

Application for the import, export, re-export and introduction of  
**COMMERCIAL** and **SCIENTIFIC** specimens subject to the Trade in  
Endangered Species Act 1989

1. **Use this form for commercial or scientific/zoo trade of non-live animals (or parts), plants, and specimen lot applications.** Please use different forms for personal and household effects, or live animals.
2. Only complete and legible forms will be processed. Please allow 20 working days.
3. Many wildlife items may require approval under other DOC administered legislation. In particular:
  - exports of any bird, reptile, amphibian or bat, or parts of such species (Wildlife Act 1953: contact [permissionshamilton@doc.govt.nz](mailto:permissionshamilton@doc.govt.nz))
  - marine mammals such as dolphins, seals and whales (Marine Mammals Protection Act 1978: contact [permissionschristchurch@doc.govt.nz](mailto:permissionschristchurch@doc.govt.nz))
4. There are also Ministry for Primary Industries regulations governing the import and export of some plant and animal items. Please contact MPI ([www.mpi.govt.nz](http://www.mpi.govt.nz)) for further information.
5. After you submit your application, a CITES officer will contact you to provide details on how to pay the application fee. Payment must be made within 7 working days, otherwise the application will not be progressed. CITES officers may also request any other information necessary to support your application.
6. Please note CITES permits are only valid for one consignment up to six months from the date of issue. The original documentation must accompany the items on export/import.
7. Once your permit/certificate is granted it will be sent to the NZ address on the application. For more information please see [www.doc.govt.nz/cites](http://www.doc.govt.nz/cites)

#### To complete the form electronically

1. Open the form in Adobe Acrobat
2. Click the **Tools** menu in the top left
3. Open **Fill & Sign**
4. Click in a text field and begin typing. For fields with multiple lines (e.g. addresses) use 'Enter' to move to the next line underneath.
5. Save the PDF to your digital device

#### Application submission

Please submit all applications via email to the following address [cites@doc.govt.nz](mailto:cites@doc.govt.nz).

*Applications can be sent via postal mail if needed – contact [cites@doc.govt.nz](mailto:cites@doc.govt.nz) for the relevant CITES address nearest your location.*

#### NOTE REGARDING PERMITS AT TIME OF EXPORT:

**Export and re-export permits must be validated upon departure from New Zealand** by the NZ Customs Service. If the permit is not validated, your specimen(s) may be confiscated upon entry into the destination country.

# Commercial/Scientific application



## Section A – Application type

Import     Export     Re-export     Introduction from the sea

Is the specimen Pre-Convention?     YES    Age of item \_\_\_\_\_     NO

*Pre-Convention specimens were acquired before the species was included in the CITES Appendices - evidence of the earliest provable date on which it was possessed by any person must be provided e.g., copies of receipts, family wills, published articles or expert testimony.*

## Section B – Exporter/Re-exporter details

*For Permits to Import, section B requires an overseas address*

First name: \_\_\_\_\_ Family name: \_\_\_\_\_

Company/Organisation: \_\_\_\_\_

Physical address: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Section C - Importer details

*For Permits to Import, section C requires is a NZ address*

First name: \_\_\_\_\_ Family name: \_\_\_\_\_

Company/Organisation: \_\_\_\_\_

Physical address: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Section D – Purpose of trade

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Artificially Propagated (B)         | <input type="checkbox"/> Law Enforcement (L) | <input type="checkbox"/> Biomedical research (M) |
| <input type="checkbox"/> Hunting Trophy (H)                  | <input type="checkbox"/> Zoo (Z)             | <input type="checkbox"/> Scientific (S)          |
| <input type="checkbox"/> Educational (E)                     | <input type="checkbox"/> Botanic Garden (G)  |  |
| <input type="checkbox"/> Circus or Travelling Exhibition (Q) | <input type="checkbox"/> Commercial (T)      |  |

## Section E – Shipment details

Date of proposed shipment: \_\_\_\_\_

How shipment will be sent:  Air     Sea     Post     Accompanied baggage

NZ port of exit/entry: \_\_\_\_\_

Overseas port of entry/exit: \_\_\_\_\_

**Section F - Commercial/Scientific specimen details**



Common name of species: \_\_\_\_\_

Scientific name - *genus and species* \_\_\_\_\_

**CITES Appendix**     Appendix I                       Appendix II                       Appendix III  
*(refer www.speciesplus.net if unsure)*

**Source**                       W – Wild     U – Unknown  
 A – Artificially propagated plants                       R – From a ranching operation  
 O – Pre-Convention     C – Animals bred in captivity

**Description**  
 Live plant     Whole specimen     Part or derivative    Quantity/weight \_\_\_\_\_

**Details of item(s)**

**Table A. Specimen collection information**

- *For commercial re-exports please include copy of CITES import permit and complete Table B.*
- *For **large numbers/specimen lots** please attach equivalent information as an appendix*
- *For non-live animal Zoo applications please include Species 360 record or similar document*

*tick if records/information is attached*

<i>Location of acquisition (Country of origin/Address/GPS co-ordinates)</i>	<i>Date of Acquisition</i>
<i>Details of acquisition (provide copy of research or wildlife permit if applicable)</i>	

**Table B. Complete if re-exporting only - attach proof of importing document**

Country of Origin:	Issuing Country:
CITES permit No.	Date of issue:

**Section F - Commercial/Scientific specimen details**



Common name of species: \_\_\_\_\_

Scientific name - *genus and species* \_\_\_\_\_

**CITES Appendix**     Appendix I                       Appendix II                       Appendix III  
*(refer www.speciesplus.net if unsure)*

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**Table B. Complete if re-exporting only - attach proof of importing document**

Country of Origin:	Issuing Country:
CITES permit No.	Date of issue:

## Section G - Declaration



I hereby apply for the permit indicated above. I declare that:

- the particulars provided by me in this application, and any additional supporting documents, are true and correct in every detail.

**It is an offence under section 47 of the Trade in Endangered Species Act 1989 to knowingly or recklessly make a false statement, whether it is for your own benefit or for the benefit of any other person.**

Name of applicant (please state clearly)

Date

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Signature of applicant - Click the **Sign** icon  in the toolbar to enter an electronic signature

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### Organisation

Where the applicant is making an application on behalf of an incorporated company or other incorporated body, the applicant shall state the capacity in which he/she is making the application (e.g. secretary, director, etc.).

I hereby declare that the information in this application for a permit under the Trade in Endangered Species Act 1989 is true and correct.

I make this application in my capacity as:

Of (*name of company or other incorporated body*):

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Declared at:

Date:

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If a broker or other agent is submitting the application on behalf of another party, they should complete all sections above.

## Privacy Statement

The Department of Conservation (DOC) collects personal information from you on CITES permit or certificate applications for the purpose of administering the Trade in Endangered Species Act 1989 (the Act).

Personal information is not disclosed outside DOC unless permitted or required by law. Under the Act, applicants for CITES permits or certificates must specify their full name, address and other information as may be required.

Applications may not be granted if the required information is not provided. All personal information is held in accordance with the Privacy Act 1993.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is necessary.

For more information, please visit our website or contact [privacy@doc.govt.nz](mailto:privacy@doc.govt.nz)