



Instructions and explanatory notes for CITES permits and certificates





Paper history

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1. Instructions and explanations

1. Full name and address of the actual (re-)exporter, not of an agent. In the case of a personal ownership certificate, the full name and address of the legal owner.
2. The period of validity of an export permit or re-export certificate does not exceed six months, and that of an import permit does not exceed twelve months. The period of validity of a personal ownership certificate does not exceed three years. After its last day of validity, this document is void and has no legal effect; the original and all copies must be returned by the holder to the issuing administrative authority without undue delay. An import permit is not valid if the corresponding CITES document from the (re-)exporting country was used for (re-)export after its last day of validity or if the date of introduction into the Community is more than six months from its date of issue.
3. Full name and address of the actual importer, not of an agent. To be left blank in the case of a personal ownership certificate.
5. To be left blank in the case of a personal ownership certificate.
6. For live specimens of Annex A species other than captive bred or artificially propagated specimens, the issuing authority may prescribe the location at which they are to be kept by including details thereof in this box. Any movement, except for urgent veterinary treatment and provided the specimens are returned directly to their authorised location, then requires prior authorisation from the competent administrative authority.
8. The description must be as precise as possible and include a three-letter code in accordance with Annex VII to Regulation (EC) No 865/2006.
- 9/10. Use the units of quantity and/or net mass consistent with those contained in Annex VII to Regulation (EC) No 865/2006.
11. Enter the number of the CITES Appendix (I, II or III) in which the species is listed at the time of issue of the permit/certificate.
12. Enter the letter of the Annex to Regulation (EC) No 338/97 (A, B or C) in which the species is listed at the time of issue of the permit/certificate.

13. Use one of the following codes to indicate the source:
- W** – specimens taken from the wild
 - R** – ranched specimens
 - D** – animals of Annex A species bred in captivity for commercial purposes and plants of Annex A species artificially propagated for commercial purposes in accordance with Chapter XIII of Regulation (EC) No 865/2006, as well as parts and derivatives thereof
 - A** – plants of Annex A species artificially propagated for non-commercial purposes and plants of Annexes B and C species artificially propagated in accordance with Chapter XIII of Regulation (EC) No 865/2006, as well as parts and derivatives thereof
 - C** – animals of Annex A species bred in captivity for non-commercial purposes and animals of Annexes B and C species bred in captivity in accordance with Chapter XIII of Regulation (EC) No 865/2006, as well as parts and derivatives thereof
 - F** – animals born in captivity, but for which the criteria of Chapter XIII of Regulation (EC) No 865/2006 are not met, as well as parts and derivatives thereof
 - I** – confiscated or seized specimens *
 - O** – preconvention specimens *
 - U** – source unknown (must be justified)
14. Use one of the following codes to indicate the purpose of (re-)export/import of specimens:
- B** breeding in captivity or artificial propagation, **E** education, **G** botanical gardens, **H** hunting trophies, **L** law enforcement/judicial purposes/forensic purposes, **M** medical purposes (including bio-medical research), **N** reintroduction or introduction into the wild, **P** personal purposes, **Q** circuses and travelling exhibitions, **S** scientific purposes, **T** commercial purposes, **Z** zoos.
- 15 to 17. The country of origin is the country in which the specimens were taken from the wild, born and bred in captivity or artificially propagated. Where this is a third country, boxes 16 and 17 must contain details of the relevant permit. Where specimens originating in a Member State of the Community are exported from another Member State, only the name of the Member State of origin must be mentioned in box 15.
- 18 to 20. The country of last re-export, in the case of a re-export certificate, is the re-exporting third country from which the specimens were imported before being re-exported from the Community. In the case of an import permit, it is the re-exporting third country from which the specimens are to be imported. Boxes 19 and 20 must contain details of the relevant re-export certificate.
21. The scientific name must be consistent with the standard references for nomenclature referred to in Annex VIII to Regulation (EC) No 865/2006.
- 23 to 25. For official use only.
26. The importer/(re-)exporter or their agent must, where appropriate, indicate the number of the bill of lading or air waybill.

27. To be completed by the customs office of introduction into the Community or that of (re-)export. In the case of introduction, the original (form 1) must be returned to the administrative authority of the Member State concerned and the copy for the holder (form 2) to the importer. In the case of (re-)export, the copy for return by customs to the issuing authority (form 3) must be returned to the administrative authority of the Member State concerned and the original (form 1) and the copy for the holder (form 2) to the (re-)exporter.

* To be used only in conjunction with another source code.

2. Administrative fee

An administrative fee of EUR 22.60 is payable for the application and the issue of the decision, according to tariff numbers 1 and 3 of the Fee Tariff of the Administrative Fees Act (Official Gazette of the Republic of Slovenia [Uradni list RS], Nos 106/10 – UPB, 14/15 – ZUUJFO, 84/15-ZZelP-J, 32/16, 30/18-ZKZaš and 189/20-ZFRO). The administrative fee may be paid into the general government revenue sub-account named: Administrative fees – state, and account number: 0110 0100 0315 637 with reference: 11 25500-7111002-35600022.

3. Instruction on legal remedies

There is no right of appeal against this decision, but an administrative dispute may be brought before the Administrative Court of the Republic of Slovenia within 30 days of service of the decision. The action must be lodged directly with the competent court or sent by post.