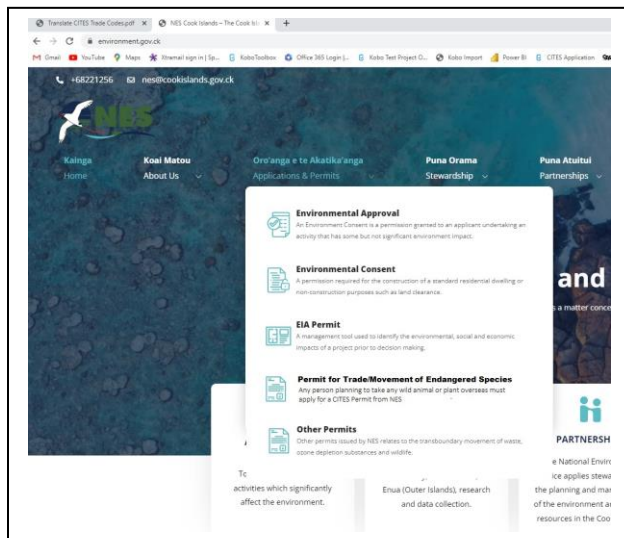




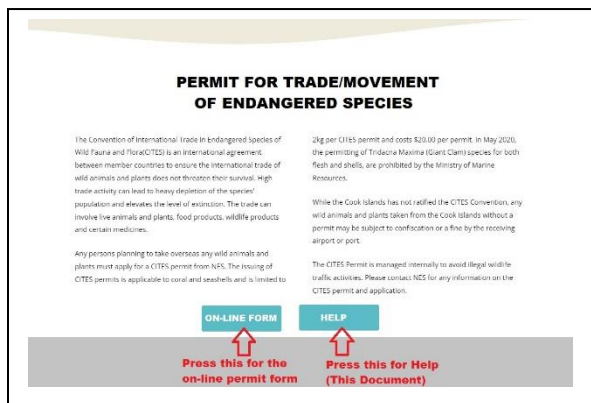
# CITES User Guide – On Line Application

## Entering the On-Line Application Form

- Open the [National Environment Service website](http://www.nes.gov.ck)
- Navigate to [APPLICATIONS & PERMITS](#)
- And select **Permit for Trade/Movement of wild animals and plants** as below:



- This will open the web page as below – Press the <ON-LINE FORM> button:



- The CITES Application Form will open in a new window as below (If a message appears showing **Unsaved Record found** – select the **Discard** option)

<b>CITES Application</b>	
APPLICATION ID is 2023/01311151 (Please make a note of your ID)	
<b>CONSIGNOR DETAILS Full Name and Address of sender (Required)</b> <i>This is your name as the person who is sending the Items from the Cook Islands to an overseas destination</i>	
Consignor-Name <i>Full name of sender</i> Henry Ma'ata	*
Consignor-Address-Line-1 <i>At least one line of address must be provided</i> Tupapa	*
Consignor-Address-Line-2 Avarua	
Consignor-Address-Line-3 Rarotonga	
Consignor-Address-Line-4 Cook Islands	
Consignor-Email Henry.Maata@gmail.com	*

- Write down your unique Application ID
- You must enter your name as the sender of the items (as **Consignor-Name**)
- You must enter at least one line of **Consignor Address**
- You must enter your email address as **Consignee-Email**. Please double check your email address as this will be used to send your application confirmation.

<b>CONSIGNEE DETAILS Full Name and Address of receiver (Required)</b> <i>This is the name of the person who will receive the Items at the final overseas destination (Maybe yourself)</i>	
Consignee-Name <i>Full name of receiver</i> Bill Williams	*
Consignee-Address-Line-1 <i>At least one address line is required</i> PO Box 2344	*
Consignee-Address-Line-2 Ponsonby	
Consignee-Address-Line-3 Auckland	
Consignee-Address-Line-4 New Zealand	

- You must enter the **Consignee Name** as the receiver of the items (even if consigning to yourself)

- You must enter at least one line of address for the **Consignee Address**

ORIGIN AND DESTINATION COUNTRY
Origin-Island <i>Please select the island in the Cooks where these Specimens were obtained</i>
<input type="text" value="Rarotonga"/>
Final-Destination-Country <i>Please select the final destination country of these Specimens</i>
<input type="text" value="New Zealand"/>
<input type="radio"/> Australia
<input checked="" type="radio"/> New Zealand
<input type="radio"/> United Kingdom of Great Britain and Northern Ireland
<input type="radio"/> United States of America
<input type="radio"/> Afghanistan
<input type="radio"/> Albania

