

**U.S. Geological Survey's Bird Banding Laboratory  
Reference Letter Template\*\***

Please include the necessary details for the Bird Banding Lab to properly evaluate the applicant's experience and abilities in capture techniques, banding and marking, aging and sexing of birds, banding ethics, and data management.

Reference letters must be received at *bbl\_permits@usgs.gov* before any application will be considered.

**\*\*The use of this template is optional, but any letter of recommendation for the applicant should include the same details outlined below.**

**Applicant's Name:**

**1. The applicant is:**

- My sub-permittee bander
- A bander I have trained
- A bander I have directly banded with
- Other (please specify) \_\_\_\_\_

**2. Time spent in bird banding and marking activities with the applicant:**

- None
- A limited amount of time (less than 50 hours)
- A considerable amount of time (more than 50 hours)

Please describe activities:

**3. Other time spent in the field conducting other ornithological studies with applicant:**

- None
- A limited amount of time (less than 50 hours)
- A considerable amount of time (more than 50 hours)

Please describe activities:

**4. Applicant's ability to identify, age and sex birds during banding:**

- I feel that the applicant is fully capable
- I have some reservations as to the applicant's ability
- I do not feel the applicant is qualified

If you indicated you have reservations, please explain:

**5. Assess the applicant’s ability and overall experience with:**

	<b>Beginner</b>	<b>Advanced</b>	<b>Expert</b>	<b>I don’t know</b>
Banding and marking birds				
Setting up traps and/or nets independently				
Detecting and handling difficult situations (severely tangled bird, overlapped band, etc.)				

**6. Assess the following traits of the applicant:**

	<b>Poor</b>	<b>Capable</b>	<b>Superior</b>	<b>I don’t know</b>
Knowledgeable researcher				
Bird identification skills				
Organized & conscientious in meeting responsibilities				
Effective teaching and communication skills				
Attention to detail				

**7. Applicant is fully capable of operating a banding project, and managing the data collected:**

- Yes
- No
- I don’t know

If you selected “No” please explain:

**8. Applicant's banding ethics, including ensuring the health, welfare, and safety of the birds:**

- Excellent
- Questionable
- Poor
- I don't know

If you selected "Questionable" or "Poor" please explain:

**9. I recommend:**

The applicant **be issued** a Federal Bird Banding and Marking Permit.

The applicant **NOT be issued** a Federal Bird Banding and Marking Permit UNTIL additional evidence of experience and/or training can be demonstrated.

The applicant **NOT be issued** a Federal Bird Banding and Marking Permit.

**10. I would prefer to talk to you over the phone regarding the applicant, please call at:**

Phone Number \_\_\_\_\_

**11. If there is anything else you think we should know about this applicant regarding bird banding, animal ethics, or data management, please explain here:**

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Permit Number (if applicable):** \_\_\_\_\_