



June 29, 2005

Dear Clients:

Re: Export procedures for wildlife parts, wildlife mounts, antlers and horns

Please find attached a letter setting out the interim procedures for exporting wildlife parts, mounts, antlers and horns. This letter was drafted in response to requests from exporters and taxidermists for a “checklist” of information that must be provided in support of an application to export wildlife parts from B.C.

The intention of the attached letter is to clarify and introduce consistency to the application process, thereby enabling the Permit and Authorization Service Bureau [PASB] to provide fair, consistent and timely service to clients of the Ministry of Water, Land and Air Protection.

These procedures will be put into place as of July 15, 2005. Many exporters hold wildlife and wildlife parts that were acquired in accordance with different record-keeping requirements than are set out in the attached letter. If you have acquired wildlife or parts prior to July 15, 2005, and do not possess all of the documentation required by the attached export procedures, please contact the Permit and Authorization Service Bureau **prior** to submitting your export permit application, to ensure timely processing.

The Ministry of Water, Land and Air Protection is committed to streamlining our license and permitting processes, and is undergoing a review of our current regulatory requirements for exporting wildlife from B.C. This review will incorporate recent discussions between the Ministry and the B.C. Taxidermy Association.

In addition, the Ministry is currently undertaking a review of the policy and procedures surrounding permits issued under section 2(y) of the *Wildlife Act*: Permit Regulation, B.C. Reg. 253/2000, to the lawful owner of the wildlife or parts, to possess dead wildlife or wildlife parts if the documentation to prove ownership under section 2(2) or 2(3) of the Act has been lost or destroyed. We will contact you with additional information as soon as it becomes available.

Sincerely,

Bob Williams
Manager, Authorizations & Use Section

June 29, 2005

EXPORT PROCEDURES FOR DEAD WILDLIFE, WILDLIFE PARTS, ANTLERS AND HORNS

Please make note of the following procedures, which must be followed to obtain a permit to export wildlife parts, wildlife mounts, antlers and horns acquired after July 01 2005, from British Columbia.¹

- i. This procedure does NOT apply to scientific collection permits.**

A permit may not be issued to any person who does not provide the required documentation in accordance with these procedures. If you have acquired dead wildlife, wildlife parts, antlers or horns prior to July 01, 2005, and do not possess all of the documentation required by the export procedures set out below, please contact the Permit and Authorization Service Bureau **prior** to submitting your export permit application, to ensure timely processing.

CONVENTION ON INTERNATIONAL TRADE OF ENDANGERED FLORA AND FAUNA (CITES)

A CITES permit may be required to export dead wildlife, wildlife parts, antlers or horns from Canada. See **Appendix 1** for a list of species for which a CITES permit must be obtained from the the Ministry of Water, Land and Air Protection.

*** Please send in a separate application and fees for CITES permits.**

WILDLIFE ACT and REGULATIONS

Note: The following procedures refer to “wildlife” as defined by the *Wildlife Act*. “Wildlife” includes all vertebrates that are indigenous to BC, as well as invertebrates of the class Crustacea (crustaceans) or class Mollusca (mollusks). Some non-indigenous species are also classified as “wildlife” under the Act. **If you are unsure whether or not a species is “wildlife” and therefore subject to the Act and regulations, please contact the Permit and Authorization Service Bureau** (contact information on pages 3 & 4 of this letter).

The following procedures must be followed to apply for *either* an Export Permit under the Wildlife Act, or for a CITES permit. Incomplete application packages will NOT be considered.

Wildlife Parts for which no Export Permit Required

No permit is required to possess or export the following:

1. Bird feathers, except feathers from migratory insectivorous birds or migratory non-game birds both as defined in the Convention appended to the *Migratory Birds Convention Act, 1994* (Canada) (located at: <http://laws.justice.gc.ca/en/M-7.01/83828.html#rid-83903>).
2. Wildlife or wildlife parts that have been processed and subsequently manufactured into a product that no longer resembles the original dead wildlife or parts, **however**, see information under heading “**Annex III Certificate**,” below.

