Texas Parks and Wildlife Permitting System

Scientific Research Permit (SRP) Permit Instruction Manual

https://apps.tpwd.texas.gov/permitting

Texas Parks and Wildlife Department

Wildlife Permits Office

4200 Smith School Rd.

Austin, TX 78744

Contents

Overview

This manual provides detailed guidance for applicants and Scientific Research Permit holders on effectively using the [Texas Parks and Wildlife Permitting](#) online system. The Permitting system is the designated platform for managing all aspects of permit-related activities. To maintain permit compliance, it is crucial to understand the functions and features of this system.

The Permitting system must be used to:

- Submit new permit applications;
- Download and print your permit(s);
- Submit annual reports, renewal applications, and amendment requests (Coming Soon);
- Update your account information;
- Edit and Remove subpermittees;
- Cancel your permit

Email SRP@tpwd.texas.gov for additional support, if needed.

Account Information and System Access

Existing Account Verification

NOTE: If you have previously accessed TPWD's Permitting, TWIMS or LMA systems, then you have an existing account that you can use to access the Permitting system. You will use the same email address and password combination across all Wildlife systems listed below.

- Texas Parks and Wildlife Permitting system - [Texas Parks and Wildlife Permitting](#)
    - o Available permits - Cultivated Oyster Mariculture Permit, Exotic Species Aquaculture Permit, Triploid Grass Carp Permit, Scientific Research Permit, and Nongame Dealer Permit
- Texas Wildlife Information Management System (TWIMS) - [Log in - TWIMS](#)
    - o Available permits - Deer Breeder Permit, Deer Management Permit (DMP), and Depredation Permit
- Land Management Assistant (LMA) - [Land Management Assistance](#)
    - o Managed Lands Deer Program (MLDP), Pronghorn Permit, and Antlerless Mule Deer Permit

New Account Creation

If you do not have an existing account, create a new account to submit applications and manage Scientific Research Permits.

To create a new account:

1. Navigate to [Texas Parks and Wildlife Permitting](#)
2. Click **Create Account**.

3. Complete all required registration fields and click **SUBMIT**.

Create Account

Email Address *(Required)*

[   ]

First Name *(Required)*

[   ]

Middle Name

[   ]

Last Name *(Required)*

[   ]

Suffix

[--- Select ---   ]

Mailing Address *(Required)*

[   ]

City *(Required)*

[   ]

Zip Code *(Required)*

[   ]

State

[--- Select ---   ]

Foreign State/Province

[   ]

Country *(Required)*

[United States   ]

Primary Phone *(Required)*

[   ]

Secondary Phone

[   ]

Drivers License Number *(Required)*

[   ]

DL State *(Required)*

[--- Select ---   ]

Social Security Number *(Required)*

[   ]

Date of Birth *(Required)*

[📅 MMDDYYYY   ]

[CANCEL] [SUBMIT]

4. A Security Code will be sent to your email address. Enter the Security Code in the space provided. Click **CONTINUE**.

Password Assistance

For your security, we need to verify your identity.

We've sent a code to the email   Please enter it below.

Do not close or navigate away from this page. Access your email by opening a new tab in your browser or from another device. Copy or enter the code into the field below and press Continue. You will be prompted to set up your own password for logging into your account.

Security Code

[   ]

CONTINUE　⬅

Return to Login

5. Create a new password where prompted. Click **CONTINUE**. You will be logged into your Permitting account.

Create New Password

Password

[   ]

Re-enter Password

[   ]

CONTINUE　⬅

Password Requirements:

○ The password must be between 8 and 20 characters long.
○ The password must contain characters from three of the following four categories:
  • English uppercase characters (A through Z).
  • English lowercase characters (a through z).
  • Numerals (0 through 9).
  • Non-alphabetic characters (such as !, @, $, #).

Log in to the Permitting System

You can login to the Permitting system if you have created a new account or have an existing account.

1. Click the link [Texas Parks and Wildlife Permitting](#).

2. Your User Name is the email address you used to register your Permitting, TWIMS, or LMA account.

3. Type your current password into the space provided. Your password is case sensitive and must be entered exactly as it was created.

4. Click **Login**.

Update Account Information

Keeping your account information current is essential for receiving permit notifications, system reminders, and official correspondence from TPWD.

