



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

GENERAL INFORMATION

This application form is used when applying for the import 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 Import 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 import or bring the plants into the 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 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 Exporter Information

- The exporter is the company or individual in the exporting country that will be sending the plants to Canada.

PART 2: Purpose of Import

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

- Indicate whether the plants are being imported for **resale** in Canada.
- Indicate if the plants are being sent to Canada 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 Canada.
- Indicate if the plants are being sent for an **educational** program which is run in Canada. **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 Canada. **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: Inventory of plant(s) for import

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

- 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 **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. If the foreign CITES permit is available, please provide a copy or a draft version of that permit.
- Specify the **quantity** of the particular plant species which was acquired from the supplier and which will be imported.
- 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)

Part 4: Transport, Housing & Care of Live Plant(s)

4.1 Transport

- 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.

4.2 Housing and Care

- Describe the facility where the live plants will be housed and the care they will receive.
- The environment and methods for caring for the plant material are required in order to assess whether the plants can be imported.
- 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 5: 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.