

**INSTRUCTIONS FOR COMPLETING
AN APPLICATION FOR A PERMIT TO IMPORT PLANTS AND
OTHER THINGS UNDER THE *PLANT PROTECTION ACT***

General	Insects, nematodes and others living invertebrates; microorganisms; soil and related matter; <i>Prunus, Malus, Pyrus, Chaenomeles, Cydonia, Vitis, Berberis, Mahoberberis</i> and <i>Mahonia</i> material; fresh fruits; and plant material intended for import under the Canadian Growing Media Program (CGMP) may be considered high risk material and will require a separate application form for each foreign exporter / producer and each destination within Canada. For other material a separate application form must be completed for each country (or each US state) of propagation and each province within Canada. An import permit is a mandatory requirement prior to the material being exported to Canada.
Importer	The importer must be a Canadian citizen or permanent resident, as those terms are defined in subsection 2(1) of the <i>Immigration Act</i> , or a person who is authorized under the laws of Canada to reside in Canada for a period of six months or more and will have the possession, care or control of the thing at the time of importation; or a Canadian registered corporation with a place of business in Canada. The complete name, address, telephone number and if applicable the facsimile number and e-mail address of the importer must be provided. Furthermore, the complete name and address of the importer must be the same as that appearing on all invoices and Canada Customs import documents.
Destination	Provide complete address of the place(s) within Canada where the material will be shipped. Attach a list if required.
Place of Entry	The name of the Canadian border crossing or the Canadian Port (e.g., harbour, airport) through which the material will enter Canada.
Means of Transportation	How is the material going to be conveyed / brought into Canada? By rail, truck, private vehicle, aeroplane or ship?
Exporter	The complete name, address, telephone number and, if applicable, the facsimile number and e-mail address of the exporter (i.e., the name of the person / company in the foreign country who is exporting the material to Canada) must be provided. The complete name and address of the exporter must be the same as that appearing on all invoices and Canada Customs import documents.
Country and Place of Propagation or Production	Name the foreign country and the place (e.g., State, County) within that country where the material was grown, raised, cultured or produced. For example, in the case of pathogens, insects or nematodes, please provide the foreign country and place (e.g., State, County) where the organism was originally collected from its native habitat.
Country and Place of Export	The foreign country and place (e.g., railway terminal, harbour or airport) through which the material is being transported directly to Canada. This section must be completed, if the country is different from that of the foreign exporter.
Reason for Importation	Why do you want to import the material? If the reason for importation does not fall into one of the listed categories, specific details must be provided (i.e. commercial processing, industrial use, exhibition purposes). If the material is being imported for scientific research purposes, please provide a brief description of your proposed research project and the research organization you are associated with.
General Description	The appropriate box(es) that describe the thing(s) being imported must be marked. - Plants or Plant Parts for Propagation includes all plant material for planting or growing. - Plants or Plant Parts for Human Consumption includes fresh fruit, vegetables, grain, seeds, roots, herbs, spices, mushrooms, etc. - Living Invertebrates and Microorganisms includes living organisms such as earthworms, nematodes, viruses, bacteria, fungi and insects. - Soil and Other Matter includes clay, silt, sand, soil minerals, humus, compost, earthworm castings, muck, plant litter and debris. - Other includes any thing that does not fall into one of these categories must be described. This may include: lumber, wood, bark, decorative wood, wood chips, farm equipment, machinery, etc.
Plants or Plant Parts for Propagation	It must be indicated whether the plant material is rooted, unrooted, "in-vitro" (tissue culture), seeds or bulbs. If the propagative material does not fall into one of these categories, please describe in the space provided.
Rooted Plant Material	Is the propagative plant material rooted in, or otherwise associated with soil and/or other growing media? Is it bare root and completely free of all soil and other growing media?
Commercial shipments under the Canadian Growing Media Program (CGMP)	Is the plant material produced in a facility approved by the CFIA? Is it rooted in a pre-approved growing media? Does this shipment contain evaluation samples destined for the Centre for Plant Quarantine Pests laboratory?
Biotechnology	Indicate whether any of the material intended for importation is a product of biotechnology (e.g. genetically modified, biologically engineered).
Detailed Description	Provide the scientific name (genus and species) of the thing to be imported and any additional information that will assist in the evaluation of your application. If the described material is a product of biotechnology, please provide a description of the novel trait(s) and/or DNA inserts with a map of the construct describing all genes and regulatory sequences, and the sources of the sequences. PLANT MATERIAL Please provide a description of any growing media or substrate that will accompany the plant material. Please include the variety name of the plant, where appropriate. LIVING INVERTEBRATES AND MICROORGANISMS The following minimum information must be provided on the application form: - the type of organism (insect, nematode, bacterium, virus, earthworm, etc.) - the scientific name (genus and species), synonyms, common name, and any other information that can be used to identify the organism as specifically as possible. Please include the subspecies, race, strain, and genetic modification code, where appropriate. - a description of any host material, substrate, medium or other organism that will accompany or harbour the organism. SOIL AND RELATED MATTER - Provide a general description of the material, including its composition (i.e. what it is made up of and in what proportions) and the quantity of the material to be imported.
	Material for importation may also be regulated under the New Substances Notification regulations (NSN) and / or under the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES). For information on these requirements, please contact: NSN (819) 953-7156 1-800-567-1999 Fax (819) 953-7155 NSN-Infoline@ec.gc.ca CITES (819) 997-1840 Fax (819) 953-6283 http://www.cites.ec.gc.ca/eng/sct0/index_e.cfm

Also provide the name of the permit applicant in block letters. The applicant must then sign and date the application form.