1. Log in to your Permitting system account.

2. Click the **Menu** option in the upper left of the screen.

3. Click **Edit Account** then click **Profile**.
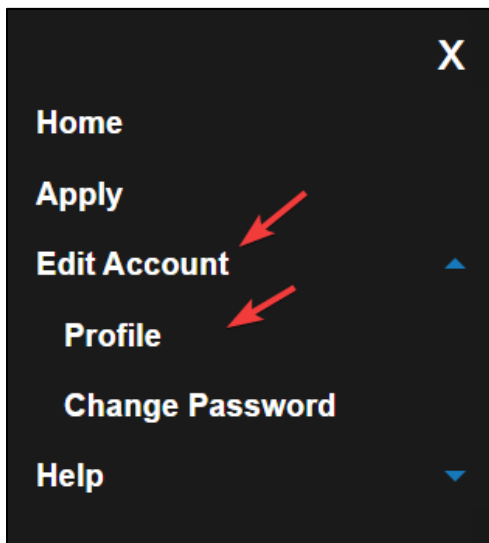
4. Update Account fields.

NOTE: Only the following account information can be modified:

- Email Address;

- Mailing Address (City, Zip Code, State, and Country);

- Phone Number (Primary and/or Secondary).

Personally Identifiable Information (PII) such as Name, Drivers License Number, DL State, Social Security Number, and Date of Birth cannot be modified.

Contact SRP@tpwd.texas.gov for additional support, if needed.

5. Click **SUBMIT** at the bottom of the page once all edits are made.

NOTE: If you change your email address, your log in name will change accordingly, requiring you to use the updated email address when logging in to the Permitting system. Your password will remain unchanged when you update your email address.

Reset Forgotten Password

1. For security purposes, Wildlife Permits Office staff cannot view user account passwords. If you have forgotten your password, it will have to be reset.

2. Visit [Texas Parks and Wildlife Permitting.](#)

3. Click **Forgot Password?.**

4. Under Password Assistance, enter the email address TPWD has on file for your account. Click **CONTINUE**.

NOTE: If your email address was successfully recognized, an email containing a security code will be sent to that email address. Open your email and retrieve the code. If you do not remember the email on file for your account, contact SRP@tpwd.texas.gov for support.

5. Enter the **Security Code** sent to your email in the space provided. Click **CONTINUE**.

Password Assistance

For your security, we need to verify your identity.

We've sent a code to the email [REDACTED] Please enter it below.

Do not close or navigate away from this page. Access your email by opening a new tab in your browser or from another device. Copy or enter the code into the field below and press Continue. You will be prompted to set up your own password for logging into your account.

Security Code

[ ]

CONTINUE

Return to Login

6. Create a new password where prompted. Click **CONTINUE**. You will be logged in to your account and your new password will be saved.

Create New Password

Password

[ ]

Re-enter Password

[ ]

CONTINUE

Password Requirements:

○ The password must be between 8 and 20 characters long.
○ The password must contain characters from three of the following four categories:
  • English uppercase characters (A through Z).
  • English lowercase characters (a through z).
  • Numerals (0 through 9).
  • Non-alphabetic characters (such as !, @, $, #).

Scientific Research Permit (SRP) Management

This section will provide instructions to assist with the following:

- Submitting an application for a Scientific Research Permit;
- Paying the Scientific Research Permit application fee;
- Tracking the status of your application;
- Viewing and printing your Scientific Research Permit;
- Editing and Removing Subpermittees.

NOTE: The following permit management features are currently in development:

- Annual Reporting;
- Amendment Request(s);
- Cancellation of your Scientific Research Permit.

All SRP Permitting system accounts will be notified when each new feature is released. Contact SRP@tpwd.texas.gov for support.

Apply for a New Scientific Research Permit

1. On the Permitting system's Home page, click the **APPLY** button to begin your permit application.

2. Locate the **Application for Scientific Research Permit** section and click **APPLY**.

Texas Parks and Wildlife Permitting		
Permit Applications		
Application to Stock Triploid Grass Carp	Triploid Grass Carp Information ⚠	APPLY
Application for Nongame Dealer Permit	Nongame Dealer Permit Information	APPLY
Application for Cultivated Oyster Mariculture Permit	Cultivated Oyster Mariculture Permit	APPLY
Application for Exotic Species Aquaculture Permit	Exotic Species Aquaculture Permit Information	APPLY
Application for Scientific Research Permit	Scientific Research Permit Information	APPLY

a. If needed, click **Scientific Research Permit Information** to view TPWD's Scientific Research Permit information webpage.

