










Name of Agency : BIODIVERSITY MANAGEMENT BUREAU  
 Frontline Service : Processing of CITES Permit Applications for the Export/Re-export of Wildlife, including by-products and derivatives  
 Schedule of Availability of Service : 7:00 AM - 6:00 PM, Monday - Friday  
 How to Avail of the Service :

No. (A)	CUSTOMER ACTIVITY (B)	DENR ACTION (C)	OFFICE/PERSON RESPONSIBLE/ LOCATION (D)	DURATION (E)	DOCUMENTARY REQUIREMENTS (F)	AMOUNT OF FEES (G)
1	File application together with requirements 	Receive & forward documents to Wildlife Regulation Section (WRS) 	Records Unit	10 minutes	<p><b>Export</b></p> <ol style="list-style-type: none"> <li>1. Duly accomplished application form</li> <li>2. Inspection of wildlife by the DENR within 3 days;</li> <li>3. Documents supporting the legal possession or acquisition of wildlife;</li> <li>4. Bank export declaration, if for commercial purposes</li> <li>5. Local Transport Permit, where applicable;</li> <li>6. Phytosanitary (for wild plants) / Veterinary Certificate (for wild animals)</li> </ol> <p><b>Re-Export</b></p> <ol style="list-style-type: none"> <li>1. Duly accomplished application form</li> <li>2. Inspection of wildlife by the DENR within 3 days;</li> <li>3. CITES Import Permit issued by the DENR or other documents supporting the legal possession or acquisition of wildlife;</li> <li>4. Local Transport Permit, where applicable;</li> <li>5. Bank export declaration, if for commercial purposes</li> <li>6. Phytosanitary (for wild plants) / Veterinary Certificate (for wild animals)</li> </ol>	

		<p>Evaluate documents</p>		2 hours		
2	Receive the incomplete application	Prepare Order of Payment	CITES Officer, WRS	15 minutes		
3	Pay the required fees	Receive payment and issue Official Receipt	Cashier Unit	15 minutes	Order of Payment	<p><b>a. Permit Fee:</b>  <b>Commercial</b>  i. Fauna: 3% of export value  ii. Flora: P300.00 1st 50 pcs., P2.00/pc for each additional piece</p> <p><b>Non-Commercial</b>  (1-2 pairs of pet, plants not exceeding 12 pcs.)  P250.00</p> <p><b>b. Inspection Fee:</b>  <b>Commercial:</b>  P300.00  <b>Non-Commercial:</b>  P150.00</p>
4	Present the original copy of the Official Receipt to WRS	Receive the original copy of Official Receipt	CITES Officer, WRS	5 minutes		

		Draft Export/Re-export Permit 	CITES Officer, WRS	2 hours		
		Review, initial & endorse permit to the Chief, Wildlife Resources Division 	Chief, WRS	1 hour		
		Review, initial & endorse permit to the Assistant Director's Office 	Chief, Wildlife Resources Division	1 hour		
		Review, initial & forward permit to the Director's Office 	Assistant Director	1 hour		
		Approve/sign permit and forward signed permit to Records Unit 	Director	1 hour		
		Affix permit number, CITES and agency seals, dates of issuance and expiry 	Records Unit	20 minutes		
		 Release permit to the applicant	Records Unit			
5	Receive the original copy of CITES Export/Re-export Permit					