

# 3-186A Falconry Database

## Quick Start guide for Falconers

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Welcome to the U.S. Fish and Wildlife Service 3-186A Falconry database.

**I. What is the Falconry 3-186A Database?** It is an online database designed by the U.S. Fish and Wildlife Service (USFWS) to help States/Territories collate 3-186A data from all Falconers. Per Federal rules and regulations that allowed State/Territory certification for falconry, States are required to have Falconers use the USFWS 3-186A Falconry Database to report their falconry actions (Take, Transfer, Loss, Theft or Death of all falconry birds) within the required State/Territory reporting time.

### **II. Who uses this application?**

All Falconers are required to use the USFWS 3-186A database for uploading every falconry action (Take, Transfer, Loss, Theft, and Death of all falconry birds). For those few Falconers who States/Territories may allow submission of data by paper forms, the State/Territory Falconry Administrators must process those data and upload the falconry action promptly onto the 3-186A database. All falconry data reporting must be within the required State/Territory reporting time. It is imperative Falconers know reporting times may vary per individual State/Territory Falconry Rules and Regulations.

Falconer access to the 3-186A database is controlled and monitored by State/Territory Falconry Administrators, with assistance from their Wardens/Conservation Law Officers and other State/Territory staff.

The USFWS Falconry Coordinator, Migratory Bird Program, and the Office of Law Enforcement also use the database to evaluate information on take and disposition of falconry birds, Falconer adherence to rules and regulations, and to assist State/Territory Falconry Administrators.

**III. How does the system work?** Besides the Falconers, there are four other distinct user groups involved in this on-line Falconry Database including: A) USFWS Division of Migratory Bird Program staff, B) State Falconry Administrators, C) State Wardens and

Conservation Law Enforcement, and D) USFWS Office of Law Enforcement Special Agents.

**A. Falconer:** A Falconer must possess a valid State/Territory permit/license where they reside (e.g. legal residence) to practice falconry and possess any falconry birds. All Falconers are responsible for maintaining up to date and accurate information, and for reporting their falconry actions via the 3-186A database in the time requirements of their State/Territory of residence.

*Please note: the U.S. Fish and Wildlife Service and State/Territories do not have the capability to accept paper 3-186A forms or data. All 3-186A Forms for Falconry must now be entered electronically using the 3-186A Falconry Database.*

**B. USFWS:** Staff of the USFWS Division of Migratory Birds are responsible for providing access and authorization of all US State/Territory Falconry Administrators and Federal Law Enforcement Special Agents. USFWS staff assigned to the Federal Falconry program work directly with State and Territory Falconry Administrators. Federal staff allow access to the falconry database to State/Territory administrators, and when necessary, help these administrators trouble-shoot issues that their State/Territory Falconers may encounter.

**C. State/Territory:** State/Territory Falconry Administrators are employed by State/Territory government and are responsible for ensuring Falconers data (Falconry actions and other information) from their State/Territory is recorded on the 3-186A database. The Falconer's data that should be on the 3-186A database profile consists of at least the Falconer's name, physical address, e-mail, phone number, State/Territory falconry permit/license number, falconry class (Apprentice, General, Master) and list of falconry actions.

**D. State/Territory Warden and Conservation Law Enforcement:** Wardens, Conservation Officers, and other State/Territory Law Enforcement officials have the ability to access the 3-186A database in their respective State/Territory.

**E. USFWS Office of Law Enforcement; Special Agents:** USFWS Office of Law Enforcement Special Agents may access the 3-186A database for investigative purposes.

## How to start:

Falconers must obtain a falconry permit or license from their State/Territory. Access to the falconry database comes from the State/Territory Falconry Administrator, after request from a permitted/licensed Falconer. The following steps are done in cooperation between the Falconer and the State/Territory Falconry Administrator:

1. The State Falconry Administrator registers the Falconers Profiles on the 3-186A Federal Falconry Database.
2. The 3-186A Database will send an automatic notification to the Falconer with an Authorization code, and will remind the Falconer to activate their account to gain access to the online Federal Falconry Database
3. The Falconer logs in using the new account authorization code; after which they may 'personalize' their access by creating a unique user Login/ID/Name and user Login ID/Name and password (which should be saved by the Falconer for future access to the 3-186A database).
4. After the Falconer has gained access to the 3-186A database, the Falconer can then report any action (Take, Transfer, Theft, Loss, Death) using the electronic 3-186A Form.
5. State Falconry Administrators will receive an automatic email every time the Falconer reports their action.
6. Falconers CANNOT correct data once they click 'save.' We encourage Falconers to be precise, and to double-check their forms before they click 'save.'

