



## DEPARTMENT OF ENVIRONMENT

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### **FORM 1 APPLICATION CHECKLIST – RESEARCH PERMIT**

*\*Incomplete applications will not be accepted\**

**NAME OF PERMIT HOLDER:** \_\_\_\_\_

1.	Complete Application Form 1	
2.	A request letter providing the following information:	
	- Species name	
	- Type of samples	
	- Sample quantity	
	- Packaging information	
	- Mode of transport	
	- Images of sample (with a scale)	
Attachments to the letter:		
3.	Brief Introduction of project- Research brief	
4.	Collection site (coordinates) and reason for export	
5.	Valid research permit	

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6.	List of local partners and their contact information	
7.	List of international partners and their contact information	
8.	Approvals from relevant Ministry's - Ministry of Education and Ministry of Fisheries	
9.	Processing Fee: \$30.08	

*Processing Time: 21 Working days*

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For Official use:

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Name of receiving  
Officer

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Date

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Signature

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