



DEPARTMENT OF
**NATURAL
RESOURCES**
ANGUILLA



MINISTRY OF SUSTAINABILITY, INNOVATION, AND THE ENVIRONMENT

DNaR-Env. 01/2023

DOCUMENTATION PROCESS FOR CITES APPLICATION- ANGUILLA

(The Convention on International Trade in Endangered Species of Wild Fauna and Flora)

This process is governed by the *Trade In Endangered Species Act, Revised Statutes of Anguilla Chapter T27, 2010* and *The International Convention on the Trade of Endangered Species of Wild Flora and Fauna*.

The CITES application process involves the following steps:

1. Collect an application form from the Department of Natural Resources-Environment (DNaR), **or**, visit gov.ai
(<http://gov.ai/departments.php?id=6&dept=14>)
2. Complete the application form with the required information, and submit it, in person, to the Management Authority-The Department of Natural Resources.
3. The Management Authority will review the application form, then indicate the cost to be incurred on the fee schedule, and sign.

NB: (i) The applicant must present a valid permit from the exporting country, which shows the quotas of the species, and the quotas of any other CITES listed species which can be shipped.

(ii) The permit fees are stated on the document titled 'Application Fees for Convention Documents'. The fees are **non-refundable**.

4. The applicant then takes the application form and the fee schedule to the Inland Revenue Department for payment.
5. The applicant returns the application form, a copy of the payment receipt, and all relevant documentation including an eligible copy of the CITES Permit issued by the country of export, to the Department of Natural Resources, to be processed by the Management Authority.

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The applicant **must** provide the Department of Natural Resources with the following details:

- i. The date and time at which the products/goods will arrive to the port of importation or exportation;
 - ii. The name of the port or courier service through which the products/goods will be imported and exported;
 - iii. The quantity/number of products/goods to be shipped or imported and;
 - iv. How the products/goods will be packed, for shipping.
6. Once the information is verified by the applicant, the permit will be processed. Processing of a CITES permit takes a minimum of **five (5) working days**.
NB: Execution of the CITES permit requires four permit copies. The applicant will receive two copies- one white and one yellow, while the yellow copy will be issued to the customs department from where the product (s) is shipped.
7. The Management Authority will forward a copy of the application to the Scientific Authority, which will make a determination that the criteria set out in the Trade In Endangered Species Act, Revised Statutes of Anguilla Chapter T27, 2010, are met.
8. The Management Authority will notify the Anguilla Customs Department of the application, and the details confirmed by the applicant at section **5 (i to iv)**.
9. The Management Authority and Anguilla Customs Department will meet at the port, on the specified day and time, to inspect the goods/products imported, or, to be exported.
10. Once **all** requirements are met, Anguilla Customs Department, followed by the applicant, will sign the CITES permit. The CITES permit is then sealed by the Anguilla Customs Department.

Note: A CITES Permit is only valid from one port to another, and for one application. Every shipment of products/goods requires a new CITES Permit. **Each permit is valid for three (3) months.**

Failure to adhere to the rules of CITES will result in products/goods being confiscated.

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