



Ohio Department of Natural Resources  
**DIVISION OF WILDLIFE**

**HOW TO APPLY: Scientific Collection and Education Permits**

**Background**

In 2021, the Ohio Division of Wildlife (DOW) transitioned to using our Online Wildlife Licensing System (OWLS) to issue Scientific Collection and Education permits. Almost all other Specialty Wildlife Permits are issued through this system. Below is a step-by-step guide to applying for Scientific Collection or Education permits through OWLS. The content of the electronic applications is generally the same as the paper/pdf applications, however, the electronic application allows for payment by credit card and removes the need for correspondence by mail.

**Specialty Permits site:**

<https://oh-specialty.s3licensing.com/>

**Scientific Collection Permit Information & Documents:**

<https://ohiodnr.gov/buy-and-apply/special-use-permits/collecting-research/scientific-collecting-wild-animals>

**Education Permit Information & Documents:**

<https://ohiodnr.gov/buy-and-apply/special-use-permits/collecting-research/wildlife-education-permit>

**Basic Information**

All applicants must have an existing specialty permit account or create a new account in OWLS. Accounts can later be accessed one of three ways depending on the information you provide:

1. Last name, Birthdate, last 4 digits of SSN
    - Most used method. Best for individuals who will be accessing their own account.
  2. Last name, Permit Number, last 4 digits of SSN
    - Least used method
  3. Username/PIN
    - Frequently used method for businesses/organizations that may have multiple people accessing one account.
- \*Note: there is no "Forgot Password" option so be sure to make a note of your username and PIN.



Ohio Department of Natural Resources  
**DIVISION OF WILDLIFE**

**HOW TO APPLY: Scientific Collection and Education Permits**

The general workflow for collecting applications in OWLS is:

1. Applicant submits application
2. DOW staff review the application and approve or deny it
3. Notification is sent via email to applicant
4. Applicant logs into account to pay for and print/save the permit

**Payment:** Payment in OWLS can only be made by credit card. A small fee is applied to each electronic transaction in OWLS. If payment by credit card is not an option for you, we request you submit a paper application with a check by mail. Any payment that does not include the associated application will be returned.

**Step-by-step Application Process**

**Part A – Creating an account, logging in, and personal/business information**

1. Navigate to the Specialty Permits site:  
<https://oh-specialty.s3licensing.com/>
2. Scroll down to find the permit you are applying for within the Collecting and Research section. Click “Purchase.” The “More Info” link will open the permit’s information page on the DOW website.

**Collecting and Research**

Education	Purchase • More Info
Scientific Collection	Purchase • More Info



Ohio Department of Natural Resources  
**DIVISION OF WILDLIFE**

**HOW TO APPLY: Scientific Collection and Education Permits**

- 3. You will now find yourself at this page:

If you have never used OWLS for a specialty permit, then you will need to create an account. If you have an existing OWLS account, then choose a dropdown method to locate your account.

**Create or Locate an Account**

All applicants must have an account when applying for specialty permits

**First Time Applicants**

You must create a Specialty Permit account before continuing.

Create Your Account

**Returning Applicants/Permit Holders**

You must locate your Specialty Permit account before continuing.

Search Method:

Last Name, Birthdate, Social Security Number

Last Name: \*

Date of Birth: \*

Social Security #: \*

Find Your Account



Ohio Department of Natural Resources  
**DIVISION OF WILDLIFE**

**HOW TO APPLY: Scientific Collection and Education Permits**

- The next step is to either complete the applicant information or to confirm the applicant information is correct. Please ensure the information is accurate and complete. The email and phone number(s) provided are what the DOW will use to contact you.
  - Fields with an asterisk (\*) are required.
  - A Username and PIN are not required but may be created.
  - Please fill in the Business Information if you are affiliated with an organization (which should apply to nearly all applicants).
- Once everything is filled out, click “Save and Continue.”

**Applicant**

Edit applicant demographic information

**Account Information**  
Provide your account/login information.

Username: (Required if no SSN.)  PIN:  The PIN will be used to securely access the account by the authorized user.

