TRADE IN ENDANGERED SPECIES ACT 1989

Application for a permit to export, re-export, import, or introduce specimens of animals or plants or derivatives thereof, subject to the Act.

IMPORTANT NOTES:
- Incomplete and illegible applications will result in delays in processing. Print the information clearly.
- If you need assistance, please contact one of the CITES Officers, listed below.
- Submit an original application form (scanned or photocopied versions are not acceptable).
- After receipt of a complete application, processing may take up to 20 working days.
- The Trade In Endangered Species (TIES) Act 1989 provides penalties for knowingly making false or misleading statements in this application.
- Many transactions relating to wildlife and wildlife products may require clearance from the Ministry for Primary Industries (MPI). Please contact MPI (www.mpi.govt.nz) for information on export and quarantine controls.
- Many transactions relating to wildlife products may require clearance and permitting under other DOC-administered Acts e.g. Wildlife Act 1953 (contact: permissionshamilton@doc.govt.nz) and Marine Mammals Protection Act 1978 (contact: permissionschristchurch@doc.govt.nz)
- In all cases, original CITES documentation must accompany the items on export/import.

FEES PAYABLE:
- Fees for permit applications can be found at www.doc.govt.nz/cites Permits will not be issued without receipt of payment. Payment can be made by cheque (made payable to the ‘Department of Conservation’ or online to the Department of Conservation bank account; 03 00 49 0002808 00. Please include the reference ‘CITES Permit_your surname’. Evidence of payment must be included with the application.

CHECKLIST:

Permit to Import
☐ Completed permit application (original)
☐ Application has been certified by a person authorised to take a statutory declaration e.g. Justice of the Peace, Notary Public etc.
☐ Photograph of the specimen(s)
☐ Application fee

Pre-Convention Certificate
☐ Completed permit application (original)
☐ Application has been certified by a person authorised to take a statutory declaration e.g. Justice of the Peace, Notary Public etc.
☐ Evidence of the age of the specimen
☐ Photograph of the specimen(s)
☐ Application fee

Permit to Export or Re-export
☐ Completed permit application (original)
☐ Application has been certified by a person authorised to take a statutory declaration e.g. Justice of the Peace, Notary Public etc.
☐ For re-exports, proof of legal import into New Zealand and/or legal export from country of origin.
☐ If the species is in Appendix I of CITES, proof that an Import Permit has been obtained from the destination country is also required.
☐ Photograph of the specimen(s)
☐ Application fee

CONTACTS:

Auckland
CITES Officer
Department of Conservation
Tāmaki Mekaurau / Auckland Office
Bledisloe House, 7th floor,
24 Wellesley Street West
Auckland 1010
Postal address: Private Bag 68908
Newton, Auckland 1145
Phone: 09 307 9279

Wellington
CITES Officer
Department of Conservation
Where Kaupapa AIAwhai / Conservation House
18 - 32 Manners Street
Wellington 6011
Postal address: PO Box 10420
Wellington 6143
Phone: 04 496 1096

Christchurch
CITES Officer
Department of Conservation
Ōtautahi / Christchurch Office
161 Cashel Street, Christchurch
Central, Christchurch 8011
Postal address: Private Bag
4715 Christchurch Mail Centre
Christchurch 8140
Phone: 03 371 3739

Email: cites@doc.govt.nz
INSTRUCTIONS

Section A – Application type
1. Indicate if the application is for a Permit to Import, Export, Re-export, or Introduction from the Sea.
2. Indicate whether the specimen is considered as “Pre-Convention”. Pre-Convention specimens are those that were acquired before the species was included on CITES. If pre-Convention, evidence of the age of the specimen must be provided and may include copies of receipts, family wills, authentications by antiques dealer and/or a sworn affidavit. Please contact your local DOC CITES Officer for more information.

Section B – Name and address
1. Please fill in as much detail as possible for both the exporter/re-exporter and importer fields.
2. For Permits to Import, the “Exporter” is an overseas name and address, and the “Importer” is a New Zealand name and address. For Permits to Export or Re-export, the “Exporter or Re-exporter” is a New Zealand name and address, and the “Importer” is an overseas name and address.

