

Special Permit Renewal - Please Read for Your Awareness REV/4-26-JRH

Application Process


1. Complete the renewal application:
 - Write legibly.
 - Include your *Licenses ID number* (found at the top middle of your permit).
 - Send the application with supporting documents and a \$80.00 fee to DNR
 - If you do not wish to put your credit card information below, **it is up to the applicant to call 770-918-6408 (press option 2 for LE) to provide this information as soon as possible. Delay in calling can delay processing time**
2. Select Permit Start Date:
 - Check the desired permit season box (top right corner of the form).
 - *Note:* All permits expire March 31st, regardless of issue date.
3. No Changes from Previous Year?
 - Only the 2-page application is required.
4. Changes from Previous Year?
 - Submit:
 - A proposal for amendment or new project,
 - Updated list of sub-permittees,
 - Other supporting documents (e.g., resumes).
 -
 - *Review Process may take up to 2 weeks – plan ahead.*
5. Need an Invoice?
 - Email Jamie Hawkins at jamie.hawkins@dnr.ga.gov before submitting your application.
6. Mailing Checks Separately?
 - Include your name and/or DNR customer ID on the check memo line.
 - Missing information or separate mailings may delay processing.
 - ALL CHECKS ARE TO BE MAILED TO

**DNR Law Enforcement Division
Special Permit Unit
2070 US Hwy 278 SE,
Social Circle, GA 30025**

General Notes

- Keep a copy of your renewal application and previous permit to continue permitted activities until renewal is processed.
- Review your previous permit conditions and ensure all project and personnel info is up to date. Projects that have been completed, please request them to be removed.

Contact - Direct permitting questions here:

- Jamie Hawkins – Special Permit Unit Coordinator
 770-918-6408 / jamie.hawkins@dnr.ga.gov

It is my goal to process your applications as promptly and efficiently as possible while ensuring accuracy and clear communication throughout the process.

Required SCP Reports – (Do not email applications here.)

- Submit your electronic collection report to Rhiannon Hall at Rhiannon.Hall@dnr.ga.gov must be received before your permit can be renewed.
- Download the reporting template at: <https://gadnrle.org/special-permits>
- <http://georgiawildlife.com/conservation/species-of-concern>

Processing Time: Allow 4–6 weeks for application processing.

Walter Rabon
Commissioner

Mike England
Colonel

Scientific Collecting permits are valid from April 1st through March 31st.
Please check your start date:
_____ Start ASAP - permit ending this March 31st
_____ Desired start date April 1st

RENEWAL APPLICATION
SCIENTIFIC COLLECTING PERMIT \$80.00 Fee

Rev1/2026

DNR Customer Licensee Number _____

Applicant Name: _____

Applicant Mailing Address: _____

City: _____ State: _____ Zip: _____ County: _____

Email: _____ Business # _____ Cell # _____

College, University, or Consulting Company Scientific Affiliation: _____

If differ from above: Mailing Address: _____ City: _____ State: _____ Zip: _____

Reporting

I filed my prior collection data electronically to Rhiannon Hall rhiannon.hall@dnr.ga.gov No Yes

I did not collect anything last year; I sent an email to Rhiannon Hall rhiannon.hall@dnr.ga.gov stating this. No Yes

Permit Changes /Amendments

No I have no changes from previous project(s) permit proposal (Species, numbers, or collecting method) > **Move to Payment portion, date & sign.**

Yes I would like to request the following changes: Please Specify below: I have attached my project(s) proposal Sub permittee list, and CV's (required)

I desire to collect the following species: _____

I desire to collect by the following methods (specify type, size of gear, etc.): _____

Collection dates or Frequency: _____

Please remove previous projects that have been completed (specify the project to be removed from permit): _____
Please add (highlighted) attachments.

Please check if you will have sub-permittees collecting outside of your direct supervision If so, please attach a list of sub-permittees along with their (*Curriculum Vitae) if not already on file.

PAYMENT METHODS – Payment must accompany application.

(Preferred payment method) DNR only accepts: Visa: MasterCard: Discover

If you prefer not to submit your credit card information below as part of the application, please call SPU-LE at 770-918-6408 (Dewayna) as soon as possible to provide the information over the phone. Delaying this may slow down the processing of your application.

