



## INFORMATION SHEET:

### APPLYING FOR CITES PERMIT FOR IMPORT OF LIVE HOUSEHOLD OR PERSONAL PLANTS

#### GENERAL INFORMATION

This application form is used when applying for the import of live personal or household plants. This is for use by individuals wishing to move their personal plants from another country into Canada. Any companies or organizations wishing to move plants for commerce, propagation, exhibition, education or research should use the *Application for a CITES Permit to Import Live 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](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)

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 individual in Canada wishing to import or move their personal or household plants into Canada from another country 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 of the plants (e.g. a broker or moving company). 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 moving or 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 Supplier or shipper Information

- The Supplier or Shipper information specifies where the plants are located which need to be sent to Canada. This would normally be the old address for the individual moving their household to Canada. However if the plants are temporarily cared for by another person or business, their contact information can be indicated in this section.

## Part 2: List of Plant(s) for Import

Itemize all the live CITES-listed plants which will be moved or imported. It is important to indicate as precisely as possible the type of plant being imported. The scientific name is preferred as it is most accurate. Often plants when they are purchased will not have the exact scientific name of the specific species, but can have the family or genus name – Orchidaceae, Paphiopedilum, Phragmipedium, Cactaceae, Euphorbia, Aloe, etc. Please provide as much information as possible.

If there is insufficient space to list all the plants, make as many additional copies of Part 2, as required for the plants.

- **Common species name** – this is the common name that is used to describe the plant. For example: Monkey-puzzle tree, Pitcher-plant giant, etc.
- **Scientific species name** – this is the precise scientific name for the plant species. This information can be obtained from Wikipedia research or the nursery where the plant was obtained.
- **Quantity** – specify the number of plants of that species that are to be imported.
- **Plants obtained from** – indicate the source of the plant. If the plant was received as a gift, please select Other and describe the scenario. When possible, provide receipts for plants that were purchased.
- **Country of acquisition** – this is to specify where the plant was obtained.
- **Date of plant acquisition** – indicate when the plant was obtained, this date has to be as exact as possible, but can be an approximation when precision is not possible.

## Part 3: Transport of Live Plant(s)

- Indicate the mode of transport that will be used for moving the plants from their foreign location.
- 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 4: 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.