



**WASHINGTON DEPARTMENT OF FISH AND WILDLIFE**  
 Wildlife Program  
 PO Box 43141 Olympia, WA 98504-3141

**FIELD TRIAL PERMIT APPLICATION**

Name of Club: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Trial: \_\_\_\_\_

Location of Trial: \_\_\_\_\_

Trial Date(s): \_\_\_\_\_

Type of Wildlife Released: \_\_\_\_\_ Number Released: \_\_\_\_\_

Source of Wildlife Released (vendor): \_\_\_\_\_

Vendor Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

*Sourcing birds outside Washington: it is unlawful to import live game birds into the state without first presenting a certificate of veterinary inspection issued by an accredited veterinarian licensed in the state of origin to the Washington Department of Fish and Wildlife (WAC 220-450-030, WAC 16-54-180).*

Is this trial being conducted on Washington Department of Fish and Wildlife property? Yes  No   
 If yes, you will need a temporary land use permit, which requires liability insurance (in the amount of 1 million – injury to 1 person and 1 million property damage per occurrence) naming WDFW as coinsured. Proof of insurance and the temporary land use permit fee (see reverse) should accompany this application.

Will horses be used at any time during this event on WDFW property? Yes  No   
 If yes, Biologists may request a change of location or alternatives to best protect critical habitat and species.

**THE FIELD TRIAL PERMIT MUST BE RETAINED ON SITE AT THE TIME OF TRIAL**

Request this information in an alternative format or language at [wdfw.wa.gov/accessibility/requests-accommodation](http://wdfw.wa.gov/accessibility/requests-accommodation), 833-885-1012, TTY (711), or [CivilRightsTeam@dfw.wa.gov](mailto:CivilRightsTeam@dfw.wa.gov).

**FEES**

**Nonrefundable application fee:** **\$70.00**

**Permit fee:** **\$24.00**

**Temporary land use permit fee:** **\$50.00**  
(if the trial is being conducted on Washington Department of Fish and Wildlife property)

**Davis Creek Unit sanitary fee<sup>1</sup>:** **\$90.00**  
(if the trial is being conducted on the Davis Creek Unit of the Scatter Creek Wildlife Area)

**TOTAL DUE** \$ \_\_\_\_\_

Online payments: [Click here for the payment portal](#) (see next page for instructions)

*A 3% credit card fee will be applied to online payments.*

- ✓ Select “Field Trial Permit” as the License/Permit/Revenue Type.
- ✓ Select the [region](#) where the field trial will be held.
- ✓ Upon submission, save the Confirmation number and enter it here:
  - Online payment confirmation number: \_\_\_\_\_

Checks should be made payable to the ‘Washington Department of Fish and Wildlife’.

- Check number: \_\_\_\_\_

Please send application, relevant documents, and payment (if paying by check) to the [regional office](#) where the field trial will be held.

**Region 1 - Eastern**  
2315 North Discovery Place Spokane  
Valley, WA 99216  
(509) 892-1001  
TeamSpokane@dfw.wa.gov

**Region 2 – North Central**  
1550 Alder Street Northwest  
Ephrata, WA 98823  
(509) 754-4624  
TeamEphrata@dfw.wa.gov

**Region 3 – South Central**  
1701 South 24<sup>th</sup> Avenue  
Yakima, WA 98902  
(509) 575-2740  
TeamYakima@dfw.wa.gov

**Region 4 – North Puget Sound**  
16018 Mill Creek Boulevard  
Mill Creek, WA 98012  
(425) 775-1311  
TeamMillCreek@dfw.wa.gov

**Region 5 - Southwest**  
5525 S 11<sup>th</sup> Street  
Ridgefield, WA 98642  
(360) 696-6211  
TeamRidgefield@dfw.wa.gov

**Region 6 - Coastal**  
48 Devonshire Road  
Montesano, WA 98563  
(360) 249-4628  
TeamMontesano@dfw.wa.gov

<b>FOR DEPARTMENT USE ONLY</b>	
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Regional Wildlife Program Manager Signature:	Date:

<sup>1</sup> On the Davis Creek Unit of the Scatter Creek Wildlife Area, an additional \$90 fee is required for servicing the on-site portable toilet. If more than 30 people will be in attendance, the permittee must make arrangements at their own expense for the delivery and maintenance of additional portable toilets.

## **HOW TO USE THE CREDIT CARD PAYMENT PORTAL**

Access the online payment portal here:

<https://www.billerpayments.com/app/simplepayui/?bsn=wsdfw#/simplepay/payment>

*All payments will be charged a 3% transaction fee. If you would like to avoid this fee, you may pay by check. See instructions in the Field Trial Permit Application (above) or contact [depositdesk@dfw.wa.gov](mailto:depositdesk@dfw.wa.gov) for further information.*

Enter Your Details:

1. License/Permit/Revenue Type: "Field Trial Permit"
2. Email Address: Please use a personal email unless you are paying on behalf of a vendor/company/organization. A confirmation email for the payment will be sent to this email address at the end of the transaction.
3. First Name
4. Last Name
5. Address: Please use a valid address for the person or group the payment is regarding.

Payment Details:

1. Enter in payment method and verify the billing address.
2. Payment Amount: Enter the total amount you owe, based on the fees listed in the Field Trial Permit Application (above).

Enter Additional Payment Details:

1. Invoice Number: not applicable
2. License/Permit/Revenue Type: Field Trial Permit
3. Permit Region: Please select the [Region](#) your field trial will take place in. This field is very important for processing purposes and should not be left blank.
4. Comments: Please indicate here if you are also paying for a temporary use permit along with the field trial permit.
  - a. You may provide any further information or explanation for your payment that you deem appropriate. This is not a field to provide feedback of any kind. If you would like to provide feedback, please contact the WDFW program that your payment is associated with or email [depositdesk@dfw.wa.gov](mailto:depositdesk@dfw.wa.gov).

Review:

1. Verify all information is correct and filled out to the best of your knowledge.

Thank you:

1. You will receive a confirmation email at the email address provided. Please save this email and/or confirmation number. If you need to refer back to your payment for any reason, WDFW may ask you for this confirmation number to look up the transaction.
2. If you have any questions or concerns, please email us at [depositdesk@dfw.wa.gov](mailto:depositdesk@dfw.wa.gov) or call 360-902-2244. Both email and phone are monitored Monday – Friday 8am to 5pm. Please allow 48 hours for a response.