

IMPORT/EXPORT GUIDELINES FOR SCIENTIFIC SPECIMENS

Imports

1. Gather all documents pertinent to the import. Minimally:
 - a. Foreign export permit(s)
 - b. Waybill/shipping label if specimens are being mailed or flight itinerary if specimens are being hand-carried.
 - c. Foreign museum specimen invoice if available.
2. Determine US port of entry. This will be the point of first entry into the US if hand carrying (e.g. Dallas/Fort Worth, Fort Lauderdale, etc.). If shipping, it will be the following depending on the carrier:
 - a. FedEx – Memphis, TN
 - b. UPS – Louisville, KY
 - c. DHL – Erlanger, KY
 - d. Imports **cannot** be shipped via standard mail.
3. Submit USFWS form 3-177 at least 48 hours prior to the import. The shipment may be inspected at the port of entry prior to clearing. Import declarations are typically not cleared until after the importation event (to allow time for USFWS inspection if they deem appropriate).
 - a. If shipping, list tracking number/air waybill no. in Section 8 – Master and carrier (FedEx, UPS, etc.) in Section 7.
 - b. If hand carrying, list airline and flight number in Section 7 (e.g. British Airways BA0193).
 - c. “UT Arlington” should be listed in Section 10.
4. If shipping, the foreign shipper must include the appropriate documentation in the document sleeve attached to the package prior to shipping. This includes the foreign export permits and any other documentation required by the foreign country for lawful export. If hand carrying, the importer must have this documentation on their person. For shipments, the package should clearly be marked “Wildlife” in order for the carrier to route the package to the appropriate USFWS office upon entry into the US. Ensure that the date of import listed on the declaration (Section 1) is accurate and upheld.
5. For shipments, the appropriate USFWS office should be contacted (by email or otherwise) prior to entry so that they can expect the shipment at the appropriate time.

Exports

1. Gather all documents pertinent to the export. Minimally:

- a. Waybill/shipping label if specimens are being mailed or flight itinerary if specimens are being hand-carried.
 - b. Three copies of the commercial invoice (FedEx) or customs declaration (USPS).
 - c. UTA museum invoice.
2. Dallas/Fort Worth should always be listed as the designated port of export.
3. Submit USFWS form 3-177 at least 48 hours prior to the export (preferably further in advance). If USFWS would like to inspect prior to clearing the export, they will make contact. **The 3-177 declaration MUST be cleared prior to export.** If the shipment still has not been cleared the day before the export, it is best to contact the DF office directly by phone to ensure it is cleared in time.
 - a. If shipping, list tracking number/air waybill no. in Section 8 – Master and carrier (FedEx, UPS, etc.) in Section 7.
 - b. If hand carrying, list airline and flight number in Section 7 (e.g. British Airways BA0193).
 - c. “UT Arlington” should be listed in Section 10.
4. If shipping, you must include the appropriate documentation in the document sleeve attached to package prior to shipping. This includes a copy of the cleared 3-177 declaration, three copies of the commercial invoice or customs declaration, and the UTA museum invoice. If hand carrying, the exporter must have this documentation on their person. Ensure the date of export listed on the declaration (Section 1) is accurate and upheld.

Additional Requirements for CITES Species

Both the importing and exporting institutions MUST have valid CITES Certificate of Scientific Exchange in order for the following guidelines to apply. This certificate circumnavigates the requirement of applying for traditional CITES permits for the specimens in question.

For CITES species, additional guidelines must be followed when shipping under a CITES Certificate of Scientific Exchange (CoSE):

1. Add CoSE institutional codes for both exporter and importer in section 17a and 17b of the 3-177 declaration. **UT Arlington’s CITES CoSE code is US-084.**
2. Ensure that a copy of the CITES CoSE certificate accompanies the other documents attached to the electronic declaration.
3. On the commercial invoice/customs declaration submitted with the electronic declaration and physically accompanying the package, the following need to be listed:

- a. A description of the contents of the shipment.
 - b. The acronym CITES.
 - c. CITES CoSE codes of both sending and receiving institutions.
4. A record of exchanges of CITES specimens under the CoSE must be kept and reported annually to USFWS.