



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

GENERAL INFORMATION

This application form is to be used **ONLY** when importing the hunting trophy of an animal which was hunted outside of 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 imported by or on behalf of the hunter, as part of a transfer from outside of 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.
1. **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.
4. For the permits to be sent by courier, a courier company and account number must be provided.
5. **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 will be receiving 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 of 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.

1.3 Broker Information

- If using a shipping company to import 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 other country which is sending the hunting trophy to Canada.

PART 2: 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 in which country 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 imported. 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.
- To import the hunting trophy of a CITES Appendix I species, the foreign CITES export permit (or an official statement indicating that a CITES export permit will be issued by the country of origin) **and** the foreign country hunting permit and register numbers must be provided. Ensure that the copies of those documents are legible.

PART 3: 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.