



INFORMATION SHEET: APPLYING FOR CITES PERMIT TO EXPORT BIOMEDICAL SAMPLES

GENERAL INFORMATION

This application form is used when exporting biomedical samples from CITES-listed animals. This would include any type of sample such as blood, serum, microscope slides, swabs, paraffin blocks, etc.

NOTE:

1. **All** applicable sections must be completed 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 is a request for replacement of a previously issued permit, the original copies of the previous permit **must** be returned before the new permit can be issued. A clear explanation must be provided for the request for 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
6. 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

- The applicant is the Canadian company or resident that currently possesses the samples 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.
- Unless otherwise specified in the area provided, the permit will be sent to the applicant's address as listed on the form.
- Please provide contact information for an additional individual in the case that it is necessary to contact them.

PART 2: Inventory, Shipments and Supporting Documents

- In order to provide a reference for this particular application, provide a study number or some other reference number.
- Please complete the inventory tables.
 - **Table 1 Legality Inventory** – this table is used to list all the different origins of the animals whose samples will be used for the shipments. Animals that have the same country of origin and same original CITES permit number must be grouped together in a Specimen Inventory table.

- **Species name** – indicate the scientific name for the animal species
 - **Marking type** – indicate the type of marking used to distinguish between the various animals. These marking types can be – tattoo, microchip, identification number, etc.
 - **CITES Permit information (country of origin)** – indicate the country of origin of the animals, the CITES permit number they were originally exported with and the issue date of that permit. If this was the CITES permit used to bring the animals into Canada, a copy of the permit must accompany this application.
 - **CITES Permit information (country of last re-export)** – if the animals were brought into Canada from a country other than the country of origin, the CITES re-export permit information is required. This re-export permit would be the CITES permit which brought the animals into Canada. The country of last re-export, the permit number and the issue date of that permit is required. A copy of that re-export permit must accompany this application.
- **Table 2 Biomedical specimen inventory** – for each group of animals belonging to a common legality indicated in Table 1, the Biomedical specimen inventory must be completed. The Block associated with the entry in Table 1 must be filled in at the top of the specimen inventory table.
 - **Specimen description** – indicate the type of specimen that could be exported for the animal. Indicate only 1 specimen type per row.
 - **Marking #** - indicate the animal identification number.
 - **Repeat** the rows for every combination of specimen type and marking number which can be contained in the export.
- Submit copies of all applicable supporting documents with the application form.
 - Indicate in Section 2.3 which supporting documents are being attached (invoice; CITES foreign permits; purchase receipts; and if no other documentation is available, letters of explanation documenting in detail the circumstances under which the specimen was obtained)
 - If you have 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: Legality Inventory and Table 2: Biomedical Specimen Inventory.



Table 1 Legality
Inventory.xls



Table 2 Biomedical
Specimen Inventory.xl

- Make sure that the numbering of the items in the Table 1 Excel file is incremented properly.

PART 3: Current Location of the Specimen

- 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.