

VIRGINIA DEPARTMENT OF GAME AND INLAND FISHERIES
APPLICATION FOR PERMIT TO STUFF AND MOUNT BIRDS, ANIMALS, OR FISH, AND
PARTS OF THEM FOR SALE OR COMPENSATION

Permit Term is August 1st to July 31st (or part thereof)

Non-refundable Application Fee

Check One:

Non-refundable Application Fee: ___ \$40.00 for One Year
(or part thereof)
___ \$80.00 for Two Years
(or part thereof (first year))

Check One:

Permit: ___ NEW ___ RENEWAL

Prior Years' Permit Number _____

I hereby apply for a permit to stuff or mount birds, animals, or fish, or parts of them, for compensation or sale. The business is to be conducted pursuant regulations of the Department as authorized by Title §29.1, Chapter 4, Code of Virginia. Per Code of Virginia §29.1-564 it is unlawful to possess or sell Threatened & Endangered Species.

___ Mr. ___ Mrs. ___ Ms. ___ Miss.

Name of Applicant: _____

Address _____

City _____ State _____ Zip _____ County _____

Home Phone Number: _____ Email Address: _____

Date of Birth: _____ Sex: ___ M ___ F (Check One)

Name of Business: _____

Business Mailing Address _____

City _____ State _____ Zip _____ County of Business _____

Business Phone Number: _____

Location of Business: _____
(if different from above)

Dealing in migratory waterfowl also requires a Federal Taxidermy Permit, obtainable through the U.S. Fish and Wildlife Service, Assistant Regional Director, Division of Law, P. O. Box 779, Hadley, MA 01035-0779, Phone Number: (413) 253-8643.

If dealing with migratory waterfowl, list your Federal Taxidermy Permit number and **enclose a copy of your current Federal Permit**.

Federal Permit Number: _____

TURN OVER FOR SIGNATURE BLOCK AND MAILING INSTRUCTIONS

Make non-refundable application fee check or money order payable to TREASURER OF VIRGINIA for \$40.00 or \$80.00 and send to:

Department of Game and Inland Fisheries
Permit Section
P O Box 3337
Henrico, VA 23228
(804) 367-6913

Have you been convicted of violating any federal or state wildlife laws or wildlife-related regulations within the past 5 years?

Yes ___ No ___ If "yes", year and nature of offense _____

APPLICANT'S SIGNATURE

DATE

By my signature above, I hereby certify that all entries made on this application are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may result in denial or revocation of my permit.

TYPED SIGNATURE IS AUTHORIZED AND BINDING PER CODE OF VIRGINIA §1-13.32 AND §2.1-7.4



DEPARTMENT OF
**GAME & INLAND
FISHERIES**
CONSERVING VIRGINIA'S WILDLIFE



DEPARTMENT OF
**GAME & INLAND
FISHERIES**
CONSERVE. CONNECT. PROTECT.

**Virginia Department of Game and Inland Fisheries
Taxidermy Permit Log**
(ver. 032017)



Specimen Tag Number:		Animal Species:	
Date work Received:		County Of Kill:	
State or Country of Origin (if not Virginia):		CWD State, Province or Containment Area:	YES: <input type="checkbox"/> NO: <input type="checkbox"/>
Name of person requesting work:			
Physical Address:			
City:	State:	Zip code:	
Mailing Address: (if different from physical address):			
City:	State:	Zip Code:	
Telephone Number:	Email Address (optional):		
Name of person who killed the animal (if different than above):			
DGIF Customer or Driver's License Number:			
Check Card or Confirmation #:	Date Specimen Killed:		
Specimen Mounting Information / Customer Instructions			
Type of Mount:	Nose to Eye Measurement:	Neck Measurement:	
Total Length:	Circumference:	Gill to Tail:	
Customer Instructions:			
Mount Total Price:	Deposit \$:	Deposit Date:	
Disposal of Specimen (Check box that applies)			
<input type="checkbox"/> Retained by Taxidermist		<input type="checkbox"/> Returned to Customer on (date):	
<input type="checkbox"/> Sold or Transferred to in accordance with Regulation 4VAC15-40-270 on (date):			
TO:	Name:		
Address:			
Invoice Price \$:			

TAXIDERMY PERMIT GENERAL CONDITIONS

A. Related Regulations

1. 4 VAC 15-290-70. Stuffing or mounting birds and animals; Possession of game legally taken.

A holder of a permit to stuff and mount birds and animals or parts of them for compensation or for sale, as provided for in § 29.1-415 of the Code of Virginia may have in possession for such purpose only birds and animals which were legally taken.

2. 4 VAC 15-290-80. Stuffing or mounting birds and animals - records; inspections.

