



## GENERAL INFORMATION

This application is to be used for **requesting additional shipments of a valid CITES permit or certificate**. The original permit or certificate must have been requested for multiple shipments. Additional copies will only be issued for a permit or certificate that has not expired. The additional shipments will have the same expiry date as the original permit or certificate.

### **NOTE:**

- Complete all applicable sections accurately and legibly. Incomplete application forms will not be accepted.
- The application must be signed in order to be processed. Electronic signatures are not accepted.
- For additional copies to be sent by courier, a courier company name and account number must be provided.
- **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.
  - **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](mailto: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 additional shipment documents will be sent to and reach the appropriate destination.

## Part 2: Request for copies

- Indicate the **number** of the CITES permit or certificate for which you are requesting additional shipments.
- Provide the **Date of Issue** as is indicated on the current 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 **quantity** of additional shipments required. NOTE: the Valid Until date of the additional permit copies will be the same as on the original permit.
- Explain the **reason** why the additional shipments are required and the rationale for the quantity being requested.