Annex III Certificate for Dead Wildlife, Wildlife Parts, or Products made from wildlife exported to European Union Countries

An **Annex III Certificate** must accompany all dead wildlife, wildlife parts or products made from wildlife of certain species exported to designated European Union countries. See **Appendix 2** for a complete list. For more information, please contact the Permit and Authorization Service Bureau (contact information on pages 3 & 4 of this letter).

Exporting Antlers

To obtain a permit to export antlers (currently cast and non-cast antlers are treated the sameⁱⁱ), the Export Permit Application Form must be completed and signed, and accompanied by the appropriate fees. Multiple sets of antlers may be included on one permit application; however **all of the antlers listed on the export permit must be exported in the same shipment, at the same time.**

- ii. A regulation change is anticipated.

Exporting Dead Wildlife, Wildlife Parts or Horns for which Compulsory Inspection is NOT Required

The following information must be provided with an application to export dead wildlife, wildlife parts and horns for which compulsory inspection is NOT required under Division 6 of the *Wildlife Act*: Hunting Regulation, B.C. Reg. 190/84 (located at: http://www.qp.gov.bc.ca/statreg/reg/W/Wildlife/Wildlife190_84/190_84.htm#div6):

1. The hunter number of the hunter who lawfully killed the wildlife, AND the cancelled species licence tag number for that wildlife, or
2. **A copy of the permit** issued under section 2(p) of the *Wildlife Act*: Permit Regulation, B.C. Reg. 253/2000, transferring property in dead wildlife or wildlife parts from the government to a person, or
3. **A copy of the permit** issued under section 2(y) of the *Wildlife Act*: Permit Regulation to the lawful owner of the wildlife or parts, to possess dead wildlife or wildlife parts if the documentation to prove ownership under section 2(2) or 2(3) of the Act has been lost or destroyed, **AND** the bill of sale transferring ownership of that wildlife to the exporter, or
4. The Status Number of the Indian (as defined by section 1 of the *Wildlife Act*) who killed the wildlife in accordance with the *Wildlife Act* and regulations (a Band Number is **not** sufficientⁱⁱⁱ), or

- iii. **If wildlife or parts were acquired prior to July 01, 2005**, for which a Band Number instead of a Status Number was recorded, you must **include the following information in your permit application:**

- The date the wildlife or wildlife parts were acquired.

- The name and address of the Indian from whom the wildlife or wildlife parts were acquired.
5. **Copies of valid documentation** demonstrating that the wildlife or parts have been legally exported from another jurisdiction and legally imported into B.C. **If you do not possess valid documentation, you must request a copy from the originating jurisdiction.**

Exporting Dead Wildlife, Wildlife Parts or Horns for which Compulsory Inspection is REQUIRED

The following information must be provided with an application to export dead wildlife, wildlife parts or horns for which compulsory inspection is REQUIRED under Division 6 of the *Wildlife Act*: Hunting Regulation (located at:

http://www.qp.gov.bc.ca/statreg/reg/W/Wildlife/Wildlife190_84/190_84.htm#div6):

1. The compulsory inspection number for wildlife taken in accordance with the *Wildlife Act* and regulations.

In addition, the horns of a mountain sheep harvested in BC must be affixed with a **horn pin**.*

* **A horn pin may NOT be affixed to wildlife harvested outside of BC.**

A **compulsory inspection** number or **horn pin**, as applicable, may be obtained by the lawful owner of wildlife harvested **prior to 1981** from the Compulsory Inspector **with permission of the Regional Manager** if the following information is provided:

1. The hunter number of the hunter who lawfully killed the wildlife, **AND a photocopy** of the cancelled species licence tag number for that wildlife, or
2. **A copy of the permit** issued under section 2(p) of the *Wildlife Act*: Permit Regulation, B.C. Reg. 253/2000, transferring property in dead wildlife or wildlife parts from the government to a person, or
3. **A copy of the permit** issued under section 2(y) of the *Wildlife Act*: Permit Regulation to the lawful owner of the wildlife or parts, to possess dead wildlife or wildlife parts if the documentation to prove ownership under section 2(2) or 2(3) of the Act has been lost or destroyed, **AND** the bill of sale transferring ownership of that wildlife to the exporter, or
4. The Status Number of the Indian (as defined by section 1 of the *Wildlife Act*) who killed the wildlife in accordance with the *Wildlife Act* and regulations (a Band Number is **not** sufficient).^{iv}

iv. If wildlife or parts were acquired prior to July 01, 2005, for which a Band Number instead of a Status Number was recorded, you must **provide the following information to the Compulsory Inspector**:

- The date the wildlife or wildlife parts were acquired.
- The name and address of the Indian from whom the wildlife or wildlife parts were acquired.

