

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 import permits for CITES-listed species is being carried out as mandated under Republic Act 9147 (Wildlife Resources Conservation and Protection Act) and pursuant to 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. It has a validity period of 1-6 months.

Office or Division:	Wildlife Resources Division (WRD) / Units under Office of the Assistant Director and Director	
Classification:	<p>Simple - applications covering wildlife by-product and derivatives, ornamental plants and wild fauna for commercial propagation and wild fauna for pet purposes.</p> <p>Complex – applications covering large/dangerous or CITES Appendix-I live wild animals requiring inspection of the proposed enclosure/s by the BMB and CITES Scientific Authorities and/or other experts</p>	
Type of Transaction	<p>G2C - Government to Citizen G2B – Government to Business G2G – Government to Government</p>	
Who may avail:	All applicants (Filipino citizen and Foreigner)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
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, including seeds)	Authorized agency from the country of origin	
4. Veterinary Certificate (for wild animals)	Authorized agency from the country of origin	
5. Inspection report on the facility for live wild plants and wild animals (endorsed to BMB within 5 days upon receipt of permit application by concerned DENR Regional Office)	DENR Regional Office/PENR/CENR Office	

Additional requirements				
6. Confirmation of the validity of permit (as needed)		CMA of the exporting country		
7. Copy of Wildlife Culture Permit/Wildlife Farm Permit (for new applicant who will use the wild plants/wild animals to be imported for commercial propagation purposes)		DENR Regional Office		
8. Clearance from the Secretary, if exotic wild plant species will be introduced to the Philippine environment (e.g. used for plantation establishment) pursuant to Section 13 of RA 9147.		DENR Secretary through Biodiversity Management Bureau		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit accomplished Application Form to the Wildlife Resources Division (WRD) with complete supporting documents	1a. Receives, records, and forwards accomplished Application Form with supporting documents to the Wildlife Regulation Section (For walk-in applications and applications received through WRD email) 1b. Receives, records, and forwards to the Wildlife Regulation Section through the staff, WRD (For applications endorsed by	None	1 hour and 20 mins	Staff, WRD Staff, Records Management Unit/Section

	Regional Office).			
	2. Evaluates application and supporting documents.	None	4 hrs For further requirements needed, processing time stops and resumes upon receipt of the requested document/s.	Technical Staff, Wildlife Regulation Section (WRS)
	3. As applicable, reviews and evaluates additional document/s submitted by the applicant.	None	3 hours	Technical staff, WRS
	4. As applicable, further inspection by BMB and CITES Scientific Authority/ies and/or technical experts	None	5 days	Technical staff, WRS
	5. Prepares Order of Payment	None	25 mins	Technical Staff, WRS
	6. Signs Order of Payment	None		BMB Accountant or staff, Accounting Unit
2. Receives Order of Payment and Pays the	5. Receives Order of Payment and Issues Official	Import Permit Fee: P350.00	20 mins	Staff, Cashier Unit

Required Fees	Receipt. Online payment may be done through the Landbank Link.BizPortal			
3. Presents Original copy of the Official Receipt	6. Receives Original copy of the Official Receipt and records application	None	15 mins	Staff, WRS
	7. Drafts CITES Import Permit and forwards permit to Chief, WRS	None	5 hrs	Technical Staff, WRS
	8. Chief, WRS reviews, initials and endorses permit to Chief, WRD	None	1.5 days	Chief, WRS
	9. Chief, WRD reviews, initials, and endorses permit to Assistant Director's (AD) Office	None		Division Chief, WRD
	10. Assistant Director reviews, initials, and forwards permit to the Director's Office	None		Assistant Director
	11. Director approves/signs permit and	None		Director

	forwards signed permit to WRD			
	12. WRD affixes permit number, CITES and agency seals, and dates of issuance and validity	None	30 mins	Staff, WRD
7. Applicant receives the approved CITES Import Permit. <i>Applicant's representative should present an authorization letter and ID.</i>	13. WRD releases permit to the applicant	None	10 mins	Staff, WRD
	TOTAL:			Simple : 3 working days Complex : 8 working days Note: Additional 3 hours, if requires submission of additional document/s; processing time will resume upon receipt of the additional required documents from applicant or concerned CMA or DENR Regional Office, as the case may be.
		P350.00		

This service is under the following laws:

- *Republic Act No. 9147 or the Wildlife Resources Conservation and Protection Act and its IRR*
- *Department Administrative Order 2004-55 (Streamlining/ Procedural Guidelines Pursuant to the Joint DA-DENR-PCSD Administrative Order.*
- *DENR A.O. 2016-07 (Manual of Authorities on Technical Matters).*
- *Convention on International Trade in Endangered Species of Wild Fauna and Flora*

Note: The prescribed processing time is applicable for 1 permit application only and assumed that the concerned evaluator/processor has no other intervening official task/s.