

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

1. **Use this form for personal and household items only.** Please use different forms for live animals, 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 may be required to be validated upon departure from New Zealand by the NZ Customs Service. If required, instructions will be included with your permit.

Personal Effects 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 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.</i>			

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

Section D - Purpose of trade	
<input type="checkbox"/> Personal (P)	<input type="checkbox"/> Educational (E)
<input type="checkbox"/> Hunting Trophy (H)	<input type="checkbox"/> Bred in Captivity/Artificially propagated (B)

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 - Personal effects specimen details



To be filled in for each species. *If you require more than two Specimen Detail pages email cites@doc.govt.nz*

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 (*see below*) O – Pre-Convention
 A – Artificially propagated plants C – Animals bred in captivity (*see below*)
 R – From a ranching operation U – Unknown (*see below*)

Description Whole Part or derivative Qty/weight _____

Description of item(s)

--

Was the CITES specimen(s) obtained from the **Wild** or **Captive Bred?** (*If Unknown see below*)
If you require more space, please include additional pages as an attachment to the application

<i>Location of capture/captive facility</i>	<i>Date of capture/acquisition</i>
<i>Details of acquisition (incl. hunting permits)</i>	

Unknown - *To the best of your knowledge include the date of acquisition, how and where you acquired the specimen(s) providing proof where possible, and the history and age of the specimen. Attach any supporting documents (or if you require more space) as necessary.*

<i>Acquisition date and age of specimen</i>	<i>Country of acquisition</i>
<i>Context of acquisition (purchase, gift received, etc.)</i>	

Section F - Personal effects specimen details



To be filled in for each species. *If you require more than two Specimen Detail pages email cites@doc.govt.nz*

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 (*see below*) O – Pre-Convention
 A – Artificially propagated plants C – Animals bred in captivity (*see below*)
 R – From a ranching operation U – Unknown (*see below*)

Description Whole Part or derivative Qty/weight _____

Description of item(s)

--

Was the CITES specimen(s) obtained from the **Wild** or **Captive Bred?** (*If Unknown see below*)
If you require more space, please include additional pages as an attachment to the application

<i>Location of capture/captive facility</i>	<i>Date of capture/acquisition</i>
<i>Details of acquisition (incl. hunting permits)</i>	

Unknown - *To the best of your knowledge include the date of acquisition, how and where you acquired the specimen(s) providing proof where possible, and the history and age of the specimen. Attach any supporting documents (or if you require more space) as necessary.*

<i>Acquisition date and age of specimen</i>	<i>Country of acquisition</i>
<i>Context of acquisition (purchase, gift received, etc.)</i>	

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
- the item(s) 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

--	--

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

--

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