Texas Parks and Wildlife Permitting		
Permit Applications		
Application to Stock Triploid Grass Carp	Triploid Grass Carp Information ⚠	APPLY
Application for Nongame Dealer Permit	Nongame Dealer Permit Information	APPLY
Application for Cultivated Oyster Mariculture Permit	Cultivated Oyster Mariculture Permit	APPLY
Application for Exotic Species Aquaculture Permit	Exotic Species Aquaculture Permit Information	APPLY
Application for Scientific Research Permit	Scientific Research Permit Information	APPLY

3. Verify your account information. Update, if needed, then click **CONTINUE.**

4. Complete the **Add Subpermittees** section.

a. Reference the screenshot below to review who is authorized to conduct permitted activities. Hover your cursor over the tooltip icon to view the message.

Add Subpermittees

Subpermittees are individuals authorized to conduct permitted activities without being under the supervision of the permittee. ⑦

Do you need to add subpermittees to

Permit-authorized activities may be conducted only by the permittee, subpermittee(s), and documented unpermitted assistants. Unpermitted assistants may perform activities authorized by a permit only when under the direct on-site supervision of the permittee. A permittee engaging unpermitted assistants shall maintain on file and possess on their person in the field a signed and dated list of all unpermitted persons assisting in permitted activities; subpermittees are not permitted to act in a supervisory capacity.

b. If you do not need to add subpermittees, click **No** or **CONTINUE**.

Add Subpermittees

Subpermittees are individuals authorized to conduct permitted activities without being under the supervision of the permittee. ⑦

Do you need to add subpermittees to this permit?   YES   NO

CANCEL   CONTINUE

c. If you clicked **YES**, complete the Subpermittee Information section and click **SUBMIT**.

Add Subpermittees

Subpermittee Information

First Name *(Required)*

Middle Name

Last Name *(Required)*

Suffix

--- Select ---

Phone Number *(Required)*

Drivers License Number *(Required)*

DL State *(Required)*

--- Select ---

Social Security Number ⑦ *(Required)*

Date of Birth *(Required)*

📅 MMDDYYYY

CANCEL   SUBMIT

d. Review the **Pending Subpermittees** subsection.

e. To add additional subpermittees, click **ADD SUBPERMITTEE**.

f. When you have finished adding subpermittees, click **CONTINUE**.

5. Complete the **Facility Information** section and click **CONTINUE.**

Note: Provide information for the primary business location associated with your research activities.

6. Complete the **Professional Experience and Education** section:

Professional Experience and Education

Title *(Required)*

Profession *(Required)*

Applicant is employed by or represents: *(Required)*
- ○ University or College
- ○ Primary or Secondary School
- ○ Federal Agency
- ○ State or Local Agency
- ○ Non-Profit Organization
- ○ Commercial Firm
- ○ Other

Upload a resume or CV documenting your educational and biological training. Additional certifications and relevant documents may also be provided. *(Required)*

UPLOAD

Applications must be accompanied by a letter of recommendation from each of two persons in an appropriate biological or professional field attesting to the applicant's qualifications, abilities, and experience. *(Required)*
Letters must detail 1) the background of the author demonstrating their qualifications to write a recommendation, 2) a description of how the author knows the individual, and 3) an attestation of the applicant's qualifications, abilities, and experience. Letters must be provided on official letterhead.

UPLOAD

CANCEL   CONTINUE

a. You may request a fee exemption if you are employed by or represent a:
- Primary or Secondary School;
- Federal Agency;
- State or Local Agency.

Professional Experience and Education

Title *(Required)*

Profession *(Required)*

Applicant is employed by or represents: *(Required)*
- ○ University or College
- ○ Primary or Secondary School
- ○ Federal Agency
- ○ State or Local Agency
- ○ Non-Profit Organization
- ○ Commercial Firm
- ○ Other

Upload a resume or CV documenting your educational and biological training. Additional certifications and relevant documents may also be provided. *(Required)*

UPLOAD

Applications must be accompanied by a letter of recommendation from each of two persons in an appropriate biological or professional field attesting to the applicant's qualifications, abilities, and experience. *(Required)*
Letters must detail 1) the background of the author demonstrating their qualifications to write a recommendation, 2) a description of how the author knows the individual, and 3) an attestation of the applicant's qualifications, abilities, and experience. Letters must be provided on official letterhead.

UPLOAD

CANCEL   CONTINUE

b. If prompted, Click **YES** or **NO** – Does this application qualify to request a fee exemption?

Professional Experience and Education

Title *(Required)*

[   ]

Profession *(Required)*

[   ]

Applicant is employed by or represents: *(Required)*

○ University or College

◉ Primary or Secondary School

○ Federal Agency

○ State or Local Agency

○ Non-Profit Organization

○ Commercial Firm

○ Other

Does this application qualify to request a fee exemption?

