



Receipt Number: _____ (N\$ 100)

Permit Office 2023/06

**MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM
Directorate Scientific Services**

Private Bag 13306, Windhoek, NAMIBIA
Tel +264 61 2842111

**APPLICATION TO IMPORT OR EXPORT WILD ANIMALS OR PLANTS OR THEIR
PARTS, DERIVATIVES AND PRODUCTS**

Please tick ✓: Keep at reception Mail

Details of applicant:

Name: _____

Identification Number: _____

Postal Address: _____

Residential Address: _____

Tel / Cell: _____ Email: _____

Type of application (*Please tick*✓): **IMPORT** **EXPORT**

| Quantity | Common name | Scientific name | Live/Trophy/Product |
|----------|-------------|-----------------|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Related capture permit: _____ Import/export permit: _____

TO BE EXPORTED TO / IMPORTED FROM (please delete as appropriate):

Name: _____

Postal address: _____

Residential address: _____

Tel: _____ Fax: _____

DATE IMPORT / EXPORT WILL OCCUR: _____

Signature

Date

Please read instructions carefully before submitting applications to avoid delays

THIS IS NOT A PERMIT

FOR OFFICE USE ONLY

RECOMMENDATIONS: _____

CONDITIONS: _____

APPROVED / NOT APPROVED

Signature _____ Date _____

Please complete and attach the documents required in a legible manner and in **English** only. Applications will **NOT BE PROCESSED UNLESS ALL INFORMATION IS PROVIDED**. Permit office staff **will not contact applicants to provide information**- it will be kept until **all** information is submitted.

Instructions

- 1. This form must be used for all applications for import or export of wild animals and plants, including live specimens as well as part, derivatives and products.
- 2. Please complete all details in a legible manner in English only. Applications will not be processed unless all information is available. Please note that the onus is on the applicant to provide the scientific name of species involved. For all live birds, a colour photo of the complete side view of each specimen must accompany the application.
- 3. Please note that imports and exports are also subject to veterinary regulations as well as the import / export regulations of other countries involved in the transaction. The transport of live animals by air is subject to IATA regulations (please contact airline or shipping agent). Certain species are also subject to CITES regulations.

It is the responsibility of the applicant to ensure that all relevant permits are obtained.

- 4. The application should only include specimen, which will be transported in one consignment (ie will cross custom together in one truck), as permits are only valid for a single consignment.
- 5. **All supporting documentation should be provided with the application, for example:**

Imports into Namibia:

CITES Appendix I: Certificate from the country of export CITES Management Authority supporting and verifying the export of such specimens.

CITES Appendix II: CITES export permit from country of origin.

Exports from Namibia:

CITES Appendix I: An MET permit to certify the legal origin of the specimen. The CITES export permit will only be used once import CITES permit from receiving country has been produced.

Live game: Capture permit number and import permit from country of destination.

Hunting trophies: Original trophy hunting permit (cheetah and leopard applications must include a photograph of the animal shot with the hunter and guide in the photograph, and measurements taken from the animal); or Letter of gift from landowner, and, in case of protected or specially protected game, the permit details under which the animal was shot; or Receipt from curio shop.

Fees

- 1. **A fee of N\$100 is payable per application to export game (not refundable) to the Ministry and**
- 2. **N\$ 50 per head of large game and N\$ 20 per springbok or smaller actually exported to the Game Products Trust Fund.**