**Business Information**  
Provide your business information.

Business Name:

Street Address:

City:  State:  Zip:

County:  Phone Number:

EIN:

**Applicant Information**  
Provide your demographic information.

First Name: \*  Last Name: \*  Suffix:

Street Address: \*

City: \*  State: \*  Zip: \*

County: \*  Date of Birth: \*  Phone Number:

Social Security: \*  Email Address: \*



Ohio Department of Natural Resources  
**DIVISION OF WILDLIFE**

**HOW TO APPLY: Scientific Collection and Education Permits**

6. The next page is the new or renewal permit page. If the applicant has previously held or applied for permits, they will appear on this page. If you do not see any previous permits, you will need to apply for a new permit.

7. **New applicants (in OWLS):** Click “Apply”  
**Returning applicants:** Click the blue “Renew” button for the permit you wish to renew.

**\*Permits can only be renewed in OWLS up to 30 days before and after the expiration date. The “Renew” button will not be active outside of this window\***

Before starting the application, please be sure to have all required project information and documents available.

Scientific Collection

**Pending/Denied Applications**

No pending or denied applications found at this time.

**Issued Permits**

No issued permits found at this time.

Education

**Pending/Denied Applications**

No pending or denied applications found at this time.

**Issued Permits**

Licenses/Permits can only be renewed within 30 days of expiration.

Permit #	Issued On	Status	Type	Term	Actions			
[REDACTED]	[REDACTED]	ACTIVE	Education	3/16/2021 - 3/15/2022	<input type="button" value="View"/>	<input type="button" value="Attach File"/>	<input type="button" value="Print"/>	<input type="button" value="Renew"/>
[REDACTED]	[REDACTED]	EXPIRED	Scientific Collection	3/16/2018 - 3/15/2021	<input type="button" value="View"/>	<input type="button" value="Attach File"/>	<input type="button" value="Print"/>	<input type="button" value="Renew"/>



Ohio Department of Natural Resources  
**DIVISION OF WILDLIFE**

**HOW TO APPLY: Scientific Collection and Education Permits**

**Part B – Permit-specific information**

Now we will start to see some slight differences in the application based on whether it is for Scientific Collection or Education. This part will go through each section of the application and note any differences between the two.

**1. Permit term**

Choose the term that best suits your work. If your work is ongoing and you are able, we recommend choosing the 3-year option.

**2. Affiliation**

Choose the most appropriate option for you/your organization. These options differ slightly between applications. If you choose the “Other” option, an additional box will appear to provide a description of personal qualifications. These may be entered as text, or a document (.pdf only) can be attached.

**Permit Term \***

1 Year (\$25)       2 Years (\$50)       3 Years (\$75)

**Affiliation \***  
Applicants must be directly affiliated with or an authorized representative from one of the following institutions. Please select the appropriate affiliation.

**Scientific Collection Permits are issued to the qualifying entities listed below. The applicant for a Scientific Collecting Permit is considered the responsible party for activities conducted under the permit and must be directly affiliated with or an authorized representative from one of the following institutions:**

- A college, university, high school, junior high or elementary school as an educator, researcher, student, masters or doctoral candidate.
- A public agency, such as federal, state, city or county unit of government, engaged in a wildlife or scientific area of study or research.
- A non-profit educational or conservation organization that is associated with wildlife or scientific area of study or research.
- A scientific research organization or bona fide environmental consulting firm performing wildlife related work for a third party.
- Other

**Documents:**

Other

Applicants must provide personal qualifications to perform the permitted activity according to the species/taxa listed on the application. An example would be a resume or certifications.

**Description:**

**Documents:**



Ohio Department of Natural Resources  
**DIVISION OF WILDLIFE**

**HOW TO APPLY: Scientific Collection and Education Permits**

3. **Approved Herpetologist** (for Scientific Collection application only). For most people this section is not applicable, in which case you will select “No.” If you are applying to be an Approved Herpetologist, click “Yes” and supply the requested information (.pdf files only).

