



INFORMATION SHEET: APPLYING FOR CITES PERMIT FOR EXPORT OF LIVE PLANTS

GENERAL INFORMATION

This application form is used when applying for the export of live plants. This is for use by associations, greenhouses, retailers, wholesalers or other large operations. Individuals wishing to move their personal plants should use the *Application for a CITES permit to Export personal/household plants*.

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 of the reason this replacement is required.
 - 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. **Service Standard** – Allow up to 40 calendar days, once the complete application has been received by the permitting office.
 - NOTE: An application is deemed complete once **all** required documents have been received by 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

The import and export of plants and their parts and derivatives is also controlled by the Plant Protection Act, implemented by the Canadian Food Inspection Agency (CFIA).

CFIA can be contacted toll free at: 1 877 493-0468 (Canada East); 1 800 835-4486 (Canada Central); 1 888 732-6222 (Canada West).

PART 1: Contact Information

1.1 Applicant Information

- The applicant is the business or organization in Canada wishing to export the plants and to whom the permit will be issued.
- The individual submitting the application form must sign the application. The application can be completed and submitted by someone other than the owner or employee of the organization (e.g. a broker). However, please note that the actual applicant's information 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 indicated on the form.

1.2 Broker Information

- If using a shipping company to export the plants, their contact information should be provided in Section 1.2.
- If no broker or carrier is used, this section may be left empty.

1.3 Recipient Information

- The recipient is the company or individual in the destination country that will be receiving the plants.
- If there will be multiple shipments of the plants itemized in Part 4 to different recipients, Section 1.3 may be left blank.

PART 2: Purpose of Export

Answer **yes OR no** to all questions in this section in order to clarify the purpose of the export.

- Indicate whether the plants are being exported for **resale** in the receiving country.
- Indicate if the plants are being sent to another country to be **exhibited** or as part of an exhibition. **If yes**, please specify the name and location of the exhibition, the type and purpose of the exhibition, duration of the exhibit, etc.
- Indicate if the plants will be used for **propagation** in the receiving country.
- Indicate if the plants are being sent for an **educational** program which is run in the receiving country. **If yes**, then documentation must be provided describing the program, its educational goals, history of the program, the responsible program manager or institution, etc.
- Indicate if the plants are being sent for **scientific** analysis or research in the receiving country. **If yes**, then documentation must be provided describing the research project, the goal or purpose of the research, responsible scientist or institution, etc.

PART 3: Shipment Information

- Indicate whether there will be multiple shipments of the plants which will be described in the inventory (Part 4) in the next 6 months.
- If those plants itemized in Part 4 will be exported in separate shipments to the same or different recipients, please indicate the estimated number of shipments which will take place in the next 6 months.

Part 4: Inventory of plant(s) for export

A table **-Plant Inventory-** or spreadsheet is provided to itemize each plant species that is planned for export.

- The **Scientific name** for the plant is mandatory to ensure that the correct species is being referenced. The **common name** for the plant may be provided if known, but it is optional.
- Indicate the **maximum quantity** of the specific plant species which is planned for export in 1 shipment.
- Indicate the **source** or supplier of each specific plant species. If there is more than 1 supplier for the same species, a separate row is required for each supplier.
 - Receipts or other papers documenting the purchase or ownership transfer of the plants species should be provided.
 - For plants obtained from a Canadian nursery, greenhouse or grower, a **Declaration for Source of Live Plants** must be completed by the supplier. The Declaration(s) must be provided along with this application.
 - For hybrid plants obtained from a Canadian nursery, greenhouse or grower which produced the hybrid in their facility, a **Declaration for Hybrid Plants** must be completed by the supplier. The Declaration(s) must be provided along with this application.

- **Please note** that for any plant material brought into Canada with a foreign CITES permit, a copy of the foreign CITES permit must be provided.
- Specify the **quantity** of the particular plant species which was acquired from the supplier.
- Indicate the **date** the plants were acquired.
- Indicate the **code** for the type of plant material which was acquired from the supplier.
 - 1 - Flasks
 - 2 - Seedlings
 - 3 - Juvenile
 - 4 - Mature or blooming
 - 5 - Cuttings or divisions
 - 6 - Roots
 - 7 - Other (please describe what the material was)
- Indicate whether the plant material obtained was to be used for **propagation purposes** only and not for export.

Part 5: Facility Details

- When the plants are produced or grown in the facility which is submitting the application for export, details are required about the facility.
- The environment and methods for growing the plant material are required in order to assess whether the plants meet the definitions for growth and/or production in a controlled environment.
- If necessary, separate documents with detailed descriptions or photos may be provided. If the facility has already provided this information in previous applications, please indicate so and specify whether all the information provided earlier still applies or whether changes have been made.

Part 6: Transport of Live Plant(s)

- Indicate the mode of transport that will be used for moving the plants to the recipient.
- Describe the manner in which the plants will be packaged and protected during transport, and any means that will be taken to ensure they will reach their destination safely.

Part 7: Current Location of the Plant(s)

- Please indicate where the plant(s) are currently located.
- If the plant(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.

Attestation and signature

- The signature of the applicant or the person who completed the application is required. An electronic signature cannot be accepted.