



## INFORMATION SHEET: APPLYING FOR CITES IMPORT PERMIT FOR LIVE ANIMAL(S)

### GENERAL INFORMATION

This form is to be used for applying for a CITES permit to import a live animal(s). These animals would be listed in CITES Appendix I. Please note that it must be clearly demonstrated that there are appropriate facilities and care for the animals.

**It is the applicant's responsibility to be informed of all other requirements with regard to possession, care and transport of the animal(s) and obtain any additional authorizations or permits required by other jurisdictions, federal government agencies, or foreign countries.**

#### 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** before the new permit can be 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 for the processing of a complete application. An application is deemed complete once **all** required documents have been submitted to the permitting office.

#### **Submitting the application**

7. 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)
8. 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)

#### **For live animals coming from a zoo:**

- If ISIS reports are available, provide a report on each first and second generation relative of the animal (father, mother, grandfather (both sides), grandmother (both sides)).
- If ISIS reports are not available (or in the case of a captive breeding operation), please fill out Appendix A for each animal. When names are not known, simply indicate this by writing "unknown".

### PART 1: Contact Information

#### 1.1 Application Information

- The applicant is the Canadian organization or individual that wishes to import the animal(s) 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 animal(s), provide the broker's information in Section 1.2.
- If no broker or carrier is used, this section may be left empty.

### 1.3 Consignee Information

- The consignee is the organization or individual in the foreign country that will be sending the live animal(s).

## PART 2: Purpose of Import

- Indicate whether the animal(s) are being imported for **resale** in Canada.
- Indicate if the animal(s) are being imported for an **educational** program 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 animal(s) are being imported to be **exhibited** or as part of an exhibition. **If yes**, please specify the name of the exhibition, the type and purpose of the exhibition, duration of the exhibit, etc.
- Indicate if the animal(s) are being imported for an **introduction/re-introduction** program in Canada. **If yes**, then documentation must be provided describing the program, its goals, history of the program, the responsible program manager or institution, etc.
- Indicate if the animal(s) are being imported for a **zoo**.
- Indicate if the animal(s) will be used for a **breeding** program.

## PART 3: Animal Descriptions and Supporting Documents

For each animal being imported, all relevant details must be provided.

- **House name** – the given name for the animal if applicable.
  - **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.
  - **Gender** – if known, indicate the gender of the animal.
  - **Unique Identification** – All animals should possess some form of identification (e.g. leg band, microchip, tattoo, ISIS, studbook, etc.). If not, a detailed description of the animal will be required. When multiple similar animals are imported, such as arowanas, a document can be attached with the list of all the unique identification numbers.
  - **Birth/hatch date or age** - provide information on the age of the animal, this can be approximate if the exact details are not known.
  - **Possession or acquisition date** – indicate when the exporting facility took ownership or acquired the animal (this can be the birth/hatch date, if the animal was born on their premises).
  - **Where the animal was acquired** – please indicate the origin of the animal. The animal can be obtained from a business, breeding facility, zoo, individual, etc. If the animal is obtained from a CITES registered breeding operation, the name and registration number of the facility is required.
- In order to verify the source of your animal, as well as the location from which it was acquired, we ask that you submit all applicable supporting documentation showing proof of lawful acquisition. This can include – receipts, letters of agreement, foreign CITES permits, breeding/hatch certificates, ISIS reports, studbook information, etc. Mark the supporting documentation with the animal number as indicated in the heading for each animal on the application. This will help the permitting officer match the documentation with the appropriate animal(s).
  - If there are more animals that need to be described than can be listed in **Part 3** of the application, an



additional section is provided for listing the other animals. Please copy this additional section as many times as necessary. Please increment the number associated with the animal to help track the entries in the request.

#### **PART 4: Transport of Animals, Housing & Care**

- It is important to indicate the means of transport the live animal(s), as well as the method that will be used for shipping the animals. The appropriate transportation methods must be used to ensure the health and safety of the animal(s). If the animal(s) will be transported by air, the IATA regulations must be followed. For transport by any other means, the CITES Guidelines for the non-air transport of live wild animals and plants (which is available on [www.cites.org](http://www.cites.org))
- Please describe adequately the facility that will be used to house the live animal(s), attach diagrams and photographs to this application.

#### **PART 5: Experience with care**

List the animals or species that are currently owned by the applicant. This will help substantiate the experience in care for similar live animals.

#### **PART 6: Current Location of the Animal(s)**

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