All falconry users of the database must have an **Authorization code** (formerly called **FEDID**) which will be issued by the State/Territory, to permitted/licensed Falconers.

## Guidance to Falconers

Falconers are responsible for entering their own actions (take, transfer, loss, theft, death) to the electronic 3-186A databases. Falconers must work with their State/Territory Falconry Administrators to maintain their 3-186A profiles, and keep addresses and contact information current using “**Report a Move/Others option.**” Falconers must notify their State/Territory Falconry Administrator to alter personal profile information. We recommend Falconers contact their State/Territory Falconry Administrators when profile changes are necessary.

**Important: Falconers must initiate any intra- or inter-state moves electronically. This process will start electronic notification to current and future State/Territory Falconry Administrators.** Notification may include regular mail or email, however processing the Falconers interstate move using the 3-186A system is preferred by all States/Territories.

**Important: Falconers cannot update their own profile.** Falconers’ profiles are linked to State/Territory permit/licenses and federal 3-186A forms. Because State/Territories issue falconry license/permits and collect fees for those license/permits, State/Territory administrators will know when a Falconers profile and subsequent data are valid. Falconers, in cooperation with their State/Territory Falconry Administrator are responsible for ensuring the data entered is timely and correct.

We stress the importance of clicking the **Save** button when you are doing any action on the database; if you do not click “save,” you will likely lose your work. **Work on the Database is not saved automatically, nor saved when you leave the database.** Falconers must use the **Save** button to save your work.

**IMPORTANT NOTE:** Falconers should be aware that entries to the 3-186A database are legal documents, and may be used as evidence for enforcement actions by State/Territory and Federal Law Enforcement. Once a Falconer clicks the **save** button after entering data, your 3-186A entries will be date/time stamped, and users may not come back to change the entries.

**Falconers should always double-check their entries before they click **save** to ensure that all data are correct.**

If Falconers wish to make changes to an action (Take, transfer, Loss, Theft, Death) which they have ‘saved,’ they must contact their State/Territory Falconry Administrator immediately and request that their 3-186A form is altered with the correct data. As of May 2023, Falconers may no longer change their own data on submitted and saved 3-186A forms.

## New User Account Activation

This section explains how a new Falconer can access the 3-186A Falconry database.

**For new Falconers,** you must obtain an authorization code from your State/Territory Falconry Administrator before you can access the 3-186A database. Please coordinate with your State/Territory Falconry Administrator. State/Territory Falconry Administrators are responsible for helping new Falconers gain access to the 3-186A database. DO NOT contact USFWS agency staff to assist you, as the USFWS will not know if you are up to date on your fees, have outstanding data requests, or you have had your license/permit suspended.

**To activate a new account as a new Falconer** simply use the one-time *Authorization code* sent to you by your State/Territory Falconry Administrator automatically when they uploaded your profile to the 3-186A Database. This authorization code was formerly called the Federal Identification number or FEDID.

*If you formerly possessed a FEDID, please check with your State/Territory Falconry Administrator before accessing the 3-186A database, as your authorization code may have changed.*

If you are a current or new Falconer, please contact your State/Territory Administrator. A list of State/Territory Administrators may also be obtained from the home page of the 3-186A Database. You must have an E-mail address in order for the State/Territory Administrator to send you the authorization code. If you do not have an email address, please contact your State/Territory Falconry Administrator.

When you have your authorization code, and have been given 3-186A Database access by your State/Territory Falconry Administrator, go to the 3-186A Falconry Database main page, click **Activate new account** button and follow the instructions. Activating your 3-186A Database account only needs to be completed once. After your Logon credentials are created and you have created your Login ID or Login Name and password, you will have access the 3-186A Database.

***Please note:*** The Falconry application will work with hand-held devices (e.g. iPhone, Android mobile phones), in addition to desktop/laptop devices. If you have problems with access, please contact your State/Territory Falconry Administrator.

