



INFORMATION SHEET: APPLYING FOR SPECIMENS THAT REQUIRE IMPORT AUTHORIZATION

GENERAL INFORMATION

This application is used to apply for a permit to import species listed in Schedule II of the Wild Animal and Plant Trade Regulations. It includes any species within the *Caudata* order, such as salamanders. It is required for living or dead specimens, as well as their eggs, sperm, tissue culture or embryos, or any part or derivative. Please note that you must clearly demonstrate that there are appropriate facilities and care for any live specimen.

It is your responsibility to be informed of all other requirements with regard to possession, care and transport of the animal(s). It is your responsibility to obtain any additional authorizations or permits required by other jurisdictions, federal government agencies, or foreign countries.

IMPORTANT TO NOTE:

1. Complete **all** applicable sections accurately and legibly. Incomplete application forms will not be accepted. Attach additional sheets if necessary.
2. All copies of supporting documentation must be clear and legible.
3. The application must be signed in order to be processed. Electronic signatures are not accepted.
4. **Replacement permit** - If you are requesting a replacement of a previously issued permit, the original copies of the previous permit **must be returned** before the new permit can be issued. Provide a clear explanation for this request for a replacement.
 - Indicate **-No Change-** in those sections of the application form where the information has not changed from the previous application.
5. For the permits to be sent by courier, a courier company and account number must be provided.
6. **Service standard:** Allow up to 70 calendar days for the processing of a complete application. The 70 calendar days begin once **all** required documents have been submitted. We assess each application on a case-by-case basis. We use the best available information and take into consideration the purpose of importation.

Submitting the application

7. Send your completed application to the Canadian Wildlife Service Permit Office.
 - **By mail:** Canadian Wildlife Service Permit office, Environment and Climate Change Canada, 351 St Joseph blvd, Gatineau, QC, K1A 0H3
 - **By fax:** 1 855-869-8671
 - **By email:** ec.permisscf-cwspermit.ec@canada.ca
8. For more information, contact us at: 1-855-869-8670, or by email at ec.permisscf-cwspermit.ec@canada.ca

PART 1: Contact Information

1.1 Applicant Information

- The applicant is the Canadian organization or individual that wishes to import the specimen(s) and to whom the permit will be issued. This is the name which will appear on the permit.
- The individual **submitting** the application form must sign the application. An individual other than the owner (e.g. the broker) may submit the application. However, please note that the information for the **applicant** must **always** be provided in Section 1.1.
- Unless otherwise specified in the area provided, the permit will be sent to the applicant's address as listed on the form.

1.2 Broker Information

- If using a shipping company to import the specimen(s), provide the broker's information in Section 1.2.
- If no broker or carrier is used, this section may be left empty.

1.3 Consignee Information

- The consignee is the organization or individual in the foreign country that will be sending the specimen(s).

PART 2: Purpose of Import

- Indicate whether the specimen(s) are being imported for **resale** or **trade** in Canada.
- Indicate whether the specimen(s) are being imported for **personal possession** in Canada.
- Indicate if the specimen(s) are being imported for an **educational program** in Canada. **If yes**, then documentation must be provided describing the program, its educational goals, history of the program, the responsible program manager or institution, etc.
- Indicate if the specimen(s) are being imported to be **exhibited** or as part of an exhibition. **If yes**, please specify the name of the exhibition, the type and purpose of the exhibition, duration of the exhibit, etc.
- Indicate if the specimen(s) will be used for **biomedical** or **scientific research**. **If yes**, then documentation must be provided describing the research project, including methodology and any permits required for the scientific research.
- Indicate if the specimen(s) are being imported for a **zoo** or **aquarium**.
- Indicate if the specimen(s) will be used for a **breeding program**. **If yes**, then documentation must be provided describing the program, its goals, history of the program, the responsible program manager or institution, etc.

PART 3: Specimen Descriptions and Supporting Documents

For each specimen being imported, all relevant details must be provided.

- **Species name** – the common name **and** scientific name of the species are to be provided. The scientific name helps to ensure that the correct species is chosen for the permit and the appropriate assessment of the application.
- **Description** – for each distinct specimen or group of specimens (of the same type and for which the detailed background is identical) provide a clear description of the specimen, in order to facilitate identification during inspection of import. If specimen possess some form of identification (e.g. leg band, microchip, tattoo, Zoological Information Management System (ZIMS), studbook, etc.), this should be indicated. When multiple similar specimens are imported, a document can be attached with the list of all the unique identification numbers. If the specimens are inert, please include the fixing agent.

- **Quantity** – indicate the quantity and if known, indicate the gender of the specimen(s) using the format "Male.Female.Unknown" (e.g. 2.5.0).
- **Birth/hatch date or manufacture date** – provide information on the birth/hatch date or the manufacture date of the specimen, this can be approximate if the exact details are not known.

Detailed background information:

- **Possession or acquisition date** – indicate when the exporting facility took ownership or acquired the specimen. This can be the birth/hatch date, if the specimen was born on their premises).
- **Where the specimen was acquired** – please indicate the origin of the specimen. The specimen can be obtained from a zoo/research facility, breeding facility, business, individual, etc.
- In order to verify the source of your specimen, as well as the location from which it was acquired, we ask that you submit all applicable supporting documentation showing proof of lawful acquisition. This can include – receipts, letters of agreement, foreign permits, breeding/hatch certificates, ZIMS reports, studbook information, etc. Mark the supporting documentation with the specimen number as indicated in the heading for each specimen on the application. This will help the permitting officer match the documentation with the appropriate specimen(s).
- For a live animal coming from a zoo and where ZIMS reports are available, provide a report on each first and second generation relative of the animal (father, mother, grandfather (both sides), grandmother (both sides)).
- **Information on the origin of the live specimen and contact with other animals is essential to determine disease risk.**

If there are more species or specimens that need to be described than can be listed in **Part 3** of the application, the dynamic pdf allow you to add or remove species and specimen.

PART 4: Transport of Specimen(s) (live specimen only)

- It is important to indicate the means of transport of the live specimen(s), as well as the method that will be used for shipping the specimens. The appropriate transportation methods must be used to ensure the health and safety of the specimen(s). If the specimen(s) will be transported by air, the International Air Transport Association (IATA) Live Animal Regulations must be followed.
- Special care need to be done in regards to the transport of live animal to avoid escape and cross contamination.
- Indicate the type of substrate (e.g. water, moss, sand, etc.), if any, that will be used in the transportation as well as any transit countries. This information will help to evaluate disease risk.

PART 5: Experience in Animals Housing & Care

- 5.1 List all the qualifications and experiences of the importer concerning the housing and care (e.g. degrees, specific course, years of experience, etc.).
- 5.2 Please refer to the following website concerning the Canadian biosafety standard:
<https://www.canada.ca/en/public-health/services/canadian-biosafety-standards-guidelines/second-edition.html>

5.3 For a live specimen please describe adequately the facility that will be used to house the live specimen(s) and provide the address (if different from the applicant address). Attach diagrams and photographs to this application. Please indicate if the housing and care is overseen by an animal care committee or another accreditation and if any recognized protocols are followed to avoid cross contamination. The permit office needs to make sure that proper care is being given to live specimens.

5.4 For a live specimen, list the specimens or species that are currently owned by the applicant. This will help substantiate the experience in care for similar live specimens.

PART 6: Current Location of the Specimen(s)

- Please indicate where the specimen(s) are currently located.
- If the specimen(s) are currently detained by customs officials in Canada or in another country, please provide information on this detention. The customs file number and copies of any documents pertinent to the detention should be sent along with the application.