

## **CITES Identification and Workflow**

(ORSTC December 2025, kc/jc)

**Purpose of this document: To provide a framework for decision and application of permitting required for **Export of CITES species**.**

Page 1: Introduction, contact info

Page 2: Decision tree/determination criteria

Page 4: FWS/CITES log in instructions

Page 5-9: Application completion guidance

### **Keywords**

CITES: Convention on International Trade of Endangered Species

ESA: Endangered Species Act

FWS: Fish and Wildlife Service (regulates all movement of “wildlife”/non domesticated animals)

USDA: US Department of Agriculture (regulates all movement of livestock/poultry pathogens)

### **Important UPitt contacts**

Office of Research Security and Trade Compliance (for Export and Import concerns):

[Researchsecurity@pitt.edu](mailto:Researchsecurity@pitt.edu); [Office of Research Security and Trade Compliance](#)

Exchange of materials should be processed via a Material Transfer Agreement by the Office of Sponsored Programs:

[Office of Sponsored Programs Clinical and Corporate Contracts](#)

### Shipping Information:

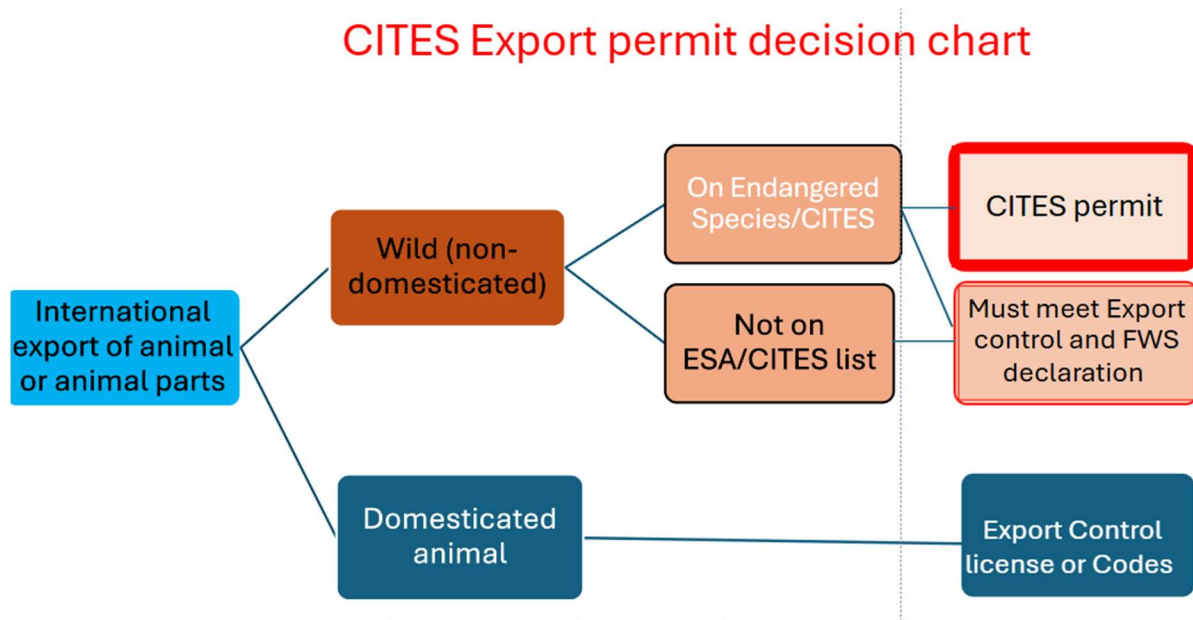
The University does NOT recommend hand carrying due to increased compliance burden and increased federal scrutiny. If hand carrying is required, see ORSTC information on obtaining that clearance, here: [Hand Carrying Biologicals](#)

For shipment/ courier assistance, contact Mohawk Global, Pitt's preferred courier service:

### Mohawk Global

Michelle Shreve, CHB Supervisor

(440) 325-4852, [MShreve@mohawkglobal.com](mailto:MShreve@mohawkglobal.com)



**International Export** of animals or animal parts (or anything containing DNA of animals) can fall under FWS or CITES.

*DNA can involve blood, tissues, unpurified antibodies, water, or soil that may contain DNA.*

*Species names will be needed to determine CITES v FWS v USDA- not common or local naming conventions.*

### How to determine which agency has jurisdiction

Is the animal/source of DNA “domesticated”?

