



## CITIZEN'S CHARTER NO. BMB-WRD-02. Processing of CITES Permit Applications for the Import of Wildlife, including by-products and derivatives

This procedure intends to define the controls needed to ensure that the process in the issuance of export, re-export and import permits for CITES listed species are being carried out as mandated under Republic Act 9147 (Wildlife Resources Conservation and Protection Act) and pursuant with the Philippine commitment to the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES),

CITES Import Permit - permit issued authorizing an individual to bring into the Philippines wildlife listed under the CITES Appendices, including its by-products or derivatives, from other countries

<b>Office or Division:</b>	Wildlife Resources Division				
<b>Classification:</b>	Simple				
<b>Type of Transaction</b>	G2C - Government to Citizen G2B – Government to Business				
<b>Who may avail:</b>	All applicants (Filipino citizen and Foreigner)				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
1. Duly accomplished application form (1 original)			BMB-WRD Office/BMB website		
2. CITES Export Permit			CITES Management Authority (CMA) of the exporting country		
3. Phytosanitary Permit (for wild plants)			Authorized agency from the country of origin		
4. Veterinary Certificate (for wild animals)			Authorized agency from the country of origin		
5. Inspection report (Facility inspection)			Regional Office/PENR/CENR Office		
<b>Additional requirements</b>					
6. Confirmation of the validity of permit (as needed)			CMA of the exporting country		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>	



<p>1. Submit accomplished Application Form to the BMB Records Management Unit Office with complete supporting documents</p>	<p>1a. Receives, records and forwards accomplished Application Form with supporting documents to Wildlife Regulation Section (For walk-in applications)</p> <p>1b. Receives, records and forwards to the Office of the Director for instruction (For applications endorsed by Regional Office)</p>	<p>None</p>	<p>10 mins</p> <p>30 mins</p>	<p>Records Management Unit/Section staff</p>
	<p>1c. Office of the Director release the application to WRD thru the Office of the Assistant Director</p>		<p>4 hrs</p>	
	<p>2. Evaluates application and supporting documents</p>	<p>None</p>	<p>3 hrs</p>	<p>Wildlife Regulation Section (WRS) technical staff</p>
	<p>3. Prepares Order of Payment</p>	<p>None</p>	<p>20 mins</p>	<p>WRS technical staff</p>
<p>2. Receives Order of Payment and Pays the Required Fees</p>	<p>4. Receives Order of Payment and Issues Official Receipt</p>	<p><b>Import Permit Fee: P350.00</b></p>	<p>10 mins</p>	<p>Cashier staff</p>
<p>3. Presents Original copy of the Official Receipt</p>	<p>5. Receives Original copy of the Official Receipt and records application</p>	<p>None</p>	<p>5 mins</p>	<p>WRS staff</p>



	6. Drafts CITES Import Permit and forwards permit to Chief, WRS	None	3 hrs	WRS technical staff
	7. Chief, WRS reviews, initials and endorses permit to Chief, WRD	None	1.5 days	Chief, WRS
	8. Chief, WRD reviews, initials and endorses permit to Assistant Director's (AD) Office	None		Chief, Wildlife Resources Division (WRD)
	9. Assistant Director reviews, initials, and forwards permit to the Director's Office	None		Assistant Director
	10. Director approves/signs permit and forwards signed permit to RMU	None		Director
	11. RMU affixes permit number, CITES and agency seals, and dates of issuance and validity	None	20 mins	Records Management Unit/Section staff
4. Applicant receives the approved CITES Import Permit	12. RMU releases permit to the applicant	None	5 mins	Records Management Unit/Section staff
<b>TOTAL:</b>		<b>P350.00</b>	<b>2 days</b>	

*This service is under the following laws:*

- *Republic Act No. 9147 or the Wildlife Resources Conservation and Protection Act and its IRR*
- *Convention on International Trade in Endangered Species of Wild Fauna and Flora*



Notes:

- *For applications endorsed by the Regional Offices, the applications with Memorandum are forwarded to the Director's Office, AD's Office, Chief, WRD then Chief, WRS for instruction.*
- *For further requirements needed, processing time stops upon execution of action and resumes upon receipt of requested document/s.*