**Qualifications**  
Applicant must provide personal qualifications to be considered an approved herpetologist

Are you applying to be an approved herpetologist?

Yes  
 No

When applying to be an APPROVED HERPETOLOGIST, submit the following to be used to determine eligibility:

1. Three references (names, affiliations, email, and telephone number) that can vouch for your ability to identify, handle, and survey each species/taxa.
2. List survey field experience (include date, number of individuals, and methods used) for each species/taxa.
3. List other states that you have an approved permit for above requested species/taxa and a state agency contact (name and email).
4. List applicable coursework completed pertaining to the requested species/taxa.

**Description:**

**Documents:**

Add Document

4. **Sub-Permittees**  
Add the names of everyone you would like listed as a sub-permittee. Once the permit is approved, the only means to add names is to contact the Permit Coordinator to request additional sub-permittees be added.

**Sub-Permittees**  
Sub-permittees may be added to the permit if there will be people using the permit without the direct, on-site supervision of the applicant. For federally listed species, only people listed on the applicant's federal permit may be listed on the state permit.

First Name	Middle Initial/Name	Last Name	
			+



Ohio Department of Natural Resources  
**DIVISION OF WILDLIFE**

**HOW TO APPLY: Scientific Collection and Education Permits**

**5. Project Description**

This is the most detailed part of the application. Please provide a description of your project/work, **even if you are renewing**. In order to approve an application, we need to know the purpose of your work and what you are requesting to do. This information can be entered as text or a document (.pdf) may be uploaded.

**Project Description \***  
Outline the project for which wild animals will be collected including: purpose, objectives, specific species, and number of individuals requested.

Description:

Documents:  
Add Document

Species Detail:

Species/Taxa	Amounts To Be Collected	Collection Locations	*Collection Methods	Held/Deposited Location	+
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*\*Unattended collection equipment must be marked with the name and address of user and permit number.*

**6. Species Detail**

To the best of your ability, please provide the following information. A new line can be added by clicking the “+” button:

- **Species/taxa** you wish to collect or possess (ex: red-backed salamanders, reptiles, dead birds, etc.) Please put only one species/taxa on each line.
- **Amounts to be collected.** We understand that it is not possible to predict the number of animals collected with some work, so feel free to put “as encountered” for those situations.
- **Collection location** (ex: Logan county, Statewide, Lake Erie, etc.)
- **Collection method.** Please choose an option from the drop-down menu. If your method is not listed, or if you have multiple collection methods for one species/taxa, choose “other” and write in the appropriate response.
- **Held/deposited location (Scientific Collection) or Holding location (Education).** If you are requesting to keep any animals or voucher specimens, please indicate where they will be kept here.

Please note: “Collecting” includes capturing, even if just for the purposes of a photo. It does not necessarily mean prolonged holding of an animal.





Ohio Department of Natural Resources  
**DIVISION OF WILDLIFE**

**HOW TO APPLY: Scientific Collection and Education Permits**

**7. USFWS Permit**

If your requested work requires a federal permit, please mark “Yes” and upload a copy of your federal permit as a pdf. If you do not yet have the federal permit on hand, choose “A permit has been applied for but not received” and then upload a copy of the permit to your application (even after issuance) once it has been received.

**USFWS Permit**  
A US Fish and Wildlife Service (USFWS) permit may be required if you are requesting to collect, possess, or band a migratory bird or a federally listed species.

Do you plan to collect, possess, or band a migratory bird or a federally listed species?

Yes  
 No

Please submit a copy of your current federal permit.

A permit has been applied for but not received.

**Documents:**  
Add Document

Examples of work that would require a federal permit: salvage of dead migratory birds and their parts, mussel work on Groups 2 and 4 streams, bat mist netting, possession of an eastern massasauga.