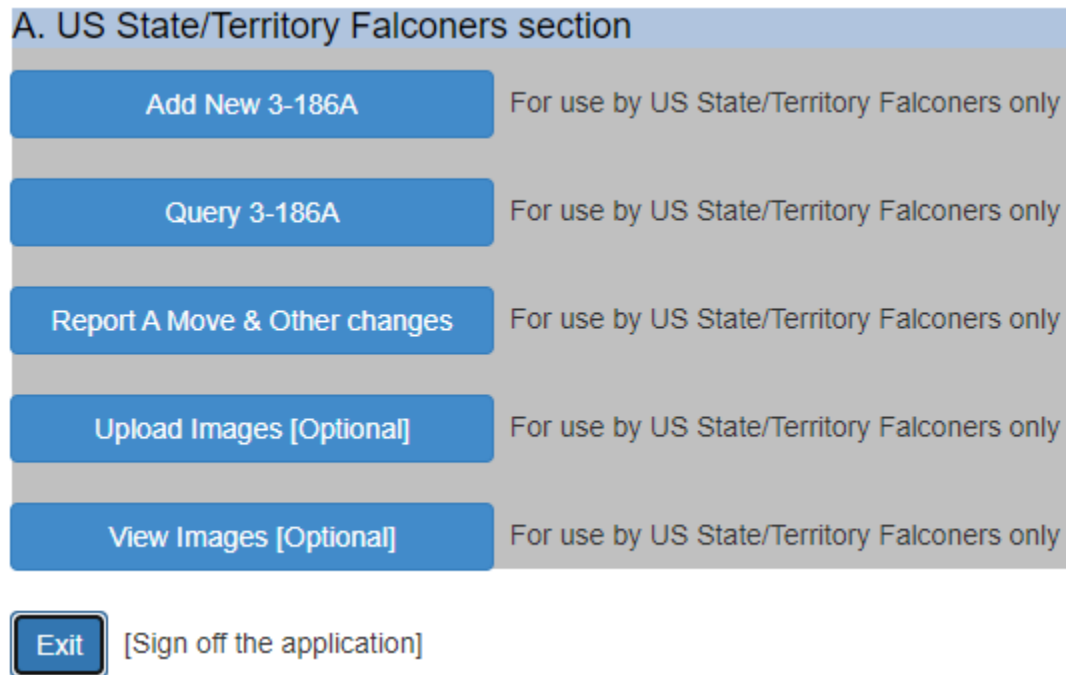
## Access: All Falconers

**NOTE: If you cannot log on to your profile, please contact your State/Territory administrator. DO NOT contact the USFWS Falconry Coordinator for assistance, as they will only divert you back to the State/Territory Falconry Administrator.**

Go to <https://epermits.fws.gov/falep>

Log on using your unique Login ID and password.

When successfully logged in, the system will present the user the Home page with the following options:



1. **Add New 3-186A:** Allows a Falconer to upload a new action (take, transfer, loss, theft, death).
2. **Query 3-186A:** Allows Falconers to view their existing 3-186A data.
3. **Report A Move & Other changes:** Allows Falconers to transfer their electronic profile to a new location, and make changes to profile data such as phone, email address.

4. **Upload/Download Images:** Allows a Falconer to upload images of; a) their falconry bird, b) properly attached bands and/or c) distinctive plumage or markings to allow potential retrieval of a lost bird.

## How to Upload 3-186A data

1. At home page, click **Add New 3-186A**, you will land on page `.../falcNewF3186AQ1`

Please select an answer to one of the following questions? *(If you do not know, please read the instructions recorded on the back of 3-186A)*

- 1. transferred a bird to another permittee (or to another permit you hold) (1, 2, 3, 6)
- 2. released a bird or lost a bird due to its escape, theft, or death (1, 2, 6)
- 3. acquired bird from another permittee, other than a rehabilitator, (1, 2, 3, 6)
- 4. acquired bird from a rehabilitation permittee (1, 2, 3, 6)
- 5. captured a bird from the wild or recaptured a previously captive (banded) bird (1, 3, 4, 6)
- 6. re-banded a bird, either wild or captive-bred, for which the band was lost or removed (1, 2, 5, 6)

2. Select a Transaction number (1-6), click **Next**

3. If you select Transaction Numbers 1, 3 and 4, you will be presented the following screen:

Please answer to one of the following questions?

