



# Australian Government

## Department of the Environment, Water, Heritage and the Arts

### Application for a Pre-CITES Certificate or a Certificate of Origin under Part 13A of the *Environment Protection and Biodiversity Conservation Act 1999*

#### Important notes

- There are severe penalties for knowingly making false or misleading statements in this application.
- Many transactions relating to wildlife and wildlife products may require clearance from the Australian Quarantine and Inspection Service (AQIS) and the Australian Customs Service (Customs). Please contact AQIS and Customs in your State or Territory for information on quarantine controls.
- The Legislation stipulates applications, with all completed information, must be processed within 40 business days of receipt.
- Applications that are incomplete or contain insufficient information cannot be processed. Delays will occur whilst further information is sought from the applicant.
- If you need help in completing the application, please phone, fax or email International Wildlife Trade at the numbers shown below.
- If a permit is required, do not attempt to export/import without first obtaining your permit otherwise your specimens may be seized.

#### Fee payable

- There is no fee for a pre-CITES certificate or a Certificate of Origin application.

#### Lodging the application

- This application, and supporting documents, may be faxed to the number below in order to facilitate the processing of the application.

#### Supporting Documentation

- Please ensure that, where applicable, you attach proof of acquisition and/or origin of the specimen. This can include a copy of a Department of the Environment and Heritage import permit or an overseas export permit.
- Attach any relevant documents referred to in **Question 21**.
- You will also need to complete an extra subject-specific attachment if instructed to do so in **Question 19**
- You may be audited so please keep copies/records to verify sources of specimens.

**Postal Address:** The Director  
International Wildlife Trade  
The Department of the Environment, Water, Heritage & the Arts  
GPO Box 787  
CANBERRA ACT 2601

**Fax:** (02) 6274 1921  
**Telephone:** (02) 6274 2768  
**Email:** [wildlifetrade@environment.gov.au](mailto:wildlifetrade@environment.gov.au)

#### Small businesses

Please provide an estimate of time taken to complete this form

hours

minutes

#### ***Include:***

- the time actually spent reading the instructions, working on the questions and obtaining the information; and
- the time spent by your employees in collecting and providing this information

## Permit Details

1. How many permits do you require?

Pre-CITES Certificate

Certificate of Origin

See the relevant export fact sheets at <http://www.environment.gov.au/biodiversity/trade-use/publications/index.html> or contact International Wildlife Trade for further information on pre-CITES certificates.

2. Have you previously been issued with a permit to export or import wildlife or wildlife products?

No  Go to next question

Yes  Permit Number of last permit issued:

## Australian Address

COMPLETE FOR ALL PERMITS

3. Name

Mr, Ms, Mrs, etc First (given) name

Family name (surname)

4. Organisation name (if applicable)

Registered name and ABN

Trading name (if different to above)

Position within organisation (if applicable)

5. Street address

Address

Town/Suburb

State

Postcode

6. Postal address

If same as street address, tick here

Address

Town/Suburb

State

Postcode

7. Contact details (include area code)

Telephone number – work

Telephone number - home / mobile

Fax number (include area code)

Email

## Overseas Address COMPLETE FOR ALL PERMITS.

**8. Name**

Mr, Ms, Mrs, etc First (given name)

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Family name (surname)

--

**9. Organisation name (if applicable)**

Registered name


Position within organisation (if applicable)

--

**10. Street address**

Address

--

Town/Suburb

--

State

Postcode

--	--

Country

**11. Postal address**

If same as Street address, tick here

Address

--

Town/Suburb

--

State

Postcode

--	--

Country

**12. Contact details (include country and area codes)**

Telephone number - work

Country code Area code and number

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Telephone number - home / mobile

Country code Area code and number

--	--

Fax number (include country and area codes)

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Email

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## Shipment Details (if known)

SINGLE USE PERMIT ONLY

**13. Date of proposed export**

DD / MM / YYYY

/	/
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**14. How will the shipment be sent?**

**TICK ONE ONLY**

Air

Sea

Post

Accompanied baggage

**15. Name of Australian port of entry or exit**

Show airport, seaport, city, town

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**16. Name of Overseas port of entry or exit**

Show airport, seaport, city, town

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**17. What is the purpose of the export?**

Commercial purpose

**Go to  
next  
question**

Non-commercial purposes:\*

Research

Education

Exhibition

Travelling exhibition

Personal item(s) that will not be traded  
(Cannot be a live plant or animal)

- See "Guide to the Import and Export of Wildlife Specimens for Non-commercial Purposes" at <http://www.environment.gov.au/biodiversity/trade-use/publications/noncommercial-guide/index.html>

**18. Are you applying to export a live animal (including viable reproductive material)?**

No  **Go to 20**

Yes  **Go to next question**

**19.** Does your application relate to the export of a live animal belonging to the class Mammalia (mammals), Amphibia (amphibians), Reptilia (reptiles) or Aves (birds)?

No  **Go to next question**

Yes  Complete 'Supplementary Form G: Live Animal Imports/Exports', unless completing 'Supplementary Form E: Non-commercial Household Pet' and **Go to next question**

**Note:** An export permit cannot be issued for a live native mammal, amphibian, reptile or bird if it is for commercial purposes.

## Specimen Identification

You will need to provide details at question 20 (next page) on the specimens you are applying for. The following notes are provided to assist with the completion of question 20.

### 1) Source Codes

Wild	W
Captive bred	C
Artificially propagated	A
Ranched	R
Aquacultured	AQ
Other (please explain)	O
Unknown (must be justified)	U

### 2) Place of origin

For Australian native species, or a non-native species sourced in Australia, name the State or Territory where taken or grown.

