**Instruction Sheet: Applying for an Eiderdown Commerce Permit under the *Migratory Birds Regulations, 2022***

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| **General information** | |
| The *Migratory Birds Convention Act, 1994* (MBCA) serves to protect and conserve migratory birds, their nests and eggs in Canada. The *Migratory Birds Regulations,* 2022 (MBRs) authorize permits for activities that would otherwise be prohibited under the MBCA or MBRs.  Eiderdown commerce permits are issued under paragraph 12(1)(g) of the *MBRs* in accordance with *MBRs* sections 80 and 81. An eiderdown commerce permit authorizes the permit holder to collect, possess or sell eiderdown, subject to any conditions set out in the permit.  To request authorization to conduct these activities, you must complete the “**Application for a *Migratory Birds Regulations, 2022* Eiderdown Commerce Permit**” and send it by e-mail (preferred), fax or regular mail to the Canadian Wildlife Service (CWS) permitting office in the region where the majority of your activities will be conducted. A list of [regional permitting offices](#offices) and contact information can be found on the last page of this document. You must also include the $10 annual fee (preferably a cheque or money order made payable to the “Receiver General for Canada”, cash is also accepted), and any additional required document.  Applications are processed on a first-come first-served basis. Eiderdown commerce permit decisions will be made within the specified number of calendar days after the application and any required supporting documentation and fee has been received. Incomplete, unsigned or illegible application forms cannot be processed and may result in a delay or refusal of your application. The current service standard for eiderdown permits can be found at [Government of Canada website](https://www.canada.ca/en/environment-climate-change/services/migratory-bird-permits/service-standards-regulations.html) or by contacting your regional office. | |
| **Section 1: Applicant information** | |
| **1.1 Contact information** | |
| The applicant is the individual to whom the permit would be issued and the person responsible for ensuring that permit conditions are met and for reporting on activities. | |
| **1.2 Previous permits** | |
| Select “yes” or “no” for all questions. If you answered “yes” to a question, provide additional details such as the previous permit number(s) and a reason or an explanation as indicated. | |
| **Section 2: Experience (new applicants only)** | |
| Only new applicants are required to fill in this section. If you are applying to collect eiderdown, describe any hands-on experience that you have with eiderdown collection. If you do not have experience, describe how you have obtained relevant knowledge and the name of the publication you will be consulting or person who will be teaching you. | |
| **Section 3: Nominees** | |
| Select “yes” or “no” to indicate if you will be listing the name of nominees. If you select “yes” you must complete Appendix A.  Nominees are individuals (paid or unpaid) who will be undertaking the permitted activities with, or on behalf of the permit holder. If a permit is issued, the permit holder is responsible for the actions of the nominees under their supervision while conducting the activities authorized under the permit, and for ensuring that the nominees are properly qualified, instructed and supervised for the tasks they will be undertaking. | |
| **Section 4: Mitigation** | |
| Applicants must be aware of harvesting procedures and can find information in documents such as, “Eiderdown: Characteristics and Harvesting Procedures” by Bédard, Nadeau, Giroux and Savard (<https://duvetnor.com/wp-content/uploads/2016/04/eiderdown.pdf>). | |
| **Section 5: Location** | |
| **5.1 Address(es), coordinates or name(s) of island(s) of collection** | |
| Indicate the location(s) where the eiderdown collection will be conducted using Universal Transverse Mercator (UTM) coordinates, latitude and longitude coordinates, a parcel identification number and/or the name of the island or a legal land description is required. You may attach a map to assist in identifying the location(s).  Please do not submit multiple eiderdown permit applications to different Canadian Wildlife Service regional permitting offices. One application should be submitted to the office in the region where the majority of the activities will be conducted.  Please note that protected areas such as National Wildlife Areas and Migratory Bird Sanctuaries often require authorization to undertake certain activities within those locations. Information for National Wildlife Areas can be found within the [Wildlife Area Regulations](https://laws-lois.justice.gc.ca/eng/regulations/C.R.C.,_c._1609/index.html) and information for Migratory Bird Sanctuaries can be found within the [Migratory Bird Sanctuary Regulations](https://laws-lois.justice.gc.ca/eng/regulations/C.R.C.,_c._1036/).  