

Application for the import, export, and re-export of **LIVE ANIMALS** subject
to the Trade in Endangered Species Act 1989

1. **Use this form for live animals only.** Please use different forms for personal or household effects, or commercial and scientific/zoo trade of non-live animals, plants, and specimen lot applications.
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)
 - marine mammals such as dolphins, seals and whales (Marine Mammals Protection Act 1978: contact 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) 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

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.

Applications can be sent via postal mail if needed – contact 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.

Live Animals application

Section A - Application type	
<input type="checkbox"/> Import <input type="checkbox"/> Export <input type="checkbox"/> Re-export	
Is the specimen Pre-Convention? <input type="checkbox"/> YES Age of item _____ <input type="checkbox"/> NO	
<i>Pre-Convention specimens are those 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.</i>	

Section B – Exporter/Re-exporter details		<i>For Permits to Import, section B requires an overseas address</i>
First name:	Family name:	
Company/Organisation:		
Physical address:		
Country:		
Phone:	Email:	

Section C - Importer details		<i>For Permits to Import, section C requires is a NZ address</i>
First name:	Family name:	
Company/Organisation:		
Physical address:		
Country:		
Phone:	Email:	

Section D - Purpose of trade	
<input type="checkbox"/> Personal (P)	<input type="checkbox"/> Law Enforcement (L)
<input type="checkbox"/> Zoo (Z)	<input type="checkbox"/> Commercial (T)
<input type="checkbox"/> Educational (E)	<input type="checkbox"/> Introduction into the Wild (N)
<input type="checkbox"/> Bred in Captivity (B)	<input type="checkbox"/> Circus or Travelling Exhibition (Q)

Section E - Shipment details	
Date of proposed shipment:	
How shipment will be sent: <input type="checkbox"/> Air <input type="checkbox"/> Sea <input type="checkbox"/> Post <input type="checkbox"/> Accompanied baggage	
NZ port of exit/entry:	Overseas port of entry/exit:

Section F. Live-animal details



Please enter the details of the live animals you wish to apply for. Please use the appropriate table for your activity.

- **PERSONAL** animals - use table **F.1**
- **Commercial export of live animals** – use table **F.2**
- **ZOO** applications – use table **F.3**

Export of CITES listed bats, amphibians, reptiles, or birds requires an **Authority To Export** under the **Wildlife Act 1953**. This is administered by the DOC Permissions Team - contact permissions@doc.govt.nz for further information. **Evidence of an ATE must be presented at the time of submitting a CITES permit application.**

Section F.1 Personal

	Individual 1	Individual 2
Common name		
Scientific name – <i>genus and species</i>		
CITES Appendix (<i>I, II, or III</i>)		
ID number		
Sex (<i>Male or Female</i>)		
Wild or Captive Bred		
Date of Birth (<i>if known</i>)		
Date you acquired the animal		
Captive Parentage (<i>if known</i>) <i>or Location of wild capture</i>		
Contact details of breeder or Company		

Table F.2 Commercially captive bred live animals



Identification number and origin details for each individual animal must be provided at the time of application. Use the example formatting below to provide the information and attach with the application form.

Scientific name – genus and species	CITES Appendix	ID number	Sex	Date of Birth (if known)	Date of Acquisition	Captive Parentage	Contact details of breeder
<i>Example species</i>	<i>I, II or III</i>	<i>e.g. band or transponder #</i>	<i>M/F</i>	<i>DD/MM/YY</i>	<i>DD/MM/YY</i>	<i>Sire/Dam</i>	<i>Name, address and phone number</i>

Table F.3 Zoo specimens

Common name	Scientific name – <i>genus and species</i>	CITES Appendix	Origin: Wild or Captive	Qty	Specimen records attached Y/N

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; and
- live animals 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.

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