- You must enter the **Origin Island** for your items from the drop-down list of Cook Islands
- You must enter the **Final Destination Country** where the items will end up. A drop down list of all countries is provided as shown

### Number of Specimen Types

*More than one Item can be listed for the same Specimen Type as long as they are the same species (if you have 3 shells of the same type they can be listed as one Specimen group below)*

Number of Specimen Types to be declared \*

*One Specimen Type sub-form will be opened for each*

- 1
- 2
- 3
- 4
- 5
- 6

- There is provision on the form to enter up to six entries of different species – by default one specimen (**Specimen A** on the form as below) will be shown
- To add more items increment the Number of Specimen Types up to a maximum of six
- For each increment an additional sub-form will be opened (B,C,D,E,F)
- For each item:
  - Enter the broad **Type** of the item from the list shown:
    - Coral
    - Crab
    - Other
    - Shell
  - Enter the **Part** of the item concerned (eg coral piece, shell, flesh, bone etc from list shown)
  - Select the **Source** of the item from the list – where was it from (The wild, artificially propagated etc from list shown)
  - Select the **Purpose** for which you are exporting the item (Private use, Scientific use etc)
  - Enter the number of pieces for this sample
  - If possible, take a photograph of the item and upload the photo onto the form to help us identify the species.
- Repeat this for up to 6 different items on the form (A, B, C, D, E, F)

**SPECIMEN A**

*Details of first specimen*

Specimen-A-Species-Type \*

*What is the Type of this Specimen (if Other please detail in the notes below)*

- Coral
- Crab
- Other
- Shell

Specimen-A-Species-Part \*

*Part of the specimen (if unsure select "Coral" for Corals, "Shell" for Shells, "Whole" for Crab unless part of crab)*

Shell

Specimen-A-Notes

*Any info you can provide to help identify the specimen*

Giant Clam

Specimen-A-Source \*

*Where did this specimen originate from? (Required)*

W - From Wild

Specimen-A-Purpose \*

*What is the intended purpose for this specimen at the destination? (Required)*

P - Personal

- P - Personal
- S - Scientific
- B Breeding in Captivity or Artificial Propagation
- E - Education
- G - Botanical Gardens

Specimen-A-Number-of-Pieces

*Number of pieces of this specimen*

1

Specimen-A-Photo

*Please take a photo of the specimen and upload it here if possible*

Clam Photo-12\_17\_49.jpg



Specimen-B-Number-of-Pieces <i>Number of pieces of this specimen</i>	1
Specimen-B-Photo <i>Please take a photo of the specimen and upload it here if possible</i>	Click here to upload file. (< 10MB)
<b>PLEASE GO BACK TO THE TOP OF FORM AND WAIT FOR THE MESSAGE INDICATING THE FORM HAS BEEN SUBMITTED</b>	
<input type="button" value="Save Draft"/>	<input type="button" value="Submit"/>

- Now scroll to the bottom of the form and press the Submit button
- Once Submitted scroll back to the top of the form to check that the form has been submitted with a message as below.

CITES Application - 37 was successfully submitted

KoboToolbox

### CITES Application

APPLICATION ID is 2023/01311228 (Please make a note of your ID)
CONSIGNOR DETAILS Full Name and Address of sender (Required) <i>This is your name as the person who is sending the Items from the Cook Islands to an overseas destination</i>

- Within one working day you should receive an acknowledgement email asking you to bring your items into the NES office to obtain the permit (Note a new Application ID will be shown here – only keep the original Application ref from the first screen above)

Dear Applicant


Your CITES application Ref 2022/12060954 Dated 6/12/2022 has been received at National Environment Service. Please bring your specimens into the NES Office to obtain your permit.


Kind Regards

National Environment Service

Phone (+682) 21256

Email: [NES@cookislands.gov.ck](mailto:NES@cookislands.gov.ck)


 | National Environment Service  
 Avarua, Rarotonga, Cook Islands | PO Box 371  
 phone: +682 21 256 | fax:  
 web: [www.environment.gov.ck](http://www.environment.gov.ck) | email: [lindsay.gault@cookislands.gov.ck](mailto:lindsay.gault@cookislands.gov.ck)


**NATIONAL ENVIRONMENT SERVICE**  
 TU'ANGA TAPOPOPORO  
 COOK ISLANDS