



INFORMATION SHEET: APPLYING FOR CITES RE-EXPORT CERTIFICATE

GENERAL INFORMATION

This application is used for the re-export of a specimen that was previously brought into Canada with a foreign CITES permit or certificate. The copy of the foreign permit or certificate **MUST be provided in order for this application to be processed.**

1. The items eligible for re-export are live animals, parts and/or products made of plants and/or animals.
2. Items for re-export can be in a form different to that which was initially imported to Canada. For example, skin that was initially imported to Canada can be re-exported as a pair of boots.

NOTE:

3. Complete **all** applicable sections accurately and legibly. Incomplete application forms will not be accepted. Attach additional sheets if necessary.
4. Ensure that copies of foreign permits provided as supporting documentation are clear and legible.
5. The application must be signed in order to be processed. Electronic signatures are not accepted.
6. **Replacement Permit** - If this is a request for 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.
 - On the application form indicate **-No Change-** in those sections where the information has not changed from the previous application.
7. For the permits to be sent by courier, a courier company and account number must be provided.
8. **Service Standard** – Allow up to 40 calendar days for the processing of a complete application. An application is deemed complete once **all** required documents have been submitted to the permitting office.

Submitting the application

- Send your completed application to the CITES Permit Office.
 - **By mail:** CITES Permit office, Environment Canada, 351 St Joseph Blvd, Gatineau, QC, K1A 0H3
 - **By fax:** 1 855 869 8671
 - **By email:** cites@ec.gc.ca
- Should you have any questions, contact us at: 1 855 869 8670, or by email at cites@ec.gc.ca

PART 1: Contact Information

1.1 Application Information

- The applicant is the Canadian company or resident that currently possesses the items and to whom the certificate will be issued. This is the name which will appear on the certificate.
- 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 (owner)** must **always** be provided in Section 1.1.
- Unless otherwise specified in the area provided, the certificate will be sent to the applicant's address as listed on the form.

1.2 Broker Information

- If a company is used to ship the specimen, 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 company or individual in the destination country that will be receiving the specimens.
- If requesting a certificate for a single shipment, provide the information for the recipient of the shipment.
- If the request is for multiple shipments, leave Section 1.3. blank.

PART 2: Reason for Re-export

- Please answer yes or no to all questions in this section, in order for the permitting team to assess the purpose of the re-export.
- In the case that the specimens are for use in an educational program, a scientific research program, or for the purposes of introduction/re-introduction into the wild, please submit a document with the name and address of the program and a detailed description of the program.

PART 3: Item Description and Supporting Documents

- Fill out Table 1: Specimen Inventory on page 3 of the application to provide a description of each item you are shipping.
 - **Item #** - this is a reference to the item being re-exported.
 - **Item Description** – please describe as accurately as possible the specimen.
 - **Species Name** – provide the scientific name of the species associated with this specimen. This scientific name would appear on the foreign CITES permit which was used to import the specimen into Canada.
 - **Quantity for re-export** – indicate the quantity of this specimen matching the description.
 - **Country of Origin**
 - On the foreign CITES permit used to originally bring the specimen into Canada, the country of origin information will be indicated. This information should be indicated in this section. The permit number and the date of issue is required. Please note that the format for dates is different in each country, so please be careful in the date you are indicating.
 - **Country of Last Re-export**
 - If the foreign CITES permit used to originally bring the specimen into Canada, was a Re-export certificate, the number of that certificate and its issue date should be indicated in this section.
- Indicate **on** the appropriate foreign permit at the appropriate block on that permit, the item number that corresponds to the entry in Table 1: Specimen Inventory. This will help the permitting team correctly match the item being re-exported with the permit item and foreign permit used to import into Canada.
- **If you are re-exporting large numbers of items or would rather complete the inventory in an electronic format, you can complete the attached Excel version of the Table 1: Specimen Inventory.** Please ensure that the numbering of the items is incremented properly.



Table 1 Specimen
Inventory v2.xls



Section 3.1 - Shipments

- Indicate the number of shipments you expect to make with this certificate.
- This is used when the same source material brought into Canada with a foreign permit will be re-exported in multiple shipments. For example, a large volume of *Hoodia gordonii* which was imported into Canada can be divided into smaller packages or transformed into a finished product, which are then re-exported in different shipments.

PART 4: Transport of Live Animals or Plants

- It is important to describe the method and containment for the transport of a **live** animals or plants. Diagrams and photos can be submitted as supporting documentation.
- Please note that air transport of live animals must meet the current IATA *Regulations for the Transport of Live Animals* and for live plants the IATA *Perishable Cargo Regulations*. Transport by a means other than air must meet the current CITES *Guidelines for the Non-Air Transport of Live Wild Animals and Plants*.

PART 5: Current location of the Specimen(s)

- Please indicate where the specimens 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 information and copies of any documents pertinent to the detention should be sent along with the application.