Application Form

An Export Permit Application Form or CITES Export Permit Application form must be completed, and must include a **detailed description** of the dead wildlife, wildlife parts, antlers or horns to be exported. See **Appendix 3** for examples of detailed descriptions. The export permit application form is located online at <http://wlapwww.gov.bc.ca/pasb/applications.htm>.

Multiple specimens may be included on one permit application; however **all of the wildlife, wildlife parts, antlers and horns listed on the export permit must be exported in the same shipment, at the same time.**

Fees

The appropriate fees must accompany the application. Fees are as follows:

Export permit for personal use: \$30.00 for other use: \$55.00

CITES permit for personal use: \$30.00 for other use: \$55.00

Payments can be made by Certified Cheque, Money Order or Personal Cheque made payable to Minister of Finance, or by Visa or MasterCard. The Visa/MasterCard payment authorization form is available online at <http://wlapwww.gov.bc.ca/pasb/apply.htm>.

Send in the Completed Application Package

Mail or courier the complete[■] application package AND appropriate fees to:

Fish and Wildlife Permits and Commercial Licences:
Ministry of Water, Land and Air Protection
Fish and Wildlife Authorizations
2975 Jutland Road
PO Box 9372 STN PROV GOVT
Victoria BC V8W 9M3

OR **fax** the complete[■] application package AND Credit Card Authorization Form to:
(250) 387-0922.

■ **Incomplete application packages cannot be processed.**

Delivery of Completed Permit

Prepaid CITES permits can be delivered in hard copy only by mail or courier (at applicant's expense) to any specified business or home address. Unpaid CITES permits will be delivered to the nearest government agent.

If you have any questions about this letter or require additional information, you may contact the Permit and Authorization Service Bureau by telephone:

Metro Vancouver: (604) 660-2421

Victoria: (250) 952-0932

Elsewhere in BC: 1-866-433-7272 (1-866-433-PASB)

Outside of BC: (250) 387-6121

Fax: (250) 387-0922



Ministry of Environment

Fish and Wildlife Recreation
and Allocation Branch

**Export Procedures for
wildlife parts, wildlife
mounts, antlers and
horns**

APPENDIX 1

**BC SPECIES FOR WHICH THE BC MINISTRY OF WATER, LAND AND AIR
PROTECTION WILL CONTINUE TO ISSUE CITES EXPORT PERMITS**

<u>SCIENTIFIC NAME/ NOM SCIENTIFIQUE</u>	<u>COMMON NAME</u>	<u>NOM COMMUN</u>
MAMMALS/MAMMIFÈRES:		
<i>Bison bison athabasca</i>	Wood bison	Bison des bois
<i>Canis lupus</i>	Gray wolf	Loup gris
<i>Lutra canadensis</i>	River otter	Loutre de rivière
<i>Lynx canadensis</i>	Canadian lynx	Lynx du Canada, loup-cervier
<i>Lynx rufus</i>	Bobcat	Lynx roux
<i>Puma (=Felis) concolor</i>	Cougar	Cougar
<i>Ursus americanus</i>	Black bear	Ours noir
<i>Ursus arctos</i>	Grizzly bear	Ours grizzli (brun)
<i>Ursus maritimus</i>	Polar bear	Ours polaire (blanc)
BIRDS/OISEAUX:		
STRIGIFORMES spp.	All owls	Tous les hiboux et toutes les chouettes
FALCONIFORMES spp.	All hawks, harriers, kites, kestrels, falcons, eagles and vultures	Tous les faucons, les aigles, les buses, les éperviers et les vautours
<i>Archilochus alexandri</i>	Black-shinned Hummingbird	Colibri à gorge noire
<i>Archilochus colubris</i>	Ruby-throated Hummingbird	Colibri à gorge rubis
<i>Calypte anna</i>	Anna's Hummingbird	Colibri d'Anna
<i>Calypte costae</i>	Costa's Hummingbird	Colibri de Costa
<i>Selasphorus platycercus</i>	Broad-tailed Hummingbird	Colibri à queue large
<i>Selasphorus rufus</i>	Rufous Hummingbird	Colibri roux
<i>Stellula calliope</i>	Calliope Hummingbird	Colibri de Calliope
<i>Grus americana</i>	Whooping Crane	Grue blanche d'Amérique
<i>Grus canadensis</i>	Sandhill Crane	Grue du Canada
REPTILE/REPTILE:		
<i>Charina bottae</i>	Rubber boa	Boa caoutchouc