Domesticated animals include mice, rats, rabbits, cows, and sheep. Anything else is considered “wildlife”- including guinea pigs, chinchilla, hamster (which are FWS but not CITES). Full list of domesticated animals below:

**Mammals:** Alpaca - *Lama alpaca*; Camel - *Camelus dromedarius*; Camel (Boghdi) - *Camelus bactrianus*; Cat (domestic) - *Felis domesticus*; Cattle - *Bos taurus*; Dog (domestic) - *Canis familiaris*; European rabbit - *Ortyctolagus cuniculus*; Ferret (domestic) - *Mustela putorius*; Goat - *Capra hircus*; Horse - *Equus caballus*; Llama - *Lama glama*; Pig - *Sus scrofa*; Sheep - *Ovis aries*; Water buffalo - *Bubalus bubalus*; White lab mice - *Mus musculus*; White lab rat - *Rattus norvegicus*.

**Fish** (For export purposes only): Carp (koi) - *Cyprinus carpio*; Goldfish - *Carassius auratus*.

**Birds:** Chicken - *Gallus domesticus*; Ducks & geese - domesticated varieties; Guinea fowl - *Numida meleagris*; Pigeons (domesticated) - *Columba livia domestica*; Turkey - *Meleagris gallopavo*; Domesticated or Barnyard Mallards include: Pekin; Aylesbury; Bouen; Cayuga; Gray Call; White Call; East Indian; Crested; Swedish; Buff Orpington; Indian Runner; Campbell; Duclair; Merchtem; Termonde; Magpie; Chinese; Khaki Campbell.

**Insects:** Crickets, mealworms, honeybees (not to include Africanized varieties), and similar insects that are routinely farm raised.

**Other Invertebrates:** Earthworms and similar invertebrates that are routinely farm raised.

If domesticated, then USDA applies. No need for FWS or CITES.

If “wildlife” (not on the above list), check CITES appendices. If not on CITES list, then FWS declaration only needed: <https://edecs.fws.gov/>

If on the CITES Appendix, then a CITES permit is needed. See the link below.

All NHP are either App I (chimps, gorilla) or App II (Rhesus, cynos, marmosets)

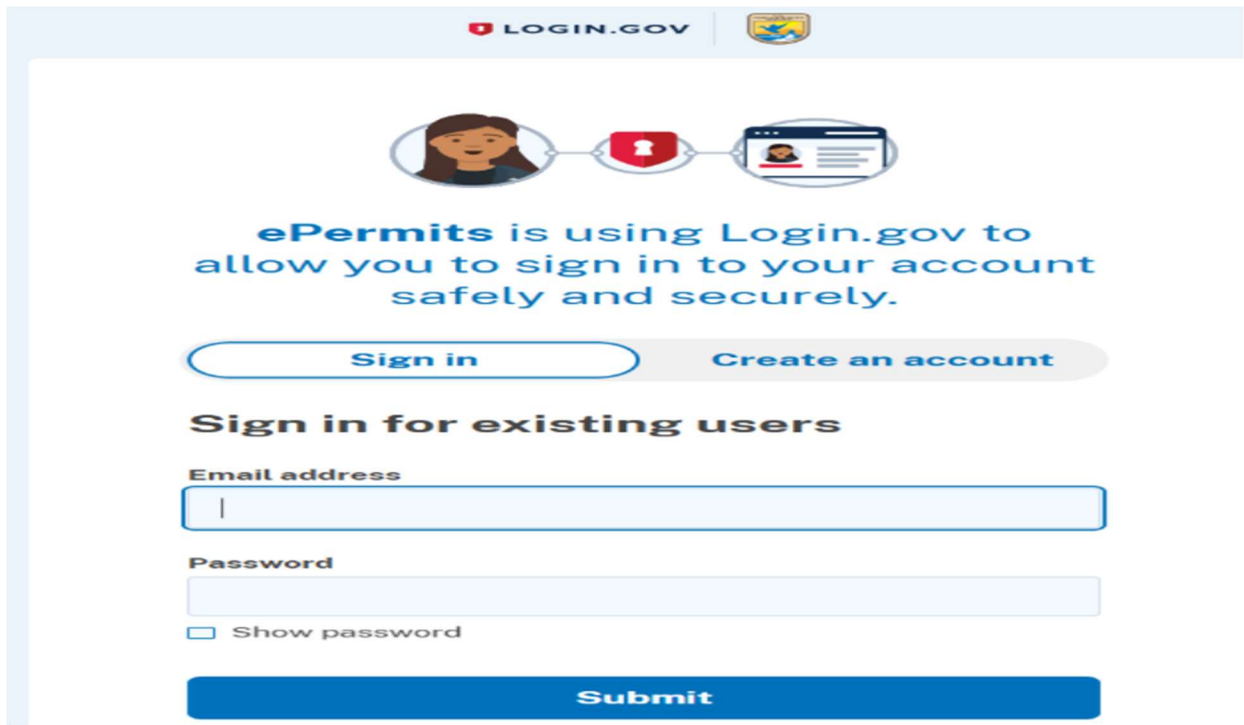
## CITES Export permit applications

CITES permitting:

Pitt PIs register as “Individuals” on the CITES website, using their Login.gov portal under ePERMITS. Import Control holds a “Business” account which is used to facilitate training.

1. Log into ePermits via Login.gov and create an ePermit account if needed

[https://fwsepermits.servicenowservices.com/fws?id=fws\\_login](https://fwsepermits.servicenowservices.com/fws?id=fws_login)



The screenshot shows the Login.gov interface for ePermits. At the top, there is a header with the "LOGIN.GOV" logo and a small map icon. Below the header, there are three circular icons: a person's head, a red shield with a white keyhole, and a computer monitor displaying a user profile. The main text reads: "ePermits is using Login.gov to allow you to sign in to your account safely and securely." Below this text are two buttons: "Sign in" (highlighted in blue) and "Create an account" (in grey). Underneath, the heading "Sign in for existing users" is followed by an "Email address" input field, a "Password" input field, and a checkbox labeled "Show password". At the bottom is a large blue "Submit" button.

It will take a day to confirm your ePermits accounts. Follow the directions in subsequent emails to confirm and activate your account.

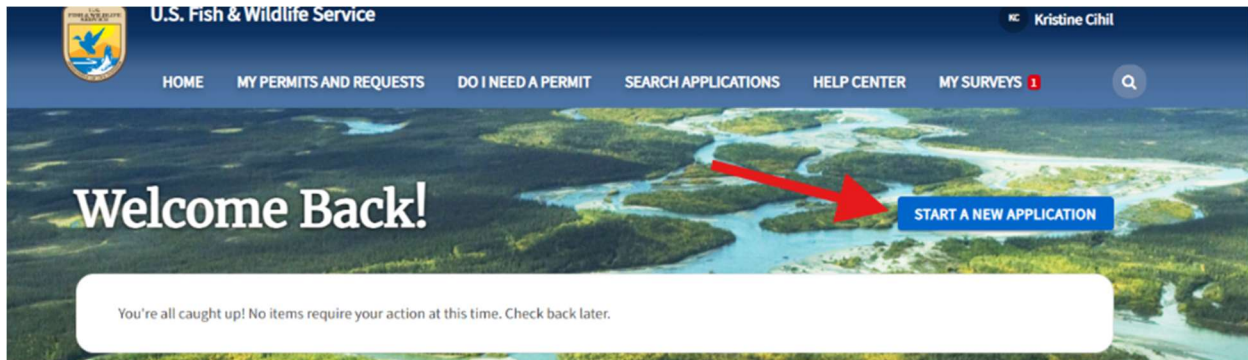
\*\*Note that the Office of Research Security and Trade Compliance does not have access to your account or log in information.

Once account is activated, log in:

[https://fwsepermits.servicenowservices.com/fws?id=fws\\_login](https://fwsepermits.servicenowservices.com/fws?id=fws_login)

You will be taken to the FWS home page for ePermits

## 2. Select “Start New Application”



## 3. Select from the list of available permits, scroll down to **3-200-29**.

3-200-20	<a href="#">Import or Sport-Hunted Trophies</a>
3-200-21	<a href="#">Import of Sport-Hunted Trophies of Argali</a>
3-200-22	<a href="#">Import of Sport-Hunted Bontebok Trophies</a>
3-200-23	<a href="#">Export or Re-Export of Pre-Convention, Pre-Act, or Antiques Specimens (CITES, MMPA and/or ESA)</a>
3-200-24	<a href="#">Export of Live Captive-Born Animals and/or Parts/Products from Non-Native Species</a>
3-200-25	<a href="#">Export of Live Raptors</a>
3-200-26	<a href="#">Commercial Export of Skins of 6 Native Species: Bobcat, Lynx, River Otter, Alaskan Brown Bear, Alaskan Gray Wolf, and American Alligator</a>
3-200-27	<a href="#">Export of Wildlife Removed from the Wild (Live/Samples/ Parts/Products) under the Convention on International Trade in Endangered Species (CITES)</a>
3-200-28	<a href="#">Export of Trophies by Hunters or Taxidermists under the Convention on International Trade in Endangered Species (CITES)</a>
<b>3-200-29</b>	<a href="#">Export/Re-export of Wildlife Samples and/or Biomedical Samples (CITES)</a>
3-200-30	<a href="#">Export/Re-export/Re-Import of Traveling Exhibitions (and Reissuance) under the CITES and/or ESA</a>
3-200-31	<a href="#">Introduction from the Sea under the Convention on International Trade in Endangered Species</a>

4. This application is done fully online now. Please note the document requirements before you begin as you have an hour time limit.

## 3-200-29: Export/Re-export of Wildlife Samples and/or Biomedical Samples (CITES)

### Export/Re-export of Wildlife Samples and/or Biomedical Samples (CITES)



*This application is now fully digitized. You no longer need to download the application form to attach to your online application.*

This application is used to apply for export or re-export of biological samples for biomedical or scientific purposes for CITES Appendix II or III listed species only. For U.S. Endangered Species Act listed species or CITES Appendix I species, you will need to use application form 3-200-37e.

### What information do I need to provide with my application?

When submitting applications online, you will need to identify

- the species
- common name
- the source (e.g., wild, captive-born)
- quantity
- description

Before beginning your application, gather all required legal documents, permits, licenses, breeder statements, photos to support your request for a permit.

[START APPLICATION ONLINE](#)

For mail-in submission: Download a complete blank application form which must be completed on paper and submitted by mail.

Are you trying to renew or amend an issued permit? If yes, click here:

[RENEW / AMEND PERMIT](#)

#### Featured Content

Some guidance on the documents being requested:

For **EXPORTING from** Pitt: information/documentation should be in the CAMS system for the animal at Pitt or contact Dr Anita Trichel at Plum Primate Center if from NHP [trichel@pitt.edu](mailto:trichel@pitt.edu)

If the samples are not NHP, then you will need this information from the source of the samples/vendor/collaborator, etc.

*\*\*Be aware that some animals brought to Pitt in the past may not have the appropriate documentation to share banked samples now (ie -were obtained before CITES documentation was needed). Contact Dr. Trichel for more information on NHPs in this situation. These samples may not be able to be shared.*

5. Begin the form:


## 3-200-29: Export/Re-export of Wildlife Sample


3-200-29: Export/Re-export of Wildlife Samples and/or Biomedical Samples (CITES)

→ Applicant Information


Activity Details


\* Are you applying on behalf of another individual or business? 

Third parties, such as consultants, applying on behalf of another individual or business need to provide U.S. Fish and Wildlife Service with written authorization to act on behalf of the individual or business. Select the last option if you are applying for yourself, your business, or for the business where you are employed. Please refer to [this guidance](#) for more information. 

I am applying for myself, my business, or a business where I am employed 

In choosing this response, you acknowledge that you are applying as yourself, for your own business, or the business where you are employed.

\* How are you applying? 

Individuals doing business as (DBA), or individuals applying on behalf of a Business, Corporation, Public Agency, Tribe, or Institution, please select "Business" from the dropdown menu. 

Business 

6. Filling out the form, con't:

6.1 Apply as an **Individual** (ORSTC holds a Business account for Pitt for training purposes)

6.2 Select the appropriate export type (information on this is on the home page, scroll down for different types of Export). This is also below:

## What is a Master File?

A Master File may be obtained for activities that require multiple exports or re-exports of pre-authorized commodities or specimens to various destinations over a number of years. Master Files are a streamlined means of obtaining partially completed, single-use, permits for pre-authorized commodities or specimens without having to submit individual applications for each shipment. Additionally, Master Files can be customized for where specimens will be exported or re-exported to, the amount exported or re-exported, or both. Upon establishment, Master File holders can obtain partially completed permits, which must be completed by the permittee prior to shipment (e.g., consignee, quantity).

## How long is my Master File valid?

Master Files are valid for up to three (3) years. Master Files are renewable upon expiration and may be amended. If you have submitted an application to **establish, renew and/or amend** a Master File, you must now wait for the final action to occur on that application, prior to applying for individual, partially completed, single-use permits from that Master File.

6.3 Move through the page, submit to move to the next page

7. Continue through the application, filling out the form as you go along. Select ADD to list the species and the samples being exported. Complete the rest of the page, submit to move to the next page.

7.1 Drop down seems to work best when using the full scientific name (genus species)..the system is slow so be patient for your info to be recognized and populate.



For EACH animal from which samples are to be shipped, provide the following: Please do NOT Include Quarantine, Immunization or Health records unless they document transfer of ownership.

Requested species: 3-200-29:Export/Re-export of Wildlife or Biomedical Samples

**ADD** **Remove All**

Actions	Scientific name	Source of specimen	Type of sample and how packaged	Total quantity	Units	Was specimen previously imported into the Ur

Specimen location [?](#)

8. Attach the documents requested, save and submit. Remember fuller descriptions of these docs can be found by clicking on the “i” Help tab. See Item 4 above for information on how to obtain some of these documents.



### Attach Files

#### Required Files


Please review and attach the following required files for your application:

- Records of acquisition \* [i](#)
- Collector's qualifications \* [i](#)
- Collector's information \* [i](#)
- Breeder statement (other) \* [i](#)
- Collection methods \* [i](#)

#### Supplemental Files

All files listed below are optional and are not required for submission:

- Inventory sheets [i](#)



Drop files here  
or

**ADD ATTACHMENTS**

9. Certify that the information is correct

10. Remit Payment