

# FILING FEDERAL FORM 3-186-A ELECTRONICALLY INSTRUCTION GUIDE

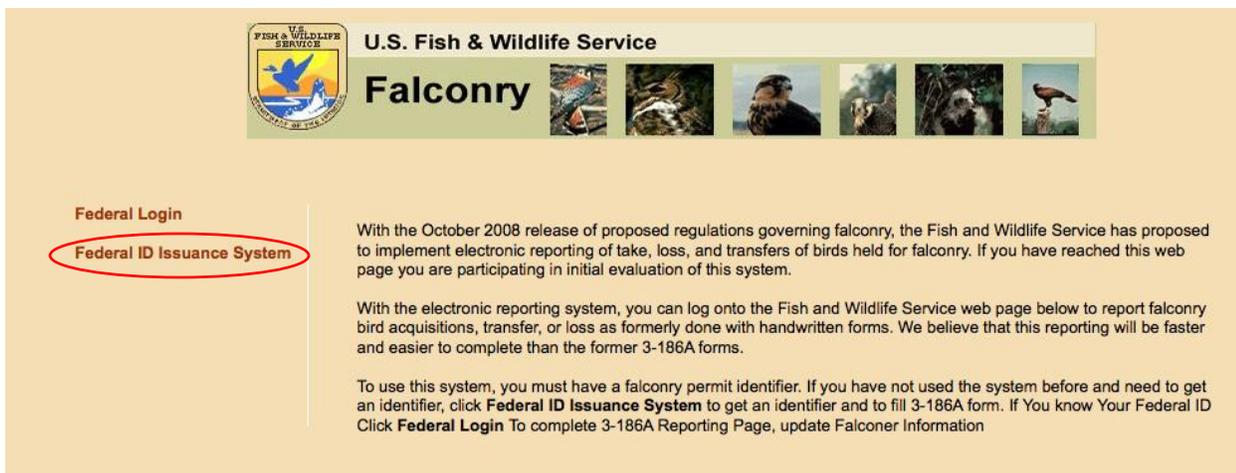
## Step 1.

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

Before you submit a report, you must generate a Federal ID number. You need your new Washington State ID number to do that. If you have not gotten that number yet, please email Patricia Thompson at [patricia.thompson@dfw.wa.gov](mailto:patricia.thompson@dfw.wa.gov) (suggested method) or call 425-379-2302 to request your Washington State Falconry ID number. If you renewed your Falconry Permit for 2011, that number is the WA-F0XXX number on your card.

## Step 2.

Click on **Federal ID Issuance System**.



**U.S. Fish & Wildlife Service**  
**Falconry**

**Federal Login**  
**Federal ID Issuance System**

With the October 2008 release of proposed regulations governing falconry, the Fish and Wildlife Service has proposed to implement electronic reporting of take, loss, and transfers of birds held for falconry. If you have reached this web page you are participating in initial evaluation of this system.

With the electronic reporting system, you can log onto the Fish and Wildlife Service web page below to report falconry bird acquisitions, transfer, or loss as formerly done with handwritten forms. We believe that this reporting will be faster and easier to complete than the former 3-186A forms.

To use this system, you must have a falconry permit identifier. If you have not used the system before and need to get an identifier, click **Federal ID Issuance System** to get an identifier and to fill 3-186A form. If You know Your Federal ID Click **Federal Login** To complete 3-186A Reporting Page, update Falconer Information

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

WELCOME TO THE FEDERAL FALCONRY IDENTIFICATION NUMBER ASSIGNMENT PAGE

**Please make sure you 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:  \*

Address:  \*

City:  \*

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:  \*

Zip:  \*

State Permit Number:  \*

USFWS Permit type/  
Falconer classification:

Apprentice Falconer \*

General Falconer \*

Master Falconer \*

Captive Breeding \*

Note: New Standards for federal agencies require more complex passwords for electronic information exchanges. Your password must contain at least 8 Characters with a mix of uppercase and lower-case letters and at least one numeric character(0,1,2,3 .. 9). Passwords are case sensitive. Please do not forget your username and your password !

