



## GENERAL INFORMATION

This application is to be used for **requesting a permit or certificate to replace one that has expired or will be expiring before the shipment can take place**. The original copies of the expired permit or certificate must be returned along with the application, as proof that they were not used. This is for single-shipment permits/certificates only.

### **NOTE:**

1. Complete all applicable sections accurately and legibly. Incomplete application forms will not be accepted.
2. The application must be signed in order to be processed. Electronic signatures are not accepted.
3. For the permit or certificate to be sent by courier, a courier company and account number must be provided.
4. **Service Standard** - Allow up to 7 calendar days for the processing of this application.

### **Submitting the request**

- Send your completed application to the CITES Permit Office where the original permit was obtained. For contact information, please refer to the Form Submission page of the Permits section on the Environment Canada CITES website ([www.cites.ec.gc.ca](http://www.cites.ec.gc.ca)).
- Should you have any questions, contact us at: 1-855-869-8670 or by email at [cites@ec.gc.ca](mailto:cites@ec.gc.ca)

## Part 1: Mailing Information

- Fill in all the required fields in the Mailing Information, to ensure that the permit or certificate will be sent to and reach the appropriate destination.

## Part 2: Expired permit details

- Indicate the **number** of the CITES permit or certificate which has expired and which needs to be replaced.
- Provide the **Date of Issue** as is indicated on the expired CITES permit or certificate in Box 2.
- Specify the **Valid Until** date for the CITES permit or certificate from Box 3 of the permit or certificate.

NOTE: this application cannot be used to request changes to the permit or certificate information. All the information from the previous permit issued will be used for the new permit.