



INFORMATION SHEET: APPLYING FOR CITES EXPORT PERMIT FOR ONTARIO GROWN AMERICAN GINSENG

GENERAL INFORMATION

This application form is to be used **ONLY** for the export of Ontario-grown American Ginseng (*Panax quinquefolius*). This form is not to be used when there is a mixed supply of American Ginseng grown in Canada (American ginseng from Ontario and from other sources). The application form for Goldenseal or American Ginseng should be used instead.

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 is a request for replacement of a previously issued permit, the original copies of the previous permit **must** be returned before the new permit can be issued. A clear explanation must be provided for the request for 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. 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

- 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

NOTE:

The import and export of plants and their parts and derivatives is also controlled by the Canadian Food Inspection Agency (CFIA). To ensure that this export complies with their requirements, please contact CFIA toll free at: 1 800 442 2342.

PART 1: Contact Information

1.1 Application Information

- The applicant is the Canadian company or resident that currently possesses the ginseng 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 certificate will be sent to the applicant's address as listed on the form.

1.2 Broker Information

- If a company is used to ship the ginseng, 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 company or individual in the destination country that will be receiving the ginseng.
- If requesting a permit for a single shipment, provide the information for the recipient of the shipment. If the request is for multiple shipments, leave Section 1.3. blank.

PART 2: Description of Specimens, Origin & Legality, and Supporting Documents

2.1 Description of Specimens

- Indicate all the formats of the ginseng that will be exported, in order for all required specimen types to be identified on the CITES permit.
- Indicate if the ginseng is to be resold in the country of import.
- Specify the maximum quantity of ginseng which will be shipped with 1 permit.
- Indicate the number of shipments planned during the validity period of the permit (6 months). If there is no quantity specified in this field, only 1 permit will be issued.

2.2 Origin and Legality

- The complete list of all sources of the ginseng to be exported must be provided.
- All growers must be OGGA members. Their name and address is to be provided for verification against the OGGA membership list.
- When the ginseng is acquired from a wholesaler, the wholesaler must certify that only ginseng purchased from OGGA growers will be provided.

2.3 Supporting documents

- Submit all applicable supporting documentation showing proof of acquisition of the ginseng to be exported.
- Complete lists of the growers must be provided from wholesalers, as well as an attestation that only ginseng from OGGA growers will be supplied.

PART 3: 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.