- 1. Are you Sender?
- 2. Are you Recipient?
- 3. Are you both Sender and Recipient?

**Applied to Transaction Numbers 1, 3 and 4 only.**

- 4. In all cases, observe a message *"Data-entry form is ready to accept new data."* appears near the top of the page. If you do not see this message, scroll down to section 2. *User's Action* and click **New** button and repeat step 2 above.
- 5. Complete filling out the 3-186A form starting from section 1.1. Please make sure to fill data on fields marked with red ASTERISK or fields painted in PURPLE in their background. This color indicates data are required).



**NOTE:** Some data fields (text boxes) have a drop-down list (DDL) immediately below them, these DDLs contain lookup codes for you to select if you do not know the correct code to use. Otherwise, just type the code onto the text boxes yourself.

6. Review the form, click **I Certify**, then **Save**.
7. Once your new 3-186A record is saved, you will not be able to alter or delete the submitted data. If you have overlooked something, or know you have made a mistake, please contact your State/Territory administrator immediately.

### **A) Report an intra- and inter-State/Territory move as a Falconer.**

(note; Falconers are responsible for reporting a move to a new State/Territory within 30 days, Please be aware of rules and regulations governing falconry in your old and new State/Territory, as there may be subtle interstate variation of rules and regulations.)

1. At home page, click **Report a move and Other Changes**, which will take you to a screen showing the image below:

I need to report:

- 1. A change in Address (same State)
- 2. A New Mews location (same State)
- 3. Transfer to a New State
- 4. Change Name, Phone and e-mail



2. There are four potential entries for reporting a move; you may only select one at a time:

1. Change in Falconers Address (within the *same State/Territory*)
2. Create a New Mew location (within the *same State/Territory*)
3. Transfer to a New State/Territory (Falconer moving to *different State/Territory*)
4. Change Name, Phone number, and E-mail\*\*\* (changing current name to new name, or changing other contact information); See below

**\*\*\*Note for option 4:** This option is used when you need to change your current legal name to a new name [*your name is broken down into 3 parts: Last, First and Middle name*], and/or Phone, or E-mail.

Select an option listed above (1 - 4), and press **Next**. For option numbers 1-3, you will land on page *.../falcRptMov2* . Otherwise, you will land on page *.../falcRptMov3* .

3. For option numbers 1-3, complete part **B (Move To)** and B.2 (if applicable) with your new address. For option number 4, complete Part B below:

### **B. Change To:**

New Last name

New First name

New Middle name

New Telephone

New Alternate phone

New E-Mail

In all cases, click **Submit**.

This will send a message with your changes to your State/Territory Administrator(s). At this point, you must wait for a message from your State/Territory Administrator; if you do not receive an electronic message, contact your State/Territory Falconry Administrator directly.

### **B) Query your own uploaded 3-186A data.**

Query means that you can search your uploaded data. Falconers may want to view their current 3-186A data to ensure their information is correct and complete, retain copies for their files, or have this paperwork available (hard-copy and/or electronic) for transporting birds or transferring birds among Falconers.

The 3-186A query page has five steps:

1. **Build Query:** let you query your own 3-186A data,
2. **Query Actions:** submit query, Reset query parameters, Run last query...,
3. Select a 3-186A record from the drop-down list to view, Print...,
4. Displays the entire selected 3-186A record in view mode,
5. User's Actions.

**Step 1 - Build Query:** If you have uploaded multiple 3-186A records and want to view data from these files, you can build your query on **Build Query**. Click **Find** and observe a message returned by the “Find” command to make sure your custom query returned the appropriate data.

NOTE; the **Reset** button lets you clear all query parameters without affecting what you had done, and the **Read Last Query** button lets you recall your last query. The **Display All 3-186A** button collects and displays all 3-186A data records that have been uploaded and saved.

In all cases, the 3-186A data show up in the Drop-down list (DDL) in Step 3. To view a 3-186A record in detail, select a record from this DDL and the entire record will fill the data-view panel below the DDL.

To print a selected record in the format of the 3-186A form, simply click **Open/Download/Print Selected Record** button placed on Step 5 at the bottom of the data-view panel. To print all 3-186A records contained in the current DDL, press **Open/Download/Print All** button.