The following links may be helpful for federal permits:

Migratory birds: <https://www.fws.gov/birds/policies-and-regulations/permits.php>

Threatened & endangered species: <https://www.fws.gov/midwest/endangered/permits/index.html>

**8. Dangerous Wild Animals (DWA)**

Please choose the appropriate option regarding DWA possession.

**Dangerous Wild Animals (DWA)**

Scientific collection permits are a mechanism designed to permit qualified personnel to collect and possess Ohio native wild animals or aquatic nuisance species. The Chief of the Division of Wildlife will not issue permits for Dangerous Wild Animal (DWA) species (ORC 935.01) except native DWA, required for specific projects. The permit issued by the Chief does not relieve the permittee of any responsibility to obtain a permit pursuant to R.C. Chapter 935 except as specified for the animals and purposes permitted herein. The permittee must adhere to all additional requirements under R.C. Chapter 935.

Do you currently possess a DWA as defined in ORC 935.01?

Yes  
 No

My DWA is independently properly permitted through the Ohio Department of Agriculture pursuant to ORC 935.06 or 935.08.

Yes  
 No



Ohio Department of Natural Resources  
**DIVISION OF WILDLIFE**

**HOW TO APPLY: Scientific Collection and Education Permits**

9. Read through and then check mark the last two boxes. Then click “Continue.”

The applicant agrees to keep daily records, submit and annual report including a list of species collected, quantity, disposition, and type of educational programs conducted, and abide by provisions of the law. The applicant also understands that this permit is automatically revoked should the applicant obtain any DWA unless: (1) the DWA is maintained in strict compliance with the provisions in ORC sections 935.06 and 935.08 and OAC Rules 901:1-4-01 through 901:1-4-17; or (2) the DWA is native to Ohio and possessed pursuant to a Scientific, Rehabilitation, or Education Permit specifically approved by the Chief of the Division of Wildlife.

By continuing I certify that this application is made in good faith with the statements made herein being true; I have read and understand the requirements contained in Ohio Revised Code Sections and Ohio Administrative Code Sections pertaining to this permit; and that any falsification of information herein may result in denial or revocation of the permit. I acknowledge that the laws governing this license may change periodically and I will maintain a knowledge and understanding of all laws pertaining to this license (Reference: [codes.ohio.gov](http://codes.ohio.gov)).

10. Confirm that your application appears in “Pending/Denied Applications.” From this page you can attach documents, delete your application, or view workflow details of the application.

**Scientific Collection**

Pending/Denied Applications				
ID	Type	Submitted	Next Step	Actions
32555	Scientific Collection [New] [1-Year]	2/16/2022 3:17:41 PM	Approval	<input type="button" value="View"/> <input type="button" value="Attach File"/> <input type="button" value="Delete"/>

Issued Permits
No issued permits found at this time.



Ohio Department of Natural Resources  
**DIVISION OF WILDLIFE**

**HOW TO APPLY: Scientific Collection and Education Permits**

**Part C – Paying for the permit after approval**

1. Once your permit has been applied for, DOW staff will approve or deny it. You will then receive an email from [wildlife.permits@dnr.ohio.gov](mailto:wildlife.permits@dnr.ohio.gov) with an update on the status of your permit, along with any additional documents.

- 2. A link will be included in the email to log into your account. Follow that link or follow steps 1-6 of Part A to navigate to a page that will look similar to the page above. Click “Pay.”
- 3. Enter your payment information and click “Continue.”
- 4. Print or save your permit.

Scientific Collection

Pending/Denied Applications				
ID	Type	Submitted	Next Step	Actions
32555	Scientific Collection [New] [1-Year]	2/16/2022 3:17:41 PM	Payment	<input type="button" value="Pay"/> <input type="button" value="View"/> <input type="button" value="Attach File"/> <input type="button" value="Delete"/>

As always, if you have any questions or need assistance please email the permitting office at [wildlife.permits@dnr.ohio.gov](mailto:wildlife.permits@dnr.ohio.gov) or call (614) 265-6355 or (614) 265-6315. Reports will still need to be submitted via email by March 15<sup>th</sup> of each year.