



## 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 applications will result in delays in processing. If you need help completing this application, please phone, fax or email the Department of Conservation at the numbers shown below.
- Print the information clearly. Illegible applications may cause delays.
- The Trade In Endangered Species (TIES) Act 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 of Agriculture and Forestry (MAF). Please contact MAF for information on export and quarantine controls.
- Many transactions relating to wildlife and wildlife products may also require clearance under other DOC-administered Acts (e.g. the Wildlife Act). Please contact your local DOC Conservancy Office for more information.
- In all cases, original documents must accompany export of the specimens.
- Please allow up to 20 working days for applications to be processed after receipt.
- **FOR DETAILED INSTRUCTIONS ON HOW TO FILL OUT THE APPLICATION, SEE PAGE 6.**

### FEES PAYABLE:

- Please make cheques payable to the 'Department of Conservation'. Permits will not be issued without payment being received.

### CHECKLIST:

#### Permit to Import

- Completed application
- Application has been certified by a person authorised to take a statutory declaration (e.g. Justice of the Peace, Notary Public, etc.).
- Fee

#### Permit to Export or Re-export

- Completed application
- 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.
- Fee

#### Permit to Export (Pre-Convention certificate)

- Completed application
- 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 (e.g. copies of receipts, family wills, authentication by antiques dealer, sworn affidavit, etc.) – please contact your local CITES officer for more details.
- Fee

### CONTACTS:

<b>Auckland</b> CITES Officer Auckland Conservancy Office Private Bag 68908 Newton, Auckland  Phone: 09 307 9279 Fax: 09 307 4844	<b>Wellington</b> CITES Officer Poneke Area Office PO Box 5086 Wellington  Phone: 04 472 5821 Fax: 04 499 0077	<b>Christchurch</b> CITES Officer Canterbury Conservancy Office Private Bag 4715 Christchurch  Phone: 03 379 9758 Fax: 03 365 1388	<b>DoC Head Office</b> CITES Officer National Technical Services Unit PO Box 10420 Wellington  Phone: 04 471 0726 Fax: 04 381 3057
<b>Email: <a href="mailto:cites@doc.govt.nz">cites@doc.govt.nz</a></b>			



**Section A – Application type:**

<input type="checkbox"/> IMPORT
<input type="checkbox"/> EXPORT
<input type="checkbox"/> RE-EXPORT

<b>Pre-Convention specimen?</b>
<input type="checkbox"/> No
<input type="checkbox"/> Yes _____ Date acquired

**Section B – Name and address:**

<b>Exporter or Re-exporter</b>		<b>Importer</b>	
First name	Last name	First name	Last name
Organisation (if applicable)		Organisation (if applicable)	
Postal address		Postal address	
Country		Country	
Street address		Street address	
Country		Country	
Telephone number		Telephone number	
Fax number		Fax number	
Email address		Email address	

**Section C – Purpose of trade:**

<input type="checkbox"/> Commercial	T	<input type="checkbox"/> Zoo	Z
<input type="checkbox"/> Personal	P	<input type="checkbox"/> Botanical garden	G
<input type="checkbox"/> Scientific	S	<input type="checkbox"/> Circus or travelling exhibition	Q
<input type="checkbox"/> Hunting trophy	H	<input type="checkbox"/> Biomedical research	M
<input type="checkbox"/> Educational	E	<input type="checkbox"/> Law enforcement	L
<input type="checkbox"/> Breeding in captivity or artificial propagation	B	<input type="checkbox"/> Reintroduction or introduction into the wild	N

**Section D – Shipment details:**

How will shipment be sent? <input type="checkbox"/> Air <input type="checkbox"/> Sea <input type="checkbox"/> Post <input type="checkbox"/> Accompanied baggage	Date of proposed shipment / / Day month year	Other consignment details (number of containers, packing marks, name of airline, etc.)	
	New Zealand port of entry or exit (city)		
	Overseas port of entry or exit (city)		



**Section E – Specimen details:**

Scientific name of species	Quantity/unit/weight	
Common name of species	CITES Appendix	Source
<b>Description of specimen</b> Live animal: <input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> wild-caught <input type="checkbox"/> captive-bred <input type="checkbox"/> unknown  <input type="checkbox"/> Animal part: _____ <input type="checkbox"/> Animal product: _____  <input type="checkbox"/> Live plant <input type="checkbox"/> Plant part: _____ <input type="checkbox"/> Plant product: _____  <input type="checkbox"/> Other information: _____	Fill in if re-exporting	
	Country of origin	
	Permit/certificate number	
	Issuing authority	
	Date of issue	

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	Country of origin	
	Permit/certificate number	
	Issuing authority	
	Date of issue	

If space is insufficient, please use an attachment in the same format.



**SECTION F – Origin and legality**

**Table 1**

<b>Wild-caught</b>	
Location of capture/removal	Date of capture/removal

**Table 2**

<b>Captive-bred</b>				
Specimen (name and ID number)	Date of birth	Date acquired	Information about parentage (origin of breeding pair, etc.)	Contact information for supplier/captive-breeding establishment

**Table 3**

<b>Unknown</b>		
Acquisition date	Context of acquisition (purchase, gift received, etc.)	Country of acquisition

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:

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 or stamp:

Certified at:

Date:



## INSTRUCTIONS

### Section A – Application type

1. Check whether the application is for a Permit to Import, Export or Re-export.
2. Indicate whether the specimen is considered “pre-Convention”. Pre-Convention specimens are those that were acquired before the species was included on CITES. 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. For live specimens, please fill in Section F as well. Other information may include: export quota numbers, hunting permit numbers, band number, scientific transfer exemption label 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.
7. Source:
  - W – Wild
  - R – From a ranching operation
  - C – Animals bred in captivity
  - A – Plants that are artificially propagated
  - U – unknown (must be justified)

Please contact your local DOC CITES Officer if you require more information about this section.

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 permit from country of origin).
9. **Export of live birds: All applications must show leg band numbers, or where an identity tag implant has been placed, the alpha-numeric code of the implant.**

### Section F – Origin and legality

1. This section is to determine the source of the specimen, with as much detail as possible.
2. Fill in 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. Fill in Table 2 if the specimen comes from captive breeding.
4. Fill in Table 3 if the origin of the specimen is unknown.

### 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.

**NOTE REGARDING EXPORT PERMITS:** Please note that the Permit to Export must be validated upon departure from New Zealand. Therefore, you must ensure that a New Zealand Customs Service official signs, dates, and stamps the very bottom portion of the Permit. If this part of the Permit is not validated, your specimen(s) may be confiscated upon entry into the destination country. If the Permit is not validated and your specimen(s) are confiscated, the Department of Conservation has no recourse to secure the release of the specimen(s).