1. **Step 2: Query Actions:** This allows you to execute your query or do other actions in the Query Panel to bring your 3-186A data into view.
2. **Step 3: Drop Down List (DDL) control:** This area will show all 3-186A data returned from the Build Query commands above, and allows you to select a specific 3-186A record to view. After a record is available on the View panel, you then can print or generate a report on the selected 3-186A record.
3. **Step 4: Data View:** This data-view panel is similar to the Data-entry form where the entire 3-186A record is shown; this is for viewing only, you will not be able to make change to the data displayed on this view panel.

4. **Step 5: User's Actions:** Each button placed on this bar lets you select an action to work with.

Below is an overview of the range of **User's Action**:



1. **Home:** Presents the Home Page.
2. **Add New 3-186A:** Presents a new Data-entry form to input 3-186A data.
3. **Open/Download/Print Selected Record:** Prints one selected 3-186A record from the DDL above. Select a record available from the DDL, make sure the entire record appears on the Data-view panel. Finally, click **Open/Download/Print Selected Record**.
4. **Open/Download/Print All:** Prints all records contained in the DDL above.

NOTE: NOTE: if the **Open/Download/Print All** only prints one record, and the DDL has more than one records, simply click **Run Last Query** or click "Find" button from the Query panel or click "Display All 3-186A" button, then press **Open/Download/Print All** button again.

5. **Generate Report:** Download one or all 3-186A data to a Microsoft/Excel file. You must remember to **save** the file to your local computer when the Excel file is completely generated.
6. **Upload/Download Images:** This allows you to attach digital photos to your files voluntarily and/or if requested by your State/Territory/Tribe. The system only accepts Jpeg/Jpg, Bitmap (BMP), Portable Network Graphics (PNG), and Tag Image File Format (TIFF).
7. **Exit:** log off the entire on-line application.

**Please Note:** *The primary purpose of the 3-186A database* is to collect electronic 3-186A forms from licensed/permitted Falconers across State/Territories to allow those data to be used by State/Territories for administering their falconry program. These records also serve as proof of a Falconers adherence to State/Territory and Federal rules and regulations pertaining to falconry.

**NOTE: Remember to back up all completed 3-186A records to your personal computer or handheld device. You are required to maintain copies (paper or electronic) of your records following an action (e.g. take, transfer, loss, theft, death) for no less than 5 years, or longer depending on your State/Territory rules and regulations.**

**Falconers are required to maintain records of all raptors in their possession on the 3-186A database within the State/Territory.**

Falconers may print out their data, or they may retain their data on their personal computer or handheld device by downloading the data they have created. Printed or electronic copies of 3-186A actions are proof to Wardens and Conservation Law Enforcement Officers the Falconers have fulfilled their obligations to upload required data, within the required time limit.

To download all 3-186A records, simply go back to the Home page and do the following:

1. From home page, click **Query 3-186A** button, and you will be taken to the *3-186A Query (State/Territory Falconer)* web page.
2. Scroll down to **Step 2. Query Actions**, click **Display All 3-186A** button and wait for the query to complete. The query will display how many records it found near the top of the web page [*after the page title*].

**How to view all 3-186A records brought back by the query?** The query results are stored in the Drop Down List (DDL) in Step 3;

Click the down-arrow located to the right of the DDL to select the record you want to view; the entire record will be displayed on the view panel. To download all records hosted by the DDL to Excel file, simply click the **Generate Report** placed on the Step 5. User's Actions section. To see all of your 3-186A data records in the 3-186A format, click **Open/Download/Print All** on Step 5. User's Actions, finally, instruct the small download dialog near the top right corner of the browser to save the file to your Laptop/Desktop computer for view later.

**Please note:** You may also send this file to your State/Territory if requested.

We suggest Falconers download their 3-186A **each time** they complete entering new data, and to develop a system to maintain this information on their personal computer or handheld devices as a record of Falconers' birds. As mentioned above, Falconers are responsible for maintaining their 3-186A profile for all falconry actions (take, transfer, loss, theft, or death).

If Falconers have any questions on the database, data entry, or ensuring that their data has been properly saved, they should interact with their State/Territory Falconry Administrator.