Note: Texas Administrative Code 69.310 (b) states that no fee shall be required for (1) applications on behalf of a primary or secondary educational institution; or (2) applications on behalf of a governmental entity required by law to conduct activities governed by this subchapter.

○ Yes   ○ No

Upload a resume or CV documenting your educational and biological training. Additional certifications and relevant documents may also be provided. *(Required)*

UPLOAD

Applications must be accompanied by a letter of recommendation from each of two persons in an appropriate biological or professional field attesting to the applicant's qualifications, abilities, and experience. *(Required)*
Letters must detail 1) the background of the author demonstrating their qualifications to write a recommendation, 2) a description of how the author knows the individual, and 3) an attestation of the applicant's qualifications, abilities, and experience. Letters must be provided on official letterhead.

UPLOAD

[CANCEL] [CONTINUE]

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c. If prompted, provide a **Fee Exemption Justification** in the space provided.

Professional Experience and Education

Title *(Required)*

[   ]

Profession *(Required)*

[   ]

Applicant is employed by or represents: *(Required)*

○ University or College

◉ Primary or Secondary School

○ Federal Agency

○ State or Local Agency

○ Non-Profit Organization

○ Commercial Firm

○ Other

Does this application qualify to request a fee exemption?

Note: Texas Administrative Code 69.310 (b) states that no fee shall be required for (1) applications on behalf of a primary or secondary educational institution; or (2) applications on behalf of a governmental entity required by law to conduct activities governed by this subchapter.

◉ Yes   ○ No

Fee Exemption Justification *(Required)*

[   ]

Upload a resume or CV documenting your educational and biological training. Additional certifications and relevant documents may also be provided. *(Required)*

UPLOAD

Applications must be accompanied by a letter of recommendation from each of two persons in an appropriate biological or professional field attesting to the applicant's qualifications, abilities, and experience. *(Required)*
Letters must detail 1) the background of the author demonstrating their qualifications to write a recommendation, 2) a description of how the author knows the individual, and 3) an attestation of the applicant's qualifications, abilities, and experience. Letters must be provided on official letterhead.

UPLOAD

[CANCEL] [CONTINUE]

d. If you clicked **Other**, provide additional information in the space provided.

e. Upload a resume or Curriculum Vitae (CV). You may also upload any additional certifications or relevant documents. Click **Upload** to begin.

f. Upload at least two letters of recommendation. Click **UPLOAD** for each letter of recommendation. Click **CONTINUE** once the Professional Experience and Education section is completed.

7. Complete the **Project Information** section:

a. Reference the screenshot below for Project Goals text requirements. Hover your cursor over the tooltip icon to view the message.

b. Click **UPLOAD** to include a copy of the project proposal.

Project Information

Project Title *(Required)*

Project Goals ⑦ *(Required)*

Upload a copy of the project proposal. Follow the link provided for information about proposal criteria: SRP Projects Guide *(Required)*

UPLOAD ⬅

Document Type	Description	File Name	Upload Date	Action
Project Proposal				Delete

Upload a letter of approval and the associated proposal/application from a university animal use committee or similar oversight entity if the research involves live protected wildlife (e.g IACUC).

UPLOAD

Note: If the applicant is an independent researcher, the applicant may be required to enter into a Memorandum of Understanding with the department concerning the use of live protected wildlife by submitting comprehensive documentation of how live research specimens will be collected, handled, and treated from capture to final disposition.

CANCEL   CONTINUE

---

c. Click **UPLOAD** to include IACUC documentation (optional).

Project Information

Project Title *(Required)*

Project Goals ⑦ *(Required)*

Upload a copy of the project proposal. Follow the link provided for information about proposal criteria: SRP Projects Guide *(Required)*

UPLOAD

Document Type	Description	File Name	Upload Date	Action
Project Proposal				Delete

Upload a letter of approval and the associated proposal/application from a university animal use committee or similar oversight entity if the research involves live protected wildlife (e.g IACUC).

UPLOAD ⬅

Note: If the applicant is an independent researcher, the applicant may be required to enter into a Memorandum of Understanding with the department concerning the use of live protected wildlife by submitting comprehensive documentation of how live research specimens will be collected, handled, and treated from capture to final disposition.

Document Type	Description	File Name	Upload Date	Action
IACUC Document				Delete

CANCEL   CONTINUE

d. Click **CONTINUE** once the **Project Information** section is completed.

