



## INFORMATION SHEET: APPLYING FOR CITES PERMIT TO IMPORT WOOD OR WOOD PRODUCTS

### GENERAL INFORMATION

This form is to be used when applying for a CITES permit to import wood or products of CITES-listed tree species (e.g. logs, plywood, veneer, inlay, guitar neck, etc.). This form is not to be used for plant parts or products. There is a specialized form available for this purpose. If unsure which form is appropriate, please contact the permitting office (contact information provided below).

#### IMPORTANT TO 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** along with the application, before this request can be processed and a permit issued. Provide a clear explanation for this request for a replacement.
  - 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 submitted to 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 Canadian company or resident that will be receiving the wood or wood products, and to whom the permit will be issued. This is the name which will appear on the permit.
- The individual **submitting** the application form must sign the application. An individual other than the owner (e.g. the broker) may submit the application. However, please note that the information for the **applicant** 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 listed on the form.



### 1.2 Broker Information

- If using a shipping company to import the wood or products, provide the broker's information 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 foreign country that will be sending the wood or wood products.

## PART 2: Purpose of Import

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

- Indicate whether the wood or wood products are being imported for **resale** in Canada.
- Indicate if the wood or wood products are being brought 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 wood or wood products are being brought to Canada for an **educational** program. **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 wood or wood products are being brought 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: Information and Supporting Documents

- For each CITES-listed tree species whose wood or wood products are being imported, all relevant details must be provided. If the same wood was obtained or sourced from different suppliers or locations, please separate into separate blocks so that the origin of the material can be clearly assessed during the permitting process.
  - **Species name** – the common name and scientific name of the species are to be provided. The scientific name helps to ensure that the correct species is chosen for the permit and the appropriate assessment of the application.
  - **Wood or product obtained from** – indicate the facility or location from which the wood or product was obtained.
  - **Country of origin** – specify where geographically this wood or product was originally sourced.
  - **Date of acquisition** – this is the date when the wood or product was harvested or acquired, as precise as possible.
- List all distinct items belonging to the tree species specified which will be imported. Please describe with as much detail as possible the separate wood specimens. For finished products, dimensions and clear descriptions of the product are important. As well, with a finished product made with various other materials, clearly indicate where the CITES-listed wood is located and how it is used in the product.
- The **quantity** field is used to specify the amount of this specific wood which will be imported. If the finished product is composed of various materials, only describe and quantify the CITES-listed wood.

If there are more items than can be listed on the form, please copy the page with **Part 3**, and include with the application.



**PART 4: Current location of the Specimen(s)**

- Please indicate where the specimens are currently located.
- If the specimen(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.