For non-native species sourced outside Australia, name the country from which the specimens were originally taken.

### 3) Year in which the specimens were taken or bred

Show the year when the animals/plants were taken from the wild; or the year that the specimens were captive bred or artificially propagated.

**20. Specimen details to be included on permit.** Refer to notes on previous page before entering details.  
 If you have more than 3 different specimens, you will need to photocopy the page before entering the details.

Scientific name - <b>PLEASE PRINT</b> (for example: <b>LOXODONTA AFRICANA</b> )	Common name (for example: <b>African elephant</b> )
Specimen description (for example: <b>live animal; live plant; meat; shells; hunting trophy</b> )	Quantity and unit (eg Number, kg etc)
Source Code (see note 1)	
Place of origin (See note 2)	Year (See note 3)

Scientific name - <b>PLEASE PRINT</b> (for example: <b>LOXODONTA AFRICANA</b> )	Common name (for example: <b>African elephant</b> )
Specimen description (for example: <b>live animal; live plant; meat; shells; hunting trophy</b> )	Quantity and unit (eg Number, kg etc)
Source Code (see note 1)	
Place of origin (See note 2)	Year (See note 3)

Scientific name - <b>PLEASE PRINT</b> (for example: <b>LOXODONTA AFRICANA</b> )	Common name (for example: <b>African elephant</b> )
Specimen description (for example: <b>live animal; live plant; meat; shells; hunting trophy</b> )	Quantity and unit (eg Number, kg etc)
Source Code (see note 1)	
Place of origin (See note 2)	Year (See note 3)

**21.** Attach copies of any other approvals or permits relating to the import or export of the specimens.

Include (where appropriate):

State/Territory holding, collection, import and export permits, Pre-CITES certificates

**22.** Do you wish to nominate an agent to act on your behalf? If you answer yes, the permit will be sent to your agent.

No  **Go to next question**

Yes  **Provide agent details and authorisation below.**

Note that the applicant retains responsibility for the application and that the applicant (not agent) must sign the declaration at question 26 and on any relevant supplementary forms.

Name of agent

Address of agent

  
  
  


Telephone number of agent

 (      )

Signature of agent

Date signed

I further state that I have provided the above-named agent with the particulars of the transaction and that the information provided by me is true and correct in every detail.

Name of applicant (or Authorised person if applicant is an organisation)

Signature of applicant or Authorised person

Date signed

**23.** Is a courier service required?

No  **Go to next question**

Yes  Enclose a pre-paid courier bag

## OFFENCE DECLARATION

To answer this question, please answer 'Yes' or 'No' in the section provided

**24.** Has applicant been convicted of, or is applicant subject to proceedings for:

	Yes / No
<b>(a)</b> offences under the <i>Environment Protection and Biodiversity Conservation Act 1999</i> or <i>Regulations</i> ;	
<b>(b)</b> offences under any law of the Commonwealth about the protection, conservation or management of native species or ecological communities;	
<b>(c)</b> offences under section 6 of the <i>Crimes Act 1914</i> in relation to an offence referred to in paragraph (a) or (b) <sup>1</sup> ;	
<b>(d)</b> offences under a law of a State or Territory about the protection, conservation or management of native species or ecological communities;	
<b>(e)</b> offences, in relation to a law referred to in paragraph (d), under a provision of a law of a State or Territory that is equivalent to provision mentioned in paragraph (c), or to section 11.1, 11.4 or 11.5 of the <i>Criminal Code</i> <sup>2,3</sup> .	

*Note 1.* Section 6 of the *Crimes Act 1914* relates to accessories to an offence,

*Note 2.* Section 11.1 of the *Criminal Code* relates to attempt; section 11.4 of the Code relates to incitement to commit an offence; and section 11.5 to conspiracy to commit an offence.

Under section 11.6 of the Code, a reference in a law of the Commonwealth to an offence includes the offences created by sections 11.1, 11.4 and 11.5. For offences of complicity and common purpose, and the commission of an offence by means of an innocent agency, see sections 11.2, and 11.3 of the Code.

*Note 3.* The provisions of Part V11C of the *Crimes Act 1914* includes provisions that, in certain circumstances, relieve persons from the requirement to disclose spent convictions and require persons aware of such convictions to disregard them.

*If the answer to any of the above parts of question 24 is 'Yes', please provide details of the offence, date, penalty imposed*


**25.** Please check the following before signing the declaration:

- You have attached all relevant authorities and consents that indicate compliance with other Commonwealth, State and Territory requirements related to the proposed export or import.
- You have attached all relevant authorities and consents from the governments of other countries that entitle you to import or export wildlife across their respective borders.
- You have attached any relevant documents listed on Page 1.
- You have attached all supplementary forms as requested in question 19, and any relevant documents listed on those supplementary forms.

**26. Declaration**

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 and plants**, that they will be prepared and shipped in accordance with the current edition of the: "IATA (International Air Transport Association) Live Animals regulations" in the case of live animals to be transported by air; **or** "CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora) guidelines for transport and preparation for shipment of live wild animals and plants" in all other cases; and
- in the case where the specimen is for personal use it will not be used for commercial purpose including sale, lease, hire or exchange and shall remain as my personal property; and
- all Commonwealth and State/Territory requirements in relation to the specimen(s) have been/ will be met (question 21 refers).

**Please Note:**

**GIVING FALSE OR MISLEADING INFORMATION IS A SERIOUS OFFENCE**

**(Criminal Code – Division 137)**

Name of applicant (or authorised person if applicant is an organisation)

Signature of applicant or authorised person

Date signed

*Information provided in this application form may be exchanged with other Commonwealth and State agencies for the purposes of administering the EPBC Act and relevant State legislation.*