Project Information					

Project Title *(Required)*

Project Goals ⑦ *(Required)*

Upload a copy of the project proposal. Follow the link provided for information about proposal criteria: SRP Projects Guide *(Required)*

UPLOAD

Document Type	Description	File Name	Upload Date	Action
Project Proposal				**Delete**

Upload a letter of approval and the associated proposal/application from a university animal use committee or similar oversight entity if the research involves live protected wildlife (e.g IACUC).

UPLOAD

Note: If the applicant is an independent researcher, the applicant may be required to enter into a Memorandum of Understanding with the department concerning the use of live protected wildlife by submitting comprehensive documentation of how live research specimens will be collected, handled, and treated from capture to final disposition.

Document Type	Description	File Name	Upload Date	Action
IACUC Document				**Delete**

CANCEL   CONTINUE

8. Complete the **Requested Authorizations** section to detail the specific authorizations needed for the research project.

    a. Select the Maximize Icon highlighted below for additional instructions and information. Refer to the onscreen instructions for assistance with the next steps.

Requested Authorizations

Instructions: List the wildlife you intend to capture, collect, and/or possess for scientific purposes. Authorization can be requested for an individual species or a species group. Each request is tied to one of four activity types: catch and release, take, salvage, or other. Additional authorizations that fall under these activity types (e.g., biological sampling, tagging, collaring, etc.) must be outlined in the project proposal that was uploaded on the previous page. Proposed means and methods for the requested activities must be outlined at the bottom of this page.

Additional Instructions and Information

Step 1: Make a selection from either the Species Group or Species dropdown below.

Step 2: Select from the following list of activity types.
    a) Take - The permanent removal of wildlife from the wild.
    b) Catch and Release - The capture of wildlife with the intent to release the animals caught.
    c) Salvage Dead - To recover and remove wildlife found dead from the field.
    d) Other - List 'Other' activity types that are not provided in the dropdown. Describe 'Other' in the Means and Methods section.

Step 3: Enter a requested Quantity or indicate Unrestricted. The take activity type must have an associated quantity.

Step 4: Select the requested Time Frame (not applicable to unrestricted quantity requests).
    a) Per report year: quantity will be requested as the maximum allowed value per reporting year.
    b) Per life of permit: quantity will be requested as the maximum allowed value across the permit's entire 3-year period of validity.

Step 5: For Species Group only, select the requested Quantity Detail (not applicable to requests made for individual species or unrestricted quantity requests). The Quantity Detail represents whether the quantity value indicated for a given species group will apply on a per-species or per-group basis.
    a) Per each species: quantity will be requested for each individual species within the group.
    b) All species combined: quantity will be requested for the entire group.

Step 6: If additional authorization requests are needed, click the plus icon and repeat steps 1 through 5 as many times as needed. The trash can icon may be used to delete rows. The copy icon may be used to duplicate a requested authorization for the purpose of quickly completing multiple similar authorizations.

b. Select at least one Species Group or one Individual Species and complete the Required fields.

c. Reference the screenshot below for definitions of each Activity Type. Hover your cursor over the tooltip icon to view the message.

d. As needed, select an icon below to add, delete, or copy a requested authorization row.

- - Click the plus icon to create additional authorization request rows.

- - Click the trash can icon to delete a requested authorization row.

- - Click the copy icon to duplicate a requested authorization row.

e. Complete the Methods of Collection section. List all possible means and methods that you intend to employ during the requested activities in the space provided.

f. Provide additional details in the space provided if you selected **Other** under Activity Type for Species Group and/or Individual Species.

g. Click **CONTINUE** once the **Requested Authorizations** section is completed.

9. Complete the **Project Location** section by adding the intended location(s) of your project activities. You may add multiple selections but use as few selections as needed to accurately describe your project area.

   NOTE: At least one selection from any of the following is required:
   - County;
   - River;
   - Ecoregion;
   - Major Bay;
   - Other Location (if statewide authority is needed, enter the request in Other Location)

   a. Hover your cursor over the tooltip icon for more information related to Texas Ecoregions.

   b. Choose an option from the appropriate dropdown. Click **ADD** once a selection is made. Repeat as needed.

c. Click **Delete** to remove a selection.

i. Click **OK** to delete the entry or click **Cancel** to return to the previous screen.

d. Click **SUBMIT** once the **Project Location** section is finished.

e. A Warning message will be displayed if at least two of your project location selections do not have a geographical relationship (e.g., a river selection is not associated with a county selected). If the selections are accurate, click **CONTINUE.** If corrections are needed, click **CANCEL** to return to the Project Location screen and update your selections.