A. A holder of a permit to stuff or mount birds and animals shall keep a complete record of all transactions. Such records shall include the species to be mounted or tanned; the date of receipt; the name, address (**Note: VDGIF interprets this to mean physical address if different from mailing the address*) and telephone number of the person for whom the work is being performed; the name of the person who killed the specimen (if different from above); the hunting license number (**Note: Referred to as the DGIF Customer ID # on the hunting license*) or Virginia driving license number of such person; the county where the specimen was taken, or, if taken out-of-state, the state in which it was taken; and the date the completed work was returned to the customer. Such records shall be retained for three years. These records, and the premises where such business is conducted, shall be open to inspection by representatives of the department during normal business hours.

*(*Note: In addition, the permittee will record the check card number assigned by an approved check station or the confirmation number assigned by telephone or internet checking systems (for those specimens required to be checked). Pursuant to the same regulation, all pieces and parts of the specimen, not actually in the process of being worked on, will be marked with the check card or telephone/internet confirmation number.)*

B. Upon receipt of any specimen of wildlife, a holder of a permit shall immediately affix to such specimen a tag bearing the designation of the species, the name and address of the customer and the date the specimen was killed. Such tag shall remain affixed to the specimen, except when the specimen is actually in the process of being worked on, until it is delivered to the customer. A numbered tag, with numbers corresponding to the number of the line entry of the records required in subsection A of this section, may be used in lieu of that.

3. 4 VAC 15-90-280. Sale of Cervid Parts and Cervid Mounts.

Provided that no extraneous muscle tissue is attached, it shall be lawful to sell the hair, hide, tail, sinew, skull, antlers, bones, and feet from a legally possessed cervid carcass or cervid carcass part, any products made from these deer parts, and cervid mounts.

4. 4 VAC 15-40-270. Sale of unclaimed taxidermy specimens by licensed taxidermists.

Unclaimed mounted native wildlife specimens or their processed hides, when taken in accordance with the provisions of law and regulations, may be sold by a Virginia licensed taxidermist with the exception of black bears, migratory waterfowl, migratory birds and state and federally listed threatened and endangered species.

A mount or processed hide shall be considered unclaimed if it has been left in a taxidermy place of business for more than 30 days beyond the period the mount was to remain on the premises pursuant to a

contract. This contract must inform the owner of the possibility of such sale. After the 30-day period a notice by registered or certified mail with a return receipt requested must be mailed to the owner of record therein, instructing him to reclaim the mount within 15 days of the notice. This notice shall identify the species and the date it was received, set forth the location of the taxidermist facility where it is held, inform the owner of his rights to reclaim the mount within 15 days of this notice after payment of the specified costs. This notice shall state that the failure of the owner to reclaim the mount or hide within this 15-day time frame may result in the sale of the unclaimed mount or hide.

If a mount or hide is not claimed after the return of a signed certified receipt and within the 15-day period, then the taxidermist may sell the mount for an amount not to exceed the remainder of the amount of the original invoice plus reasonable administrative and storage costs. Within seven days of the sale of any unclaimed mount the taxidermist shall notify the Department in writing the name and address of the purchaser, invoice price, species sold, taxidermist, previous owners' name and address.

5. 4 VAC 15-40-275. Sale of Furbearer Pelts, Carcasses, and Parts.

It shall be unlawful to buy, sell, barter, traffic or trade in, bargain for, or solicit for purchase raw pelts and unskinned carcasses of fur-bearing animals defined in § 29.1-100 of the Code of Virginia without having first obtained a fur dealer permit in accordance with §§ 29.1-400 through 29.1-407 of the Code of Virginia, except that a permit shall not be required of:

1. Any hunter or trapper, or any person lawfully engaged in the business of fur farming, to sell or dispose of legally taken or possessed raw pelts and unskinned carcasses of fur-bearing animals at any time.
2. Any person to purchase legally taken or possessed raw pelts or unskinned carcasses of fur-bearing animals at any time if the pelts are to be tanned or used in taxidermy mounts for personal use and not for resale, trade, or other commercial purposes.
3. Any person to buy or sell at any time pelts that are not defined as being raw, skinned carcasses, such as taxidermy mounts, or any other parts of legally taken and possessed fur-bearing animals defined in § 29.1-100 of the Code of Virginia. Such parts shall include skulls, teeth, claws, bones, glands, and secretions. For the purposes of this section, "raw pelt" shall be defined as any pelt with its hair or fur intact that has not been tanned, cured, chemically preserved, or converted to any usable form beyond initial cleaning, stretching, and drying. Salt-cured and sun-cured pelts shall be considered raw pelts.