**Username: Maximum 15 letters(no space)**

**Password: Minimum 8 letters and Maximun 15 letters**

Username:  \*

Password:  \*

Confirm Password:  \*

Hint Question:  \*

Hint Answer:  \*

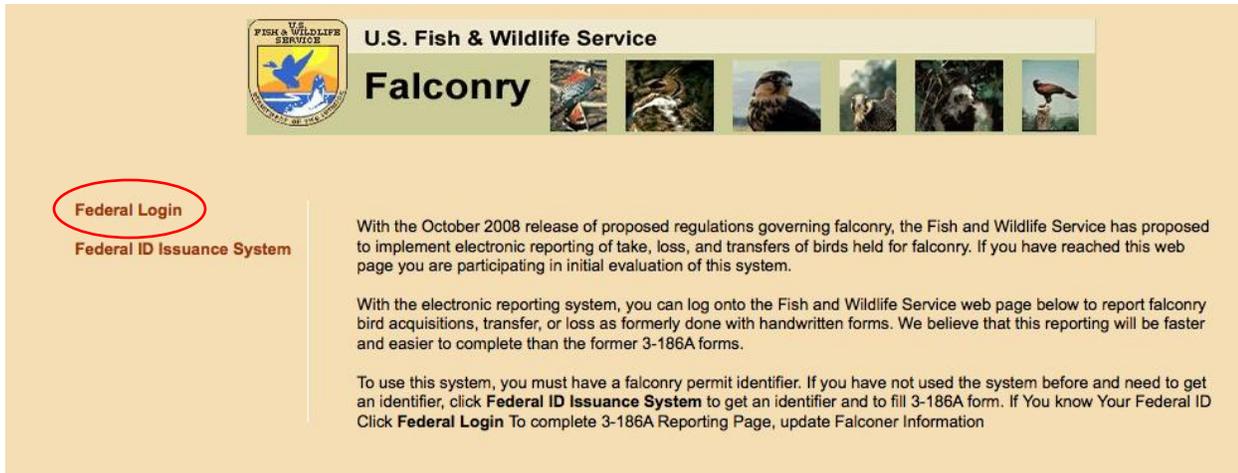
**Step 3.** Fill in all required fields. Make sure all information is valid. If it does not match what is in the Federal database, you will not get a Federal ID. Again, the State Permit Number is the WA-F0XXX number on your permit card. It is case sensitive and the 0 is a numerical 0. If you make a typing 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 WA-F0XXX 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, such as a nickname instead of a full name.

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**



**Federal Login**  
Federal ID Issuance System

**U.S. Fish & Wildlife Service**  
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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 user ID and password you just created.



**FALCONER LOGIN**

Userid and Password are case sensitive

Federal ID:

User ID:

Password:

Forgot your password? [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 (see red circle), 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 with the URL `http://localhost:3359/Falconry09/prg/fm3186A.aspx`. The page header includes the U.S. Fish & Wildlife Service logo and the word "Falconry". A navigation bar 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 options are:

- 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

The form also includes the following fields:

- SPECIES:
- USFWS BAND #:
- 1 Sex:  Male  Female  Unknown
- Source:  Captive-bred  Wild
- Age:  Nestling  Immature  Adult
- Year of Hatch:
- SENDER (Person transferring bird):
- 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	<a href="#">Print</a>

[U.S. Fish and Wildlife service home page](#)   [FWS Privacy](#)   [FWS Disclaimer](#)

### Errors

If you made an error on your form and already saved it, you will have to enter a new form again; you will need to call the Regional Migratory Bird office at 503-872-2715 to report the error. The USFWS will have an edit or delete option soon; they are working on it.

Thank you for taking the time to learn this new process. It should save time and paper when everyone masters this system.