10. Complete the **Additional Information** section. Click **CONTINUE** once the **Additional Information** section is complete.

    a. Reference the screenshot below for examples of what types of supplemental documents you want considered with your SRP application. Hover your cursor over the tooltip icon to view the message.

11. Review the **Application Summary** section. Each completed section is displayed with the appropriate data and documents. Review each section for accuracy and completeness. Click **EDIT** next to any section that needs modification. Click **CONTINUE** when you have reviewed the SRP application and are ready to proceed.

Application Summary				
Permit Type	Scientific Research Permit	**Application Status**	Incomplete	**Submit Date**
Application Type	New			

Subpermittee Details   EDIT

First Name	Middle Name	Last Name	Suffix

Facility Information   EDIT

Facility/Business Name
Address

Professional Experience and Education   EDIT

Title

Profession

Applicant is employed by or represents

Upload a resume or CV documenting your educational and biological training. Additional certifications and relevant documents may also be provided.

Applications must be accompanied by a letter of recommendation from each of two persons in an appropriate biological or professional field attesting to the applicant's qualifications, abilities, and experience.

Project Information   EDIT

Project Title

Project Goals

Upload a copy of the project proposal. Follow the link provided for information about proposal criteria:

Upload a letter of approval and the associated proposal/application from a university animal use committee or similar oversight entity if the research involves live protected wildlife (e.g IACUC).

Requested Authorizations   EDIT

Requested Authorization By Species Group

Species Group	Activity Type	Quantity	Time Frame	Quantity Detail

Requested Authorization By Individual Species

Species	Activity Type	Quantity	Time Frame

Methods of Collection

Project Location   EDIT

County
River
Ecoregion
Major Bay
Other Location

Additional Information   EDIT

Are any of the species you propose to capture, collect, and/or possess listed as threatened or endangered by the state?

Are any of the species you propose to capture, collect, and/or possess protected by federal law (e.g., migratory birds, federally listed as threatened or endangered, etc.)?

Identify technical journals, bulletins or professional meetings/conferences where you intend to publish or present research findings.

Supplemental Documents

CANCEL   CONTINUE

12. Review the **Permitting Agreement** section. Acknowledgement is required. Select the **I Agree** checkbox and click **CONTINUE** to proceed.

Permitting Agreement

- It is my intention to capture, collect, and/or possess only the specified quantity and types of wildlife detailed in this application, solely for the purposes described in this application.
- I hereby declare that the statements and information provided in this application are true and correct to the best of my knowledge.
- I agree to submit annual reports that document all activity conducted under the authority of the permit during the reporting period as prescribed by the Texas Parks and Wildlife Department.
- I acknowledge that annual reports are due within 14 days of the annual anniversary date of my permit issuance for as long as my permit is valid. A final report must be submitted within 14 days of the expiration or cancellation of my permit.
- I acknowledge that this application will not be considered unless all required materials have been provided.
- I understand that submission of this application does not guarantee that a permit will be issued.

☐ I Agree

Falsifying information on a government document is a criminal offense. Texas Penal Code Chapter 37, Section 37.10. Any person who knowingly makes a false entry in, or false alteration of a governmental record is guilty of a felony of third degree, punishable by confinement in jail for any term of not more than 10 years or less than 2 years and punishable by fine not to exceed $10,000.

TPWD maintains the information collected through this internet application. With few exceptions, you are entitled to be informed about the information we collect, and you are allowed to receive and review the information in accordance with Texas Government Code Sections 552.021 and 552.023. Under Texas Government Code Section 559.004, you are also entitled to have certain information corrected.

Under Section 552.021 of the Texas Government Code, certain information submitted in this internet application may be considered public information and available to the public for review. Certain personally identifiable information, including driver's license number, social security number, and email is not public information and cannot be released. TPWD will comply with regulations in 31 Texas Administrative Code Chapter 51, Subchapter K, for any information stored in this internet application that may be nonrecreational customer information.

CANCEL   CONTINUE

13. Review the **Pay Application Processing Fee** section. Select the appropriate payment method:

    a. Pay Online (COMING SOON) – Online payment options are currently in development. All SRP permitting system accounts will be notified when this feature is released.

    b. Pay by Mail – Mail a Check Remittance Form (See Step 14).

Pay Application Processing Fee

PAY ONLINE	Pay online now using a credit card or debit card.*
PAY BY MAIL	Mail a check or money order and print a remittance to send with your payment.
SAVE AND RETURN	Save the application and provide payment later.

