

## CITES CUSTOMS PROCEDURE – instructions for the permit holder

The CITES import documents must be submitted to Finnish Customs together with the CITES export documents when specimens of animals or plants regulated by the CITES legislation (live or dead specimens, parts of, or products containing them) are imported into the EU. When CITES specimens are exported out of the EU, the CITES export documents must accompany the shipment to the country of destination. The export documents have to be endorsed by the Customs at export.

The CITES specimens/shipment with accompanying CITES permits and certificates must be presented to Finnish Customs. Customs inspects the CITES specimens/shipment and the CITES documents, and endorses and makes the required entries in all forms of the relevant CITES documents. The CITES permitting authority in Finland is the Finnish Environment Institute SYKE. **The CITES permits and certificates must be issued and valid before import or export.**

### IMPORT

A CITES import permit entitles to one border crossing, and it is only valid when presented to Customs together with the original CITES export permit. Both the valid import permit issued by SYKE (all forms) and the **original export permit issued by the country of export** have to be presented at Finnish Customs. The export permit accompanies the shipment to Finland. Customs inspects the specimens/shipment and the permits, and fills in box 27 in the import permit (forms 1 and 2). Customs returns the Copy for the holder (yellow form 2) to the permit holder or their representative. The permit holder should retain the Copy for the holder endorsed by Customs as it is the proof of legal import. In certain cases, e.g. with personal effects, the Copy for the holder of the CITES import permit can later also be used as a re-export or re-import document (Confirm with the CITES permitting authority SYKE in advance).

Customs shall immediately after endorsement forward the original copy of the CITES import permit (white with grey guilloche, and security stamp; form 1) and the original copy of the CITES export document, issued by the exporting country, to the permitting authority SYKE.

Shipments arriving to the EU by sea, air or rail are usually processed at the Customs of the EU country registered in the CITES permits as the country of import. An exception are shipments that arrive into the EU by sea, air or rail and will be dispatched to their final destination by another mode of transport or which are stored temporarily en route: these specimens/shipments are inspected and the permits processed at the EU border customs office of the shipment's first introduction into the EU. CITES specimens/shipments arriving into the EU by road are inspected and the CITES permits processed at the EU border customs office of the shipment's first introduction into the EU.

### EXPORT OR RE-EXPORT

The CITES export permit or re-export certificate issued by SYKE has to be presented at Customs. Customs inspects the CITES specimens/shipment and the permit and fills in box 27 in the (re-)export document (forms 1, 2 and 3). Customs returns the endorsed original copy of the export permit (white with grey guilloche, and security stamp; form 1), and the Copy for the holder (yellow form 2) to the permit holder or their representative. The original CITES (re-)export document (form 1) accompanies the shipment to the country of destination, and must be submitted to the Customs of the country of destination at the time of import. (Customs of the importing country forwards the original document to the CITES permitting authority of the country of destination). ***The yellow Copy for the holder (form 2) endorsed by Finnish Customs is the (re-)exporters' proof of legal (re-)export.***

Finnish Customs returns the endorsed Copy for the issuing authority (green form 3) of the (re-)export document issued by SYKE **immediately** to the Finnish Environment Institute SYKE.

**NOTE!** The permit holder shall, without undue delay, return to the Finnish Environment Institute SYKE the original and all copies of a permit which has expired or is unused, or if the description of the specimen or other information in the permit or certificate is no longer valid.

**For more information on CITES permits and certificates, please contact the Finnish Environment Institute SYKE. E-mail [cites@environment.fi](mailto:cites@environment.fi) or [cites@ymparisto.fi](mailto:cites@ymparisto.fi)** (Updated 7.2.2019/SYKE)