



## DEPARTMENT OF ENVIRONMENT

Levels 1 & 2, Bali Tower, 318 Toorak Road  
P. O. Box 2109  
Government Buildings, Suva, Fiji

**TELEPHONE NO: (679) 3311-699**

**FAX NO: (679) 3312-879**

### **FORM 2 NON- CITES APPLICATION CHECKLIST – RESEARCH PERMIT**

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

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

1.	Complete Application Form 2	
2.	A request letter providing the following information:  <ul style="list-style-type: none"><li>- Species name</li><li>- Type of samples</li><li>- Sample quantity</li><li>- Packaging information</li><li>- Mode of transport</li><li>- Images of sample (with a scale)</li></ul>	
Attachments to the letter:		

***“Our Environment, Our Investment, Our Responsibility”***

3.	Brief Introduction of project	
4.	Collection site (coordinates) and reason for export	
5.	Valid research permit	
6.	List of local partners and their contact information	
7.	List of international partners and their contact information	
8.	Approvals from relevant Ministry's	

**Note: there are no fees applicable.**

**Processing Time: 21 working days**

***Official Use Only: Filled by the officer receiving the complete application***

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Name of Officer

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Date

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Signature