*Payment includes Texas.gov cost recovery fees for the State of Texas.

c. Fee Exempt – This payment method is only available to applicants who:
- **i.** Are employed by or represent a Primary or Secondary School, Federal Agency, State or Local Agency; and
- **ii.** Selected **Yes** to question – Does this applicant qualify to request a fee exemption? (See **Step 7** in the **Apply for a New Scientific Research Permit** section for more information)

Pay Application Processing Fee	
PAY ONLINE	Pay online now using a credit card or debit card.*
PAY BY MAIL	Mail a check or money order and print a remittance to send with your payment.
FEE EXEMPT	You have indicated that this application may qualify for a fee exemption per Texas Administrative Code 69.310(b). Choose this option if you intend to request a fee waiver for this application.
SAVE AND RETURN	Save the application and provide payment later.

*Payment includes Texas.gov cost recovery fees for the State of Texas.

- **iii.** Selecting **FEE EXEMPT** will display the Confirmation message seen below. Click **CONFIRM** if you intend to request a fee waiver.

Confirmation

You have requested a fee waiver for this application.

CANCEL   **CONFIRM**

14. Pay by Mail:

    a. Selecting **PAY BY MAIL** will display the Confirmation message seen below. Click **PRINT** to download the remittance form.
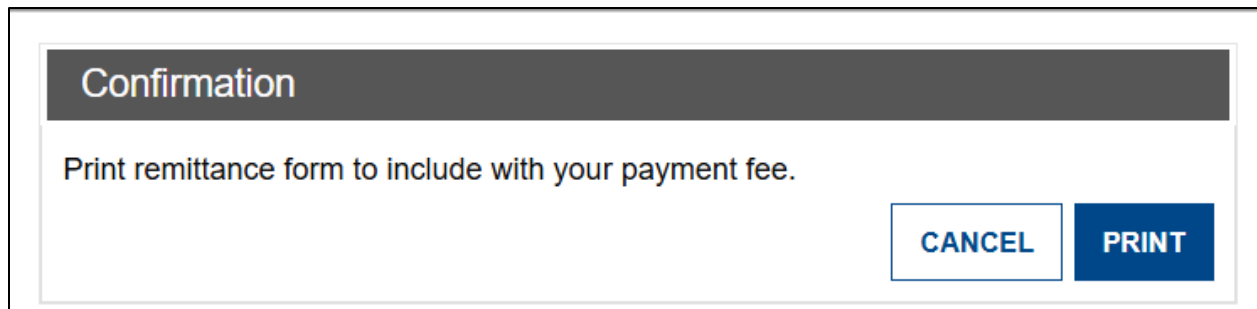
    b. Open the TPWD-Permit-Remittance PDF that is downloaded to your computer.
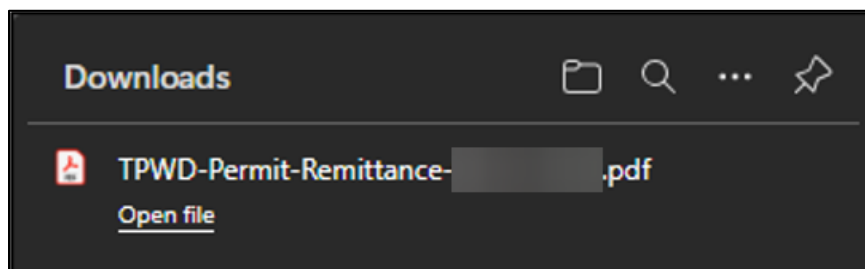
    c. A final pop-up window is displayed informing you that your application been submitted.
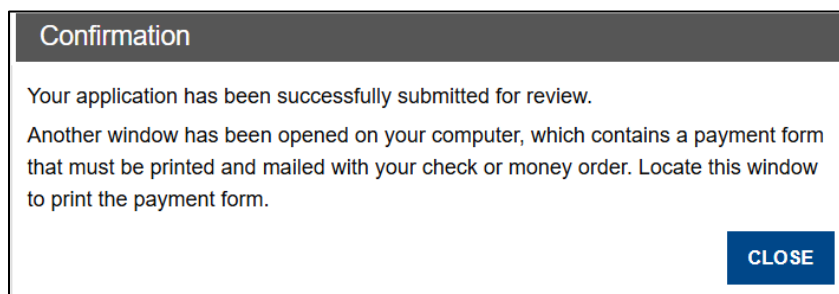
d. Review the instructions, print the remittance form, and include it with your payment. Mail your payment to the address specified on the remittance form.

