

CITIZEN'S CHARTER NO. BMB-WRD-01-A. 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:	Simple			
Type of Transaction	G2C - Government to Citizen G2B – Government to Business G2G – Government to Government			
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. Veterinary Certificate for wild animals			Authorized agency from the country of origin	
Additional requirements				
1. Confirmation of the validity of permit (as needed)			CMA of the exporting country	
2. 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	
Post requirement of the Permit				
3. Phytosanitary Permit for wild plants, including seeds			Authorized agency from the country of origin	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE

1. Submit accomplished Application Form to the BMB Records Management Unit (RMU) Office with complete supporting documents	1a. Receives, records and forwards accomplished Application Form with supporting documents to the Wildlife Resources Division (For walk-in applications)	None	1 hour	Staff, Records Management Unit/Section
	1b. Receives, records and forwards to the Director Wildlife Resources Division (applications endorsed by Regional Office and received through WRD email)			
	2. Release the application to WRD	None	10 mins	Staff, Records Management Unit/Section
	3. Release the application to the Wildlife Regulation Section	None	5 mins	Staff, WRD
	4. Assigns Action Officer	None	5 mins	Chief, WRS
	5. Evaluates application and supporting documents.	None	4 hrs	Technical Staff, Wildlife Regulation Section (WRS)

	6. As applicable, reviews and evaluates additional document/s submitted by the applicant.	None	3 hours	Technical staff, WRS
	7. Prepares Order of Payment	None	25 mins	Technical Staff, WRS
	8. Signs Order of Payment	None		BMB Accountant or staff, Accounting Unit
2. Receives Order of Payment and Pays the Required Fees	9. Receives Order of Payment and Issues Official Receipt. Online payment may be done through the Landbank Link.BizPortal	Import Permit Fee: P350.00	20 mins	Staff, Cashier Unit
3.Presents Original copy of the Official Receipt	10. Receives Original copy of the Official Receipt and records application	None	15 mins	Staff, WRS
	11. Drafts CITES Import Permit and forwards permit to Chief, WRS	None	2 hrs	Technical Staff, WRS
	12. Chief, WRS reviews, initials and endorses permit to Chief, WRD	None	1.5 days	Chief, WRS

	13. Chief, WRD reviews, initials, and endorses permit to Assistant Director's (AD) Office	None		Division Chief, WRD
	14. Assistant Director reviews, initials, and forwards permit to the Director's Office	None		Assistant Director
	15. Director approves/signs permit and forwards signed permit to WRD	None		Director
	16. WRD affixes permit number, CITES and agency seals, and dates of issuance and validity	None	30 mins	Staff, WRD
4. Applicant receives the approved CITES Import Permit. <i>Applicant's representative should present an authorization letter and ID.</i>	17. WRD releases permit to the applicant	None	10 mins	Staff, WRD

	TOTAL:	P350.00	3 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.
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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*

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.

CITES Import Permit for live plants and seeds will be released only upon submission of the post requirement. Photocopy of the approved CITES permit may initially be provided to the applicant to facilitate application of Sanitary and Phytosanitary Import Clearance (SPIC) to the Bureau of Plant Industry.