* As of August, 1998; this list may change as a result of decisions taken at Meetings of the Conference of the Parties to CITES, which occur every 2 to 3 years./ En date d'août 1998; cette liste peut être modifiée selon les décisions prises lors des Sessions de la Conférence des Parties à la CITES qui ont lieu à tous les 2 ou 3 ans.



Ministry of Environment

Fish and Wildlife Recreation and Allocation Branch

Export Procedures for wildlife parts, wildlife mounts, antlers and horns

APPENDIX 2

Annex III certificates must accompany CITES and Export Permits for the wildlife, parts of wildlife, or products made from the wildlife listed below:

CITES	Export Permit
Wolf	Coyote
Lynx	Muskrat
Bobcat	Fisher
Otter	Ermine
	Raccoon
	Badger
	Marten
	Beaver

Exported to:

- | | |
|----------------|-------------|
| Austria | Belgium |
| Denmark | Finland |
| England | France |
| Germany | Greece |
| Ireland | Italy |
| Luxembourg | Netherlands |
| Portugal | Scotland |
| Spain | Sweden |
| United Kingdom | Wales |

For more information, please contact the Permit & Authorization Service Bureau at:

- Metro Vancouver:** (604) 660-2421
- Victoria:** (250) 952-0932
- Elsewhere in BC:** 1-866-433-7272 (1-866-433-PASB)
- Outside of BC:** (250) 387-6121
- Fax:** (250) 387-0922



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APPENDIX 3

DETAILED DESCRIPTION OF WILDLIFE PARTS FOR EXPORT

A detailed description *must* be provided with an application to export dead wildlife, wildlife parts, horns and mounts. Examples of required details are as follows:

1. Antlers:

- Indicate whether sets or single antlers.
- Number of points on both left and right sides? Count the main beam and its projections (or tines), which must be at least one inch in length to be counted as a point.
- Indicate whether skull cap or skull is present.
- Indicate if the antlers are cast.
- For bulk shipments of antlers (i.e. for craft purposes or glue), specify number of pounds.

2. Horns:

- Sheep and Mountain goat information can be taken directly from the Compulsory Inspection sheet.

A full description should be provided for head mounts, full mounts, and rugs / hides, including:

- Type of wildlife?
- Paws and claws included?
- Colour of fur / hide? (E.g. grizzly bear: silver-tipped?)
- Raw, salted and dried, frozen or tanned?

2. Head Mounts:

- Straight, left, or right-facing? The *animal's* left or right.
- If antlered, indicate total number of points on left-hand-side and right-hand-side.

3. Full Mounts:

- State “full mount” & type of animal.

4. Rugs:

- Indicate measurements (from tip of nose to tip of tail, and from outer tip of left paw to outer tip of right paw, if applicable).

- Indicate backing material, if applicable (e.g. felt).
- Open or closed mouth; head, paws and claws attached?

5. Hides or capes:

- Life-sized, full cape or ?
- Raw, salted and dried, frozen or tanned?
- Head is or is not attached, etc.?

6. Meat:

- Approximate # of pounds or kilos?
- Indicate whether the meat is cut and wrapped?
- Fresh or fresh frozen whole dressed carcass?
- Frozen or fresh frozen meat (with or without bone)?
- Fresh ground or fresh ground frozen sausage?
- Cooked or cured and dried meat (includes jerked meat & cured or dried sausages)?

7. Bulk Shipments of pelts (i.e. from furriers)

- Type of animal.
- Raw, salted and dried, frozen or tanned?
- Number of animals by type?

8. Feathers:

- Type (e.g. eagle feathers)?
- Number?