## Miscellaneous

This section explains select certain data fields within the USFWS 3-186A Falconry Database:

**LOCKED:** When a State/Territory Falconry Administrator checks the locked box for a Falconer profile, that profile is subsequently 'locked' to prevent the user from accessing the system temporarily. This means that the profile has been suspended, and the Falconer must contact their State/Territory Falconry Administrator.

A Falconer's profile may also be Locked when s/he fails to provide his/her logon credential correctly 5 times in a row. Only your State/Territory Falconry administrator may allow access to LOCKED accounts.

LOCKED may only be turned off by a State/Territory Administrator when a locked Falconer meets their Administrator's conditions(s).

To avoid being LOCKED due to invalid credentials, use *Forgot Password* from the login page. *Prerequisite for Forgot password is a valid E-mail must be present within the user's profile record in order to use this feature.*

**DISABLED:** This box is checked by State/Territory Administrators to prevent a Falconer from gaining access to their account. A disabled account may only be re-enabled by a State/Territory Administrator when State/Territory required conditions are satisfied. This is used when a Falconer permit/license lapses, or a Falconer passes away.

**ACTIVATED:** a new user *activates* his/her account using *authorization code* authorized by his/her State/Territory Administrator. At that time, the account is activated.

**Date Created, Date updated, Created by, Updated by, Last activity/action** are system data fields and are protected and unable to be altered by a Falconer. They appear as *For Your Information (FYI)* purposes. This specific information issued as a permanent, legal record of falconry activities. Please ensure that all data are correct at the time of data entry.

**Format of Date field:** MM/DD/YYYY. All data fields related to *date* in the USFWS 3-186A Database use the current Standard USA Date format: MM-DD-YYYY or MM/DD/YYYY (*you may use the last 2 digits for the year part, e.g. 23 for 2023*).

If you see a date field on your edit data entry screen with *time* in them, simply erase the time part before **Save** the data to avoid error when clicking the **Save** button.

*To obtain the system 'Today's Date', simply double-click on the date field itself, if nothing appears, this means your device prohibits Java scripts.*

**Query: how to find your query data:** by default, when you click on the **Find** button without typing anything on the query form (*contains query parameters*), the system will return data *based on your personal logon profile (see the Logon Info. displayed below the web page title)*. The query results are placed on the Drop Down List (DDL). Click on the “down-arrow” placed on the right of the DDL will fill all fields appear on the view-panel.



## Logon ID & Password

The USFWS 3-186A falconry database no longer requires *Federal Identification/FEDID*, or authorization code as part of the logon credential to gain access after a Falconer's profile has been created.

Access to the database is controlled by State/Territory Falconry Administrators, who will follow procedures developed by that State/Territory for their permitting/licensing process. If you have questions, please contact your State/Territory Falconry Administrator.

The Falconer's **Logon ID** is created by the Falconer via *Account activation* process (or is given to the Falconer by the State/Territory Falconry Administrator. To access the falconry website, a Falconer must be authorized by the State/Territory Falconry Administrator.

Many existing Falconers from the pre-2018 3-186A Database may have a Logon ID or FedID. If the Falconer has not logged onto the system since 2018, or if they are a new Falconer, they must contact their State/Territory prior to access of the Database. To activate new accounts, the Falconer must use the *authorization code* issued by the State/Territory Falconry Administrator.

- **If a Falconer has forgotten or misplaced their Logon ID**, you must contact your State/Territory Falconry Administrator for assistance.
- **If a Falconer has forgotten or misplaced their password**, they must go to the logon page, and click on the **Forgot password** URL. To use this feature, one is required to enter a valid **Logon ID**. This Logon ID will have a valid **E-mail necessary** to accept messages.

**IMPORTANT:** State/Territory Falconry Administrators DO NOT retain or have access to the Falconer's password. If the Falconer has lost her/his password, they must recover the password through normal procedures (see above), and a temporary password will automatically be sent to their email address.

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## Security

The USFWS 3-186A Database is for use solely by licensed/permitted Falconers, State/Territory Government employees, and staff of the USFWS Migratory Bird Division authorized to work on administrative, biological, and/or Law Enforcement actions related to Falconry. If you as a Falconer believe the 3-186A Database is being misused, please contact your State/Territory Falconry Administrator.

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