



## GENERAL INFORMATION

This application is to be used for **requesting new permits or certificates for multi-shipment permits/certificates which have expired**. The specimens which appeared on the original multi-shipment permits/certificates cannot be changed on the renewed permits/certificates. The unused permits/certificates previously issued must be returned along with this application, as well as any copies of used permits which have not yet been sent to the permit office. These used and unused copies are important for CITES Canada records-keeping.

This is for **multi-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 that issued the original permits. 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](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/certificate will be sent to and reach the appropriate destination.

## Part 2: Request for renewal of application

- Indicate the **number** of the CITES permit/certificate which has expired or will be expiring, and for which you are requesting new permits/certificates.
- 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.
- Indicate the number of permits/certificates required.

NOTE: this application cannot be used to request changes to the permit or certificate information. All the information must be the same as in the previously issued permit or certificate.