If the applicant proposes to work in a protected area (federal or provincial game preserve or bird sanctuary or national or provincial park, National Wildlife Area, Wildlife Management Unit or other protected areas), other permits or authorizations may be required and it is the applicant’s responsibility to obtain these. If the applicant proposes to work in a reserve, a settled land claim area, an asserted Indigenous territory, or other lands set apart for the use and benefit of a band under the *Indian Act*, authorization is also required. These authorizations can be included in Section 6 of the application form.  **Note**: If the collected eiderdown is to be shipped or transported, other permits or permissions may be required. It is the applicant’s responsibility to ensure compliance with all applicable laws and regulations. Labelling requirements under the *Migratory Birds Regulations, 2022* also apply (see <http://laws-lois.justice.gc.ca/eng/regulations/C.R.C.,_c._1035/page-2.html#h-5>). | |
| **5.2 Address(es), coordinates or name(s) of the place(s) where eiderdown will be processed and stored** | |
| When the address of the location(s) where the eiderdown processing and storage will be conducted is not a street address: UTM coordinates; latitude and longitude coordinates; a parcel identification number and the name of the island or a legal land description is required. You may attach a map to assist in identifying the location(s). | |
| **Section 6: Documentation and fee** | |
| All applicants must submit a **$10 application fee** in the form of cash, a cheque or money order made payable to the “Receiver General for Canada”. The fee is non-refundable and does not guarantee the issuance of a permit. If a cheque is returned for non-sufficient funds (NSF), the permit application cannot be processed until a new cheque in the amount of $35 ($10 for the application plus $25 for fees) is submitted.  Applicants should ensure they have gained authorization to access the collection area. This authorization can be provided as a letter, permit, permission or similar authorization. | |
| **Section 7: Statement of certification and applicant signature** | |
| The name in this section must match the name of the applicant in Section 1.1 of the application.  The signature binds the applicant to the statement of certification. Please ensure that all information is correct and that the statement is read and understood before signing and dating the application.  **Note:** If the application is not signed by the applicant, it cannot be processed. | |
| **Appendix A: List of Nominees** | |
| It is necessary to indicate all the nominees that may undertake the activities for which the application is being made.  If the nominees do not belong to an organization, please list their full name and leave the organization column blank.  If an organization will be undertaking the authorized activities, list the organization and the full name of the employee. If multiple employees from the same organization will be undertaking the authorized activities, it is sufficient to write “Employees of” under the **Name** field and list the company name under the **Organization** field.  If you need to add or change a nominee after a permit has been issued, you must request authorization from your regional Canadian Wildlife Service (CWS) permitting office.  All nominees must carry a copy of the signed permit on their person when conducting the permitted activities. If the addition of nominees was approved after the permit was issued, but an updated copy of the permit has not yet been provided, these nominees must carry a copy of the correspondence between CWS and the permit holder that indicates they were added to the permit. | |
| **Canadian Wildlife Service regional offices for permitting sections** | |
| **Atlantic Region: Newfoundland and Labrador, Prince Edward Island, Nova Scotia, and New Brunswic**k | 17 Waterfowl Lane, P.O. Box 6227 Sackville, NB E4L 1G6  Telephone: 506-364-5068 / Fax: 506-364-5062  Email: [Permi.Atl@ec.gc.ca](mailto:Permi.Atl@ec.gc.ca) |
| **Quebec** | 801-1550 Avenue d'Estimauville  Quebec, QC G1J 0C3  Telephone: 418-649-6129 / Fax: 418-648-4871 Email: [PermisSCFQuebec-CWSQuebecPermit@ec.gc.ca](mailto:PermisSCFQuebec-CWSQuebecPermit@ec.gc.ca) |
| **Ontario** | 335 River Road  Ottawa, ON K1V 1C7  Telephone: 613--990-8355 / Fax: 613-990-8400  Email: [wildlifeontario@ec.gc.ca](mailto:wildlifeontario@ec.gc.ca) |
| **Alberta, Saskatchewan and Manitoba** | 115 Perimeter Road  Saskatoon, SK S7N 0X4  Telephone: 306-975-4090 / Fax: 306-975-4089  Email: [prpermisscf-cwspermitpr@ec.gc.ca](mailto:prpermisscf-cwspermitpr@ec.gc.ca) |
| **British Columbia** | 60 Front Street L3  Nanaimo, BC V9R 5H7  Telephone: 250-327-4101 / Fax: 604-946-7022  Email: [scfpacpermitscwspacpermits@ec.gc.ca](mailto:scfpacpermitscwspacpermits@ec.gc.ca) |
| **Northern Region:**  **Northwest Territories, Nunavut and Yukon** | P.O. Box 1870  Suite 301-933 Mivvik St.  Iqaluit, NU X0A 0H0  Telephone: 867-975-4636 / Fax: 867-975-4645  Email : [cwspermitnorth@ec.gc.ca](mailto:cwspermitnorth@ec.gc.ca) |

Please visit the [Contact information for Canadian Wildlife Service office (by region)](https://www.canada.ca/en/environment-climate-change/services/migratory-bird-permits/application-forms.html#toc1) for the most up-to-date information.