

# Import-Export Permit Application Form

Post your completed Import-Export Permit Application Form to:

**Wildlife Licensing, 475 Mickleham Rd, ATTWOOD VIC 3049 or email [wildlifelicencing@delwp.vic.gov.au](mailto:wildlifelicencing@delwp.vic.gov.au)**

PLEASE NOTE: Incomplete, incorrect or back-dated applications will not be accepted.

**1. Direction of shipment**  into Victoria (**Import Permit**) OR  out of Victoria (**Export Permit**)

**2. Victorian applicant**

Mr/Mrs/Ms  First name  Other name/s  Family name

Date of birth  Sex (M/F)  Telephone contact no.  Wildlife licence no.

Flat/Unit/House/Lot.  Street name  City/Suburb/Town  State  Postcode

**VIC**

**3. Prior convictions**

Have you been convicted of any offence in Victoria under the *Wildlife Act 1975*, or the *Prevention of Cruelty to Animals Act 1986* during the last 10 years? If "Yes", give details below:

Yes / No	Description of Offence	Year	State
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**4. Wildlife in this shipment:**

Describe the taxa and number of specimens of each taxa for which this application is being made.

Species Code No. <i>(refer to code list)</i>	Species Name <i>Common Name preferred</i>	Description of Wildlife <i>(Alive, Dead, Meat, Skins, etc)</i>	Quantity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**5. For Shipment between dates:** Date from:  and Date to:

**6. Transport method (circle):**  Air Freight / Road-Commercial Vehicle / Road-Private Vehicle / Rail / Sea Ferry

**7. Interstate party**

Mr/Mrs/Ms  First name  Family name  Business name *(optional)*

Flat/Unit/House/Lot.  Street name *(PO Box is not accepted)*  City/Suburb/Town  State  Postcode

**8. Declaration by Applicant**

*"I understand that there are penalties for making a false declaration and that any permit issued as a result a false declaration will be cancelled, and may affect my eligibility to keep wildlife in the future. I hereby declare that all details provided by me on this form are true and correct."*

Signature of Applicant  Date  Telephone No.  Fax No.

## Further information on Import / Export Permits for wildlife:

- In Victoria, Wildlife Licences and authorisations are issued under the *Wildlife Act 1975* and the Wildlife Regulations 2013.
- An Import-Export Permit issued under Section 50 of the *Wildlife Act 1975* authorises the holder to send or receive wildlife as specified in the permit. A permit must be obtained before any wildlife is consigned or collected for shipment.
- The making of any application involving wildlife does not in itself carry any entitlement or the right to import or export wildlife.
- In applying for an Import or Export Permit, you should allow **no less than five working days** prior to the required travel date.
- An Import or Export Permit is required before moving any wildlife into or out of Victoria. This is true even if a Wildlife Licence is not required in Victoria to possess keep, but, sell and dispose for the taxa of wildlife being imported or exported. A definition of wildlife can be found in the *Wildlife Act 1975*.
- If you do not have a current Wildlife Licence, your postal address must include the street address (ie. house, lot or crown allotment number and the street or road name). You may include a PO Box, RMB or RSD number, but this information will only be accepted if it accompanies the street address referred to above.
- Any wildlife, once imported, must be kept at the premises specified in the wildlife licence or permit under which it is kept in Victoria. In the case of wildlife being exported, it must remain at the premises specified in the wildlife licence or permit under which it is kept in Victoria until its export interstate is approved and you have received the export permit.
- Wildlife laws vary between each Australian state and territory. Therefore, it is recommended that before you consign any wildlife, you contact the relevant authority about the legal requirements for keeping wildlife in that State/Territory.

### Please Note:

It is a condition of all import/export permits that you provide, in writing, details of the wildlife received or consigned. This information must be lodged with Wildlife Licensing, 475 Mickleham Rd Attwood Vic 3049 within ten business days following the completion of the transaction. If the transaction does not take place, your written confirmation is required instead.

In the case of imported wildlife, confirmation of the address where the wildlife will be held is also required.

To facilitate this, you will receive a '**Notification of Outcome**' form, together with your Import/Export Permit. Subsequent permits will not be issued while any Notifications remain outstanding.

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*To receive this publication in an alternative format, please contact DELWP on 136 186 or at [customer.service@delwp.vic.gov.au](mailto:customer.service@delwp.vic.gov.au). You can also contact DELWP via the National Relay Service on 133 677 or [www.relayservice.com.au](http://www.relayservice.com.au).*

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### INFORMATION PRIVACY

#### Privacy and Data Protection Act 2014

The Department of Environment, Land, Water and Planning (DELWP) is committed to protecting personal information provided by you in accordance with the principles of the Victorian privacy laws. The information you provide will be used to monitor compliance with licence conditions and to provide information about any changes to legislative requirements. Your contact details may also be used by DELWP or its contracted service providers under confidentiality agreements to survey you about your experience with DELWP or to seek feedback related the keeping of wildlife. A licence may not be issued if the information required is not provided.

The information you provide will also be made available to any authorised law enforcement agency.

You may access the information you have provided to DELWP by contacting the Customer Service Centre on 136 186.