



INFORMATION SHEET: APPLYING FOR CITES EXPORT PERMIT FOR A HUNTING TROPHY

GENERAL INFORMATION

This application form is only for use when exporting the hunting trophy of an animal which was hunted in Canada. The following conditions must be met to use this application form:

- The hunting trophy is a dead animal; whole, a part or derivative, which is raw or processed (tanned, mounted, etc.).
- It must have been legally harvested by the hunter for the hunter's personal use.
- The trophy is being exported by or on behalf of the hunter, as part of a transfer from Canada to ultimately arrive at the hunter's residence.

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 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.
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** – When the request is for the export of a polar bear trophy, allow up to 80 calendar days for the processing of a complete application. For all other species, allow up to 14 calendar days, once the complete application has been received.
 - **NOTE:** 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 has the hunting trophy 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 actual **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 hunting trophy, 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 hunting trophy.

PART 2: Purpose of Export

- Indicate whether the trophy is being sent to the hunter directly or to another party such as a taxidermist acting on behalf of the hunter.
- Indicate if this is a gift from the hunter in Canada or the trophy is being sent to an individual for personal possession.

PART 3: Animal Information and Supporting Documents

- For each animal hunted, 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.
 - **Gender** – if known, indicate the gender of the animal hunted.
 - **Harvested in** – indicate whether the animal was harvested from the wild or from some other location (such as a game farm).
 - **Province/territory** – indicate where in Canada the animal was harvested.
 - **Date of harvest** – this is the date when the animal was harvested, as accurate as possible.
 - **Name of hunter/trapper** – specify the name of the individual that harvested this animal
 - **Hunting permit/trapping license number** – the permit or license number issued for the harvest must be provided as evidence the harvest was authorized.
 - **Tag or band number** – if a tag or band number is issued for marking the harvested animal, this number must be indicated.
- List all distinct items belonging to the animal described which will be exported. Please describe the items clearly.
- If there are more items than can be listed on the form, please attach a separate document with the additional items.
- Please provide a copy of the provincial or territorial export permit or certificate **and** the provincial or territorial hunting permit associated with the hunting trophy. These provincial or territorial documents need to be obtained prior to applying for the CITES export permit. Ensure that the copies of those documents are legible.

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.