TEXAS PARKS & WILDLIFE

Remittance – Scientific Research Permit

Instructions: Please print this form and include it with your submission of payment.
Payments must be in the form of a check or money order. Temporary checks will not be accepted.

All remittances must be made payable to:

Texas Parks and Wildlife Department

and mailed to:

Texas Parks and Wildlife Department
ATTN: Cashier
4200 Smith School Road
Austin, Texas 78744

15. Processing Timeline and Status Updates:

    a. Once payment is received and processed by the Wildlife Permits Office, staff will review your application. If approved, the Scientific Research Permit will be issued.

        NOTE: You will receive an email from the Department when your application has been reviewed and processed. You are not authorized to conduct permit-related activities until your application has been approved, and a permit has been issued.

    b. The Permitting System allows SRP applicants to track their application status. To view your application status:
        i. Log in to the Permitting system with your active and valid account.
        ii. Locate the **Applications for Permits** section in the Permitting System's homepage for status updates (shown in the screenshot below).

    c. Application Status Definitions

        i. Pending Payment – Payment has not been received.
        ii. Submitted – Payment has been received. Staff will begin reviewing the application.
        iii. Biologist Review – A Biologist has been assigned to review the SRP application.
        iv. Permits Office Review –The Biologist is complete and the application is in final processing.
        v. Approved – The SRP application has been approved by the Biologist and Wildlife Permits Officer. An email will be sent to the applicant to notify that the permit has been issued.

View and Print Your Active Scientific Research Permit

1. To view your permit information page, click on the **Permit Number** in the Active Permits section of your account Home page.

2. To download a copy of your permit, click the **PRINT PERMIT** button. The permit will download into the Downloads (Ctrl+J) folder of your web browser.

3. Open the downloaded SRP-[Permit Number] PDF file to view and print the Scientific Research Permit.
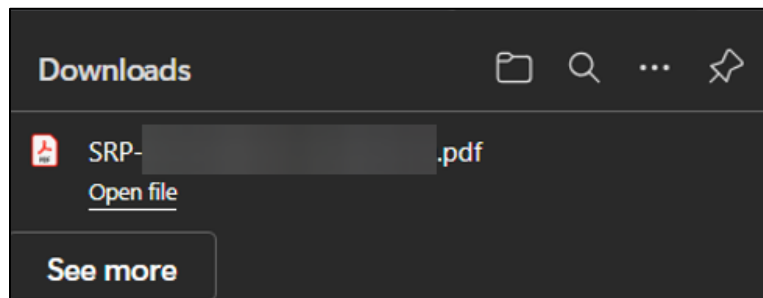
Manage Active Subpermittee(s)

NOTE: You must reprint your Scientific Research Permit any time a subpermittee is removed.

1. Click **Edit** to update the listed subpermittee(s) phone number:

Subpermittees			
Name	**Phone Number**	**Status**	
		Active	Edit Remove

    a. Click **Save** when the phone number has been updated.

Subpermittees			
Name	**Phone Number**	**Status**	
		Active	Cancel Save

2. Click **Remove** to remove any listed subpermittee(s) from the Scientific Research Permit:

Subpermittees			
Name	**Phone Number**	**Status**	
		Active	Edit Remove

    a. Select **OK** to remove the subpermittee or click **Cancel** to return to the previous screen.

    b. A message will display on-screen when a subpermittee has been successfully removed.

Subpermittee Amendment

1. From your home page, locate the **Active Permits** section and click on the permit number you want to submit a subpermittee amendment for.

2. On the active permit page, click **ADD SUBPERMITTEE** button.

3. Fill out the Add Subpermittee form, and review your existing active subpermittees displayed below the form. Click **Save** to proceed**.**

4. This next page allows you to view your recent subpermittee submission. To add additional subpermittees, click the **ADD SUBPERMITTEE** button. When you are finished, click **SUBMIT** to finalize your subpermittee amendment request.

   a. The screen will revert back to the Add Subpermittee page if you click **Edit** or **Delete** under the Action column.
      i. **Edit** – allows for a field edit
      ii. **Delete** – removes all fields

5. A Confirmation message will appear on the Home Page, confirming your subpermittee amendment request has been submitted.

    a. Under the Applications for Permits section, an **Amendment** Application is displayed with a **Submitted** status.

    b. When the Amendment is approved by a Wildlife Permits Officer, the Application Status will update to **Amended**.

You must now reprint your permit to reflect the newly updated Permit PDF. Follow the View and Print your Active Scientific Research Permit instructions above.