Paying by credit card - Enter card # here: > _____ / _____ / _____ / _____ \$ Amt: _____
Expiration Date: ____/____ Security Code _____ card zip code: _____
If different from applicant email credit card receipt to: _____

Paying by check or money order. please make check payable to **Department of Natural Resources (DNR)** Check # _____

Mail applications & required documents to:
Attn: Special Permit Unit, 2070 U.S. Hwy 278, Social Circle, GA 30025

Please check the taxonomic groups you would like to be permitted for:

- | | | | |
|--|-------------------------------------|--|---|
| <input type="checkbox"/> Amphibians & Reptiles | <input type="checkbox"/> Non-Listed | <input type="checkbox"/> State Listed | <input type="checkbox"/> Federally Listed |
| <input type="checkbox"/> Alligators | <input type="checkbox"/> Non-Listed | <input type="checkbox"/> State Listed | <input type="checkbox"/> Federally Listed |
| <input type="checkbox"/> Birds | <input type="checkbox"/> Non-Listed | <input type="checkbox"/> State Listed | <input type="checkbox"/> Federally Listed |
| <input type="checkbox"/> Birds | <input type="checkbox"/> Migratory | <input type="checkbox"/> Non-migratory | |
| <input type="checkbox"/> Gopher Tortoise Burrow Survey / Indigo Survey | | <input type="checkbox"/> State Listed | <input type="checkbox"/> Federally Listed |
| <input type="checkbox"/> Gopher Tortoise Burrow Relocation | | <input type="checkbox"/> State Listed | <input type="checkbox"/> Federally Listed |
| <input type="checkbox"/> Mammals <input type="checkbox"/> Including Bats | <input type="checkbox"/> Non-Listed | <input type="checkbox"/> State Listed | <input type="checkbox"/> Federally Listed |
| <input type="checkbox"/> Alligators | <input type="checkbox"/> Non-Listed | <input type="checkbox"/> State Listed | <input type="checkbox"/> Federally Listed |
| <input type="checkbox"/> Freshwater Fishes | <input type="checkbox"/> Non-Listed | <input type="checkbox"/> State Listed | <input type="checkbox"/> Federally Listed |
| <input type="checkbox"/> Freshwater Mussels and/or Snails | <input type="checkbox"/> Non-Listed | <input type="checkbox"/> State Listed | <input type="checkbox"/> Federally Listed |
| <input type="checkbox"/> Non-Mussel Freshwater Invertebrates | <input type="checkbox"/> Non-Listed | <input type="checkbox"/> State Listed | <input type="checkbox"/> Federally Listed |
| <input type="checkbox"/> Coastal & Estuarine Fishes | <input type="checkbox"/> Non-Listed | <input type="checkbox"/> State Listed | <input type="checkbox"/> Federally Listed |
| <input type="checkbox"/> Coastal & Estuarine Invertebrates | <input type="checkbox"/> Non-Listed | <input type="checkbox"/> State Listed | <input type="checkbox"/> Federally Listed |
| <input type="checkbox"/> Marine Mammals | <input type="checkbox"/> Non-Listed | <input type="checkbox"/> State Listed | <input type="checkbox"/> Federally Listed |
| <input type="checkbox"/> Sea Turtles | <input type="checkbox"/> Non-Listed | <input type="checkbox"/> State Listed | <input type="checkbox"/> Federally Listed |
| <input type="checkbox"/> Shore Birds | <input type="checkbox"/> Non-Listed | <input type="checkbox"/> State Listed | <input type="checkbox"/> Federally Listed |

List Specific species and numbers to be collected here (use attachments if necessary):

Species or Groups

Common Name

Scientific Nomenclature

Numbers

I desire to collect at the following locations (for aquatic species, please check the river basins on the attached map where you plan to collect during the permit year. For other species please indicate the county, physiographic region or specific land area where you wish to collect). Please be as specific as possible to ensure a speedy processing of the permit.

- | | | | |
|--|--|---|-----------------------------------|
| <input type="checkbox"/> Tennessee Basin | <input type="checkbox"/> Coosa Basin | <input type="checkbox"/> Tallapoosa Basin | <input type="checkbox"/> Wetlands |
| <input type="checkbox"/> Chattahoochee Basin | <input type="checkbox"/> Savannah Basin | <input type="checkbox"/> Oconee Basin | |
| <input type="checkbox"/> Ocmulgee Basin | <input type="checkbox"/> Flint Basin | <input type="checkbox"/> Ogeechee Basin | |
| <input type="checkbox"/> Altamaha Basin | <input type="checkbox"/> Satilla Basin | <input type="checkbox"/> Suwannee Basin | |
| <input type="checkbox"/> Saint Marys Basin | <input type="checkbox"/> Ochlockonee Basin | <input type="checkbox"/> Statewide | |

O.C.G.A. § 16-10-20: "A person who knowingly and willingly makes a false, fictitious, or fraudulent statement...in any matter within the jurisdiction of any department or agency of state government...shall, upon conviction thereof, be punished by a fine of not more than \$1000 or by imprisonment for not less than one or more than five years, or both."

Date

Signature (in ink)