Fee to accompany each permit application:

\$15.00	applications/permits for scientific research purposes
\$35.00	applications/permits for purposes other than research
\$10.00	amendment to a permit
\$250.00	applications/permits where a Pest Risk Assessment (PRA) is required or has been done in the past 2 years

Completed applications should be faxed or mailed to:

Canadian Food Inspection Agency
Plant Health Division
3rd Floor West, Permit Office
59 Camelot Drive
Ottawa, Ontario K1A 0Y9
FAX: 613-228-6605

Do not mail an application that has been faxed.
Please refer to our Web site (www.inspection.gc.ca) for further information.

**APPLICATION FOR PERMIT
TO IMPORT PLANTS AND OTHER THINGS
UNDER THE PLANT PROTECTION ACT**

**DEMANDE DE PERMIS POUR IMPORTER
DES VÉGÉTAUX ET D'AUTRES CHOSES EN VERTU
DE LA LOI SUR LA PROTECTION DES VÉGÉTAUX**

Type of application / Genre de demande New Permit / Nouveau permis Amendment to Permit No. / Modification au permis n° _____ Revised Application / Mise à jour de la demande

PLEASE REFER TO THE INSTRUCTIONS BEFORE YOU COMPLETE THIS FORM

PLEASE TYPE OR PRINT IN CAPITAL LETTERS

VEUILLEZ VOUS REPORTER À LA FEUILLE D'INSTRUCTION AVANT DE REMPLIR CE FORMULAIRE

VEUILLEZ DACTYLOGRAPHIER OU ÉCRIRE EN CARACTÈRES D'IMPRIMERIE

Name of Importer / Nom de l'importateur		Name of Exporter / Nom de l'exportateur	
Street Address / Adresse postale		Street Address / Adresse postale	
City / Ville	Province	City / Ville	County / Comté
Postal Code / Code postal		State / État	Country / Pays
Telephone No. / N° de téléphone	Facsimile No. / N° de télécopieur	Postal Code / Code postal	
E-mail address / Adresse électronique	Contact / Personne-ressource	Telephone No. / N° de téléphone	Facsimile No. / N° de télécopieur
Canadian Destination(s) - Destination(s) canadienne(s)	E-mail address / Adresse électronique	Contact / Personne-ressource	
	Country and Place of Propagation or Production Pays et lieu d'origine de multiplication ou de production		
	Country and Place of Export (if different from exporter's address) Pays et lieu d'exportation (si l'adresse diffère de celle de l'exportateur)		
Canadian Place of Entry / Lieu d'entrée au Canada			

Means of transportation / Moyens de transport Rail / Train Air / Avion Ship / Bateau Truck / Camion Private Vehicle / Véhicule privé Other / Autre _____

Reason for Importation / Raison de l'importation

Commercial or Resale / Commerciale ou revente Scientific Research (Please attach a description of research) / Recherche scientifique (Veillez joindre une description du projet de recherche)

Personal Use / Usage personnel Forest products for processing or industrial use / Produits forestiers à des fins industrielles ou de transformation

Educational Purposes / Fins éducatives Soil Analysis / Analyse de sol Other / Autre _____

Please provide details / Veuillez fournir des détails _____

General Description / Description générale

Plants or Plant Parts for Propagation / Végétaux ou parties de végétaux pour la multiplication Living Invertebrates and Microorganisms / Invertébrés vivants et microorganismes

Plants or Plant Parts for Human Consumption / Végétaux ou parties de végétaux pour consommation humaine Soil and Related Matter / Terre et matière connexe

Other (specify) / Autre (précisez) _____

If Plants or Plant Parts for Propagation, please complete the following: / S'il s'agit de végétaux ou parties de végétaux pour la multiplication, veuillez remplir la section suivante :

Rooted Plant Material / Matériel végétal avec racines "In-Vitro" Plant Material (Tissue Culture) / Matériel végétal "in-vitro" (Culture méristématique) Bulbs / Bulbes

Unrooted Plant Material / Matériel végétal sans racines Seeds / Semences Other / Autre _____

If Rooted Plant Material, please complete the following: / S'il s'agit de végétaux avec racines, veuillez remplir la section suivante :

Plants with Soil and/or Other Growing Media / Plantes avec terre et/ou autre milieu de culture Plants without Soil or Other Growing Media / Plantes sans terre ou autre milieu de culture

For commercial shipments under the Canadian Growing Media Program (CGMP) please complete the following: / Si cet envoi commercial est effectué dans le cadre du Programme canadien des milieux de culture (PCMC) veuillez remplir la section suivante :

Name and Address of Production Facility / Nom et adresse de l'établissement de production _____

Is the permit for CGMP Evaluation Samples? / Permis relié aux échantillons du PCMC pour évaluation ? Yes / Oui No / Non

For shipments requiring a pest risk assessment (PRA) / Si cet envoi a besoin d'une évaluation des risques phytosanitaires PRA request / ERP demande

Is any of the material a product of biotechnology (e.g. genetically modified, biologically engineered)? / Le matériel est-il un produit de la biotechnologie (par ex. modifié génétiquement, transgénique)? Yes / Oui No / Non

Please complete page 2 / Veuillez remplir la page 2

