- Once you have uploaded your document it will look like the picture below.

 No file chosen

Attachment Description **Type(s)**

Attachment Description	File Name	Type
Proposal	Copperhead Cover Letter and Propc	ResearchProposal

Once you have completed your application select 'Add to Cart.'

Targeted Taxa	Edit
Attachments	Edit

- Here you will be directed to enter your billing and card information. You will also attest that information provided is true and correct. Select submit application and payment.

Summary
Modify Cart

WILDLIFE COLLECTOR SCIENTIFIC
\$5.00

TOTAL AMOUNT:
\$5.00

Personal Credit Card Information

***First Name on Credit Card:**

***Last Name on Credit Card:**

***Address**

***City**

***State**

***Zip**

***Country**

I hereby certify that the information provided is true and correct and I understand that providing false information may result in revocation of my permit. I agree to comply with all rules pertaining to this permit under the *Wildlife Code of Missouri, 3 CSR 10*.

I hereby certify that I am the applicant or I am a representative of applicant with legal authority to sign this permit application on behalf of applicant, and that I agree to sign this application by typing my name.

***First Name:**

***Last Name:**

Cancel
Submit Application and Payment

Please note: Once an application has been submitted, you will no longer have access to make changes to the permit. Should you need to amend your permit, please email Collector.Permit@mdc.mo.gov.

Finishing an Uncompleted Application:

- Select Edit Permit

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+ New Permit

✎ Edit Permit

- Enter your last name and either your permit or pin number
(This was given to you prior to exiting your permit. If you did not take note of neither your Pin number or Permit number, contact us at Collector.Permit@mdc.mo.gov or call us at 573-522-0107 ext. 2)

Last Name *

Last Name

-- AND --

Permit Number

Permit Number

-- OR --

PIN

PIN

Cancel

Continue

- Select Edit to continue your application. The application will open to the last saved section.

CHOOSE YOUR PERMIT

Permits Currently Available

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Edit

WILDLIFE COLLECTOR SCIENTIFIC

Permit Status: **In Progress**

Permit Year: **2023**

Permit Number: **60457**

Sponsoring Institution: **ABC Laboratories \$5.00**

Cancel
Continue

Permittee

DANIELLE GOODMAN
 2901 WEST TRUMAN BOULEVARD
 JEFFERSON CITY, MO 65102
 (573) 522-4115
 DANIELLE.GOODMAN@MDC.MO.GOV

Edit

Shopping Cart

Empty

Total: \$0.00

- Once you have completed each section Select Add to Cart.

(820) WILDLIFE COLLECTOR SCIENTIFIC ✕

Fill out all appropriate sections below and continue.

Calendar Year
Edit

Sponsoring Institution
Edit

Collection Purpose
Edit

Number of Collection Trips
Edit

Location
Edit

Justify Need/Value of the Proposed Collecting
Edit

Targeted Tax
Edit

Attachments
Edit

Add to Cart
Close

- After selecting Add to Cart you will see it has been added to the cart. Select “Continue” to get to the “Submit Your Payment Information Screen”

CHOOSE YOUR PERMIT

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Continue

Permittee

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 2901 WEST TRUMAN BOULEVARD
 JEFFERSON CITY, MO 65102
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DANIELLE.GOODMAN@MDC.MO.GOV

Edit

Shopping Cart

WILDLIFE COLLECTOR SCIENTIFIC	\$5.00
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Total: \$5.00

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Summary
🛒 Modify Cart

WILDLIFE COLLECTOR SCIENTIFIC
\$5.00

TOTAL AMOUNT: \$5.00

Personal Credit Card Information

***First Name on Credit Card:**

***Last Name on Credit Card:**

***Address**

***City**

***State** ▼ ***Zip**

***Country**
 ▼

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***First Name:** ***Last Name:**

Cancel
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