Section C – Purpose of trade
1. Please indicate the purpose of trade. If you have any questions about this, please contact your local DOC CITES Officer.

Section D – Shipment details
1. Please provide as much detail of the consignment as possible.

Section E – Specimen details
1. PLEASE FILL IN ONE TABLE FOR EACH SPECIMEN.
2. Scientific name: Please use the Latin name, i.e. genus and species nomenclature.
3. Common name: As known in New Zealand or the country of export.
4. Description of specimen: Please provide as much detail as possible. Other information may include: export quota numbers, hunting permit numbers, band number etc.
5. Quantity/unit/weight: Actual number, weight, or volume.
6. CITES Appendix: Appendix I, II or III. Please contact your local DOC CITES Officer if you do not know this information or refer to www.speciesplus.net for a full list of CITES species and their Appendices.
7. Source: W – Wild C – Animals bred in captivity R – From a ranching operation U – unknown (must be justified)
   A – Plants that are artificially propagated O – Pre-Convention
8. If re-exporting: Complete this section if you intend to re-export specimens that have previously been imported into New Zealand. Please attach proof of legal import (e.g. New Zealand Permit to Import) and/or proof of legal export (e.g. Export or Re-export permit from country of origin).
9. Export of live birds: All applications must show leg band numbers, or where an identity tag implant (transponder) has been placed, the alpha-numeric code of the implant and location of the tag.

Section F – Origin and legality
1. This section is to determine the source of the specimen. Please provide as much detail as possible.
2. Complete Table 1 if the specimen came from the wild. If the specimen is a hunting trophy, attach any relevant information, such as hunting permit, etc.
3. Complete Table 2 if the specimen comes from a captive breeding facility and include a Specimen Record with your application.
4. Complete Table 3 if the origin of the specimen is unknown. Fill in to the best of your knowledge including the date of acquisition, how and where you acquired the specimen(s) providing proof where possible, and the history and age of the specimen(s).

Section G – Declaration
1. Fill in your name, sign and date the declaration in the sections: “Name of applicant”, “Signature of applicant”, “Declared at”, and “Date”.
2. If a broker or other agent is submitting the application on behalf of another party, they should fill in the sections: “Name of applicant”, “Signature of applicant”, “I make this application in my capacity as”, “Of (name of company or other incorporated body)”, “Declared at”, and “Date”.
3. All forms need to be certified by a person authorised to take a statutory declaration. Each page of the application should have the initials or signature of the person authorised to take the declaration.

NOTE REGARDING PERMITS AT TIME OF EXPORT: Please note that the Permits to Export/Re-export must be validated upon departure from New Zealand. Please ensure a New Zealand Customs Service official signs, dates, and stamps the bottom portion of the Permit. If the Permit is not validated, your specimen(s) may be confiscated upon entry into the destination country. If this happens, DOC has no recourse to secure the release of the specimen(s).
### Section A – Application type:

- **IMPORT**
- **EXPORT**
- **RE-EXPORT**
- **INTRODUCTION FROM THE SEA**

**Pre-Convention specimen?**

- **No**
- **Yes**  Insert age of specimen

### Section B – Name and address:

#### Exporter or Re-exporter

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>Organisation (if applicable)</th>
<th>Postal address</th>
<th>Country:</th>
<th>Street address</th>
<th>Country:</th>
<th>Telephone number:</th>
<th>Fax number:</th>
<th>Email address:</th>
</tr>
</thead>
</table>

#### Importer

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>Organisation (if applicable)</th>
<th>Postal address</th>
<th>Country:</th>
<th>Street address</th>
<th>Country:</th>
<th>Telephone number:</th>
<th>Fax number:</th>
<th>Email address:</th>
</tr>
</thead>
</table>

### Section C – Purpose of trade:

- **Commercial**
- **Personal**
- **Scientific**
- **Hunting trophy**
- **Educational**
- **Breeding in captivity or artificial propagation**
- **Zoo**
- **Botanical garden**
- **Circus or travelling exhibition**
- **Biomedical research**
- **Law enforcement**
- **Reintroduction or introduction into the wild**