*(*Note: It is lawful for any person to buy or sell, at any time, pelts that are not defined as being raw skinned carcasses, taxidermy mounts, or any other parts legally taken and possessed fur-bearing animals defined in §29.1-100, Code of Virginia, to include: beaver, bobcat, fisher, fox, mink, muskrat, opossum, otter, raccoon, skunk, and weasel. Per 4 VAC 15-220-20, parts, pelts, and taxidermy mounts of spotted skunk (Spilogale putorius) may not be sold.)*

B. General Permit Information

1. This permit does not absolve the permittee of any responsibilities or conditions of any other federal, state, or local laws and regulations, including those that apply to Threatened or Endangered Species.
2. Regulation 4 VAC 15-290-130 requires that a permit holder shall comply with all terms and conditions of any permit issued by the Department of Game and Inland Fisheries pursuant to Title 29.1 of the Code of Virginia and the regulations of the board pertaining to hunting, fishing, trapping, attempting to take, possession, sale, offering for sale, transporting or causing to be transported,

importing or exporting, propagating, exhibiting, and rehabilitating of any wild bird, wild animal or fish. The penalty for violation of this section is a Class 3 misdemeanor unless another penalty is specified.

3. Regulation 4 VAC 15-30-7 requires that provided that the issuance of a permit renewal has been delayed past the expiration date of the permittee's previous permit at no fault of the applicant, the permittee may continue the specific activities authorized by the expired permit until the VDGIF has acted on such person's application for renewal. To qualify for this allowance, applicants must submit a completed renewal application to the VDGIF at least 30 days prior to the expiration date of the permit. VDGIF may deny renewal of a permit to any applicant who fails to meet the issuance criteria set forth by the VDGIF.
4. Permittees displaying completed works legally belonging to the permittee shall affix a visible tag to such items including their ownership of the completed taxidermy mount.
5. Chronic wasting disease (CWD) is an infectious disease that has been confirmed in at least 24 states and two Canadian provinces. Locally, as of March 2017, CWD has been confirmed in Virginia in Frederick and Shenandoah Counties, in Hampshire and Hardy Counties in West Virginia, and in Alleghany and Washington Counties in Maryland. Carcass transport and importation restrictions are in place to reduce the potential for spreading the disease from infected to uninfected areas.

Importation of Out-of-State Carcass Parts

According to 4VAC15-90-293, it is illegal to import or possess whole carcasses or any part of a carcass containing brain or spinal tissue from deer (including white-tailed, mule, black-tailed, fallow, sika, etc.), elk, moose, or caribou originating from the following CWD carcass-restriction zones:

- a. Alberta, Arkansas, Colorado, Illinois, Iowa, Kansas, Maryland (Alleghany County only), Michigan, Minnesota, Missouri, Montana, Nebraska, New Mexico, New York, North Dakota, Ohio, Oklahoma, Pennsylvania, Saskatchewan, South Dakota, Texas, Utah, West Virginia (Hampshire, Hardy, Morgan counties only), Wisconsin, and Wyoming. This list is current as of July 2017. However, CWD carcass-restriction zones are updated as new CWD infected populations are discovered. We highly recommend regularly checking to <https://www.dgif.virginia.gov/wildlife/diseases/cwd/> for the most up-to-date list of CWD carcass restriction zones.
- b. Any type of captive facility located anywhere in North America.

Virginia taxidermists cannot legally possess whole carcasses or high-risk parts (those containing brain or spinal tissues) from any deer, elk, moose, or caribou originating from any of the locations listed above.

Transport of Carcass Parts within Virginia

Whole carcasses and parts of carcasses containing brain or spinal tissue (high-risk carcass parts) from deer originating in the Virginia CWD Containment Area (Clarke, Frederick, Shenandoah, and Warren counties) are prohibited from leaving the CWD Containment Area (CA). Whole deer carcasses or high-risk parts may be transported within the CA, but hunters are not allowed to bring whole carcasses or high-risk parts from deer killed in the CA to processors and taxidermists located outside the CA.

Acceptable Carcass Parts for Importation and Transport within Virginia

The following parts are admissible from ALL states and provinces, including designated CWD carcass-
8/29/2017

restriction zones (listed above), and may be moved from Virginia's CWD CA to other parts of the state. Virginia taxidermists and hunters may legally possess these carcass parts:

- Boned out or quartered deer carcasses (no spine or head attached)
- Hides or capes with no skull attached. A small amount of meat attached to the hide is acceptable as long as it does not contain any spinal or brain tissue.
- Cleaned (no brain tissue attached) skulls or skull plates with or without antlers attached
- Antlers (with no brain tissue attached)
- Upper canine teeth (buglers, whistlers, or ivories)
- Finished taxidermy products

If a carcass part is not listed here, it may not be legally possessed by either a hunter or a taxidermist.

Individuals who hunt within Virginia's CWD Containment Area or in states/provinces where CWD has been found may unknowingly import potentially infected materials and bring them to a taxidermist. These hunters may have violated the carcass movement restrictions; therefore VDGIF would like to contain these tissues properly to avoid potentially introducing CWD into a new area of Virginia. Movement of infected carcass parts is considered an important CWD introductory threat for the remaining CWD-free counties of the Commonwealth.

If a hunter shows up with prohibited deer parts from the list of locations found above, please accept the submission and take the following precautions:

- A. Double-bag the head and/or any other parts delivered by the hunter and place them in a freezer or refrigerator. Please do not initiate work on the head or cape and thereby potentially contaminate your tools and equipment.
- B. Please call the nearest VDGIF regional office and inform them that you possess illegal carcass parts from a CWD-restriction zone. Office locations and phone numbers are listed on the VDGIF website and in the VDGIF game law digest. An Agency representative will contact you to obtain the hunter's contact information and to make arrangements for disposal.
- C. Thoroughly wash or scrub any equipment or tools that may have inadvertently come into contact with the illegal carcass parts by soaking in a 50% bleach solution. Although the infectious agent that causes CWD is not killed by bleach, the goal is that the prions will be manually removed from the instruments and washed down the drain after they are scrubbed and soaked.
- D. Make sure the hunter's contact information and state/province of origin are affixed to the bag.

You do have the right to refuse the illegal parts; however, by accepting the head and reporting it to VDGIF, you are protecting yourself while also ensuring that the potentially infected tissues are disposed of properly.

It is also possible that a whole carcass or high-risk carcass part (brain or spinal cord) from a deer, elk, moose, or caribou harvested in a non-restricted geographic area could also be infected with CWD or a different disease. In order to minimize potential transfer of disease causing organisms from deer to deer at your facility, it is recommended to disinfect tools and equipment between all deer (even healthy ones).

Any conviction of violating any local, state, or Federal wildlife related law or ordinance shall be reported, in writing, to the VDGIF Permits Section (at collectionpermits@vdgif.virginia.com) within thirty (30) days of the court's final decision.

C. Compliance/Violation/Revocation

1. Regulation 4 VAC 15-290-130 requires that a permit holder shall comply with all terms and conditions of any permit issued by the Department of Game and Inland Fisheries pursuant to Title 29.1 of the Code of Virginia and the regulations of the board pertaining to hunting, fishing, trapping, Attempting to take, possession, sale, offering for sale, transporting or causing to be transported, importing or exporting, propagating, exhibiting, and rehabilitating of any wild bird, wild animal or fish. The penalty for violation of this section is a Class 3 misdemeanor unless another penalty is specified. Further, any violation of state or federal wildlife laws related to the permitted activities by the permittee, his/her agents or employees, or guests will constitute a violation of the conditions of the permit.
2. Permit Issuance, Denial, Suspension, or Revocation: Issuance of all permits is at the direction of the Executive Director. The Executive Director or his/her designee(s) may deny, suspend, or revoke any permit, by written notification to the Principal Applicant or Permittee. The notification will state the reasons for the decision, and/or contain a description of the evidence which was relied upon by the issuing designee. The notification will provide information concerning the right to appeal, the official to whom an appeal may be addressed, and the procedures for making an appeal. Denial, suspension, or revocation maybe based on any of the following grounds:
 1. Any incomplete or inaccurate completion of the application forms; or unauthorized, inadequate, unsubstantiated, or false justification for the requested permit.
 2. Failure to provide or provisioning of false or incomplete information, in subsequent reports submitted in compliance with permit terms and conditions.
 3. Use of unapproved or improperly executed sampling methods or techniques.
 4. Conviction of any criminal act in connection with state or federal wildlife laws or regulations relating to the permit being sought.
 5. Non-compliance with the terms, requirements, or limitations of the issued permit.
 6. Failure to comply with any provision of a signed Corrective Action Plan.
 7. Any other act or omission constituting a violation of state wildlife laws or regulations applicable to the permitted or to-be-permitted activity.

Such denial, suspension, or revocation shall remain in effect until the Permittee documents compliance with the terms and conditions of any applicable permits, completes any remediation or mitigation required to address such violations, and serves any applicable suspension/revocation term. Determination of compliance with these requirements is at the sole discretion of the Executive Director of his/her designee(s).

Any person whose permit is denied, suspended, or revoked may appeal that decision in writing, to the Director, Department of Game and Inland Fisheries, P. O. Box 3337 Henrico, VA 23228-3337.