



INFORMATION SHEET: APPLYING FOR CITES PERMIT FOR FUR GARMENTS OR PRODUCTS

GENERAL INFORMATION

This application form is to be used **ONLY** when exporting fur garments or fur products, made of animals of Canadian origin. If the fur from the animals was imported into Canada, the re-export application form should be used instead.

NOTE:

1. Complete **all** applicable sections accurately and legibly. Incomplete application forms will not be accepted. Attach additional sheets if necessary.
2. Ensure that copies of supporting documentation are clear and legible.
3. The application must be signed in order to be processed. Electronic signatures are not accepted.
4. **Replacement Permit** - If this request is 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.
5. For the permits to be sent by courier, a courier company and account number must be provided. **NOTE:** Courier service is not available from every CITES Permit office in Canada.
6. **Service Standard** - Allow up to 14 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 appropriate CITES Permit Office. For more information, please refer to the Form Submission page of the Permits section on the Environment Canada CITES website (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

PART 1: Contact Information

1.1 Application Information

- The applicant is the Canadian company or resident that currently possesses the fur garments or products 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 export the fur garments or products, 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 fur

garments or products.

PART 2: Purpose

- Indicate whether the fur garments or products are being exported for resale in the receiving country.

PART 3: Product Description and Supporting Documents

- Fill out a line in Table 1: Garment/Product Description for **each garment/product** that will be exported
 - **Description** – describe in detail the garment/product that is to be exported.
 - **Number of Items** – indicate the number of garments/products matching the description which will be exported.
 - **Acquisition date/Date of manufacture** – indicate when the garments/products were acquired (if purchased from a third party) or indicate when the garments/products were manufactured.
 - **CITES Species** – list **all** the CITES species which are included in the garment/product described, specifying the country of origin of the species.
 - If there are more species for the garment/product than can be listed on the form, please attach a separate document with the additional species.
- Submit all applicable supporting documentation showing the origin of the complete garment/product or the species used in the manufacture of the garment/product.

PART 4: 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.