### Section D – Shipment details:

<table>
<thead>
<tr>
<th>How will shipment be sent?</th>
<th>Date of proposed shipment</th>
<th>Other consignment details (number of containers, packing marks, name of airline, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air</td>
<td>Day  month  year</td>
<td>New Zealand port of entry or exit (city)</td>
</tr>
<tr>
<td>Sea</td>
<td></td>
<td>Overseas port of entry or exit (city)</td>
</tr>
<tr>
<td>Post</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accompanied baggage</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section E – Specimen details:

<table>
<thead>
<tr>
<th>Scientific name of species:</th>
<th>Quantity/unit/weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common name of species:</td>
<td>CITES Appendix number</td>
</tr>
</tbody>
</table>

**Description of specimen**

**Complete if re-exporting:**

<table>
<thead>
<tr>
<th>Live animal:</th>
<th>Wild-caught</th>
<th>Captive-bred</th>
<th>Unknown</th>
</tr>
</thead>
</table>

| Male | Female |

| Transponder/band number: | |

**Country of origin**

<table>
<thead>
<tr>
<th>Live plant:</th>
<th>Wild</th>
<th>Artificially propagated</th>
<th>Unknown</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
</table>

**Issuing authority of CITES permit**

<table>
<thead>
<tr>
<th>All other specimens:</th>
<th>Description</th>
</tr>
</thead>
</table>

**Date of issue of CITES permit**

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**Scientific name of species:**

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</tr>
</thead>
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</table>

| Male | Female |

| Transponder/band number: | |

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</thead>
</table>

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<tr>
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</thead>
</table>

**Issuing authority of CITES permit**

<table>
<thead>
<tr>
<th>All other specimens:</th>
<th>Description</th>
</tr>
</thead>
</table>

**Date of issue of CITES permit**
### Scientific name of species:  
### Quantity/unit/weight  

### Common name of species:  
### CITES Appendix number  
### CITES source code  

#### Description of specimen

### Complete if re-exporting:

**Live animal:**  
- [ ] Wild-caught  
- [ ] Captive-bred  
- [ ] Unknown  
- [ ] Male  
- [ ] Female  

**Transponder/band number:** __________  

**Country of origin**

**CITES Permit Number on which specimen entered New Zealand**

**Live plant:**  
- [ ] Wild  
- [ ] Artificially propagated  
- [ ] Unknown  

**Description**  
________________________  
________________________  
________________________  
________________________  
________________________  
________________________  

**Issuing authority of CITES permit**

**Date of issue of CITES permit**

**All other specimens:**  
**Description**  
________________________  
________________________  
________________________  
________________________  

If space is insufficient, please use an attachment in the same format.
SECTION F – Origin and legality

Table 1

<table>
<thead>
<tr>
<th>Wild-caught</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of capture/removal</td>
<td>Date of capture/removal</td>
<td></td>
</tr>
<tr>
<td>Details of hunting or research permit (provide a copy)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 2

<table>
<thead>
<tr>
<th>Captive-bred</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Specimen (name and ID number)</td>
<td>Date of birth</td>
<td>Date acquired</td>
<td>Information about parentage (origin of breeding pair, etc.)</td>
</tr>
</tbody>
</table>

Table 3

<table>
<thead>
<tr>
<th>Unknown</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition date and age of specimen</td>
<td>Context of acquisition (purchase, gift received, etc.)</td>
<td>Country of acquisition</td>
</tr>
<tr>
<td>(provide proof with your application)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If space is insufficient, please use an attachment in the same format.
SECTION G – Declaration:

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

- the particulars provided by me in this application are true and correct in every detail; and
- in the case of live animals, that they will be prepared and shipped in accordance with the current edition of the International Air Transport Association Live Animals Regulations; and
- in the case where the specimen is for personal use, it will not be used for commercial purposes, including sale, lease, hire or exchange and shall remain as my personal property.

Name of applicant (please print):

Signature of applicant:

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 and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

I make this application in my capacity as: Of (name of company or other incorporated body):

Declared at: Date:

A Justice of the Peace or Solicitor of the High Court (or other person authorised to take a statutory declaration):

Name of Justice of the Peace or Solicitor:

Authorising signature (and stamp, if applicable):

Certified at: Date: