

CITES Import

(ORSTC Dec 2025, kc/jc)

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

Appendix II/III species do NOT need a CITES permit. The sender would obtain an Export permit only.

Pitt PI will need a FWS (US Dept of Fish and Wildlife) incoming declaration. See FWS document for that information.

Page 1: Introduction, contact info

Page 2: Decision trees/determination criteria

Page 4: FWS/CITES log in instructions

Page 5-10: Application completion guidance (both forms are required) for Appendix I animals

Page 6: Downloaded form tips

Page 9: Online form tips

Page 10: Guidance for FWS declaration submission (Appendix II or III species)

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

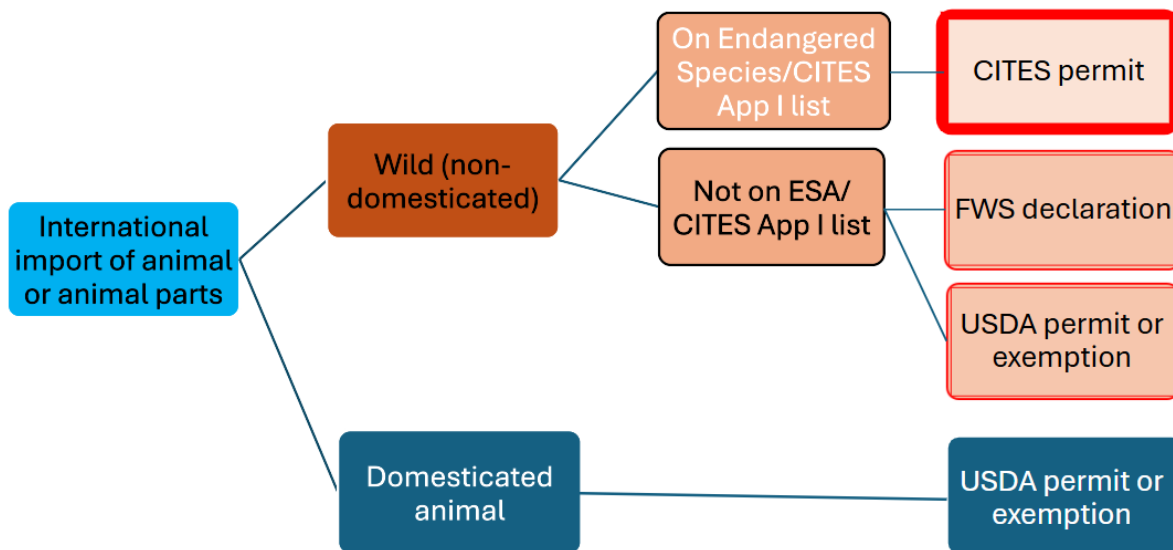
Office of Research Security and Trade Compliance (for Export and Import concerns):

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

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

Clinicorp@pitt.edu; [Office of Sponsored Programs Clinical and Corporate Contracts](#)

CITES Import permit decision chart



International Import 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 I, then a CITES permit is needed.

No Import permit is needed for Appendix II or III.

Appendix I includes chimps, gorillas.

Appendix II includes rhesus, cynos, marmosets.

Related websites:

List of required documents: [eCFR :: 50 CFR 23.18 -- What CITES documents are required to export Appendix-I wildlife?](#)

CITES Appendices listing species and their designation:

[CITES Appendices I, II and III valid from 21.05.2023](#)

For internal use: documentation from FWS kept in MyEC 9495

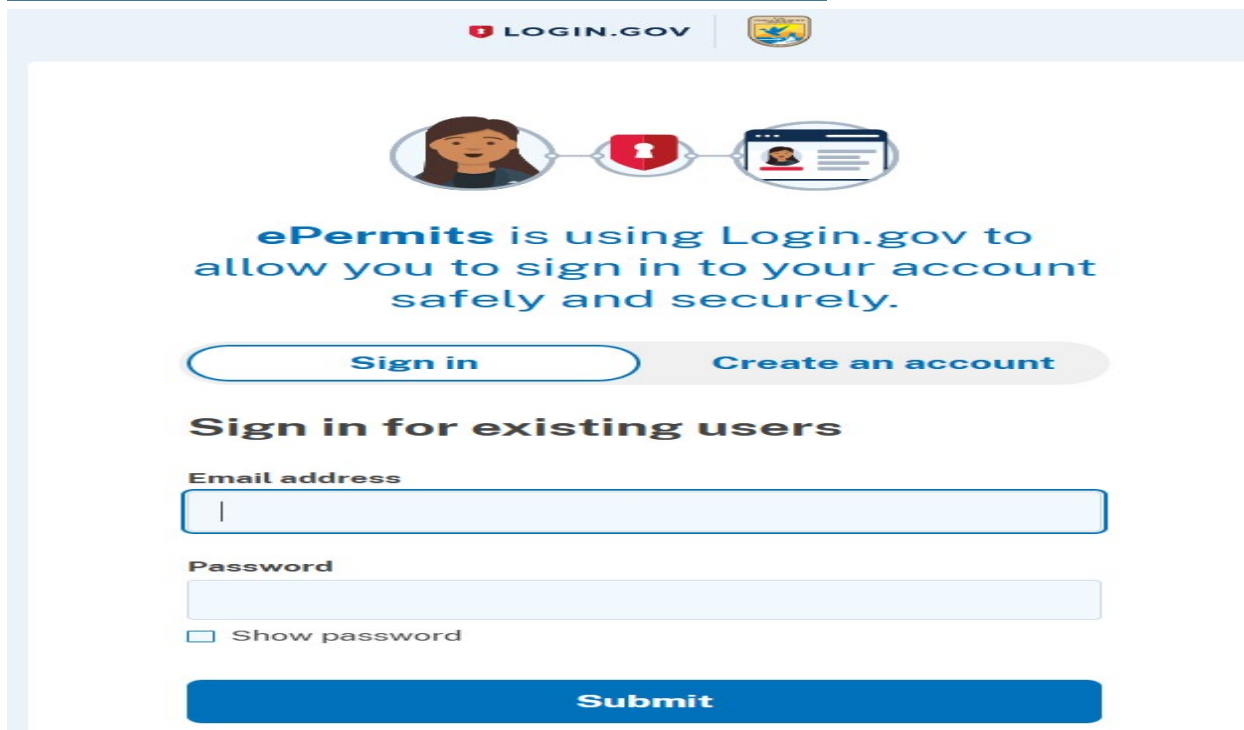
CITES permit applications for Appendix I species

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



The screenshot shows the Login.gov sign-in interface for ePermits. At the top, there is a header with the "LOGIN.GOV" logo and a small shield icon. Below the header, there is a graphic showing a person's profile, a key icon, and a computer monitor displaying a user interface, all connected by lines. 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" and "Create an account". Underneath, there is a section titled "Sign in for existing users" with two input fields: "Email address" and "Password". A checkbox labeled "Show password" is located below the password field. At the bottom of the form 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.

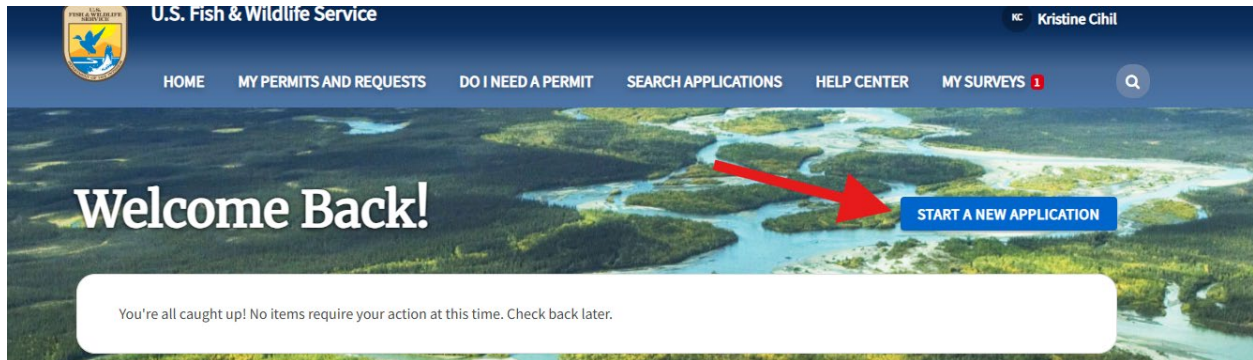
**Note that the Office of Research Security and Trade Compliance does not have access to your account or log in information.

Once account is activated, log in:

https://fwsepermits.servicenowservices.com/fws?id=fws_login

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 3-200-37.

37e appropriate for most of our biomedical research.

Endangered Species (CITES)	
3-200-36	Export/Re-Export/Import/Interstate and Foreign Commerce of Plants under the Convention on International Trade in Endangered Species (CITES) and/or the U.S. Endangered Species Act (ESA)
3-200-37a	Import / Export / Re-export of Live Animals under CITES/ESA
3-200-37b	Export of live animals under a valid CBW (ESA)
3-200-37c	Take (cull/lethal harvest) of a live animal under a valid CBW
3-200-37d	Interstate or Foreign Commerce of Live Animals/Samples/or Products (ESA)
3-200-37e	Import/Export/Re-Export of Biological Specimens (CITES/ESA) for Scientific Research
3-200-37f	Import of Live African Elephants and Southern White Rhinos from South Africa and eSwatini under CITES
3-200-39	Certificate of Scientific Exchange (COSE) under the Convention on International Trade in Endangered Species (CITES)

4. Follow the instructions (Step 1); Download the form.



Import/Export/Re-Export of Biological Specimens (CITES/ESA) for Scientific Research

This application covers activities involving CITES Appendix I and/or ESA-listed animal specimens used for scientific research, including any readily recognizable parts, products, or derivatives unless otherwise noted in the Appendices.

To Complete This Form You Will Need the Following

- Research proposal.
- Federal, State, Tribal, or foreign collection permits.
- For ESA-listed species, documentation demonstrating that the proposed research will benefit the species in the wild.
- Qualifications and resumes of the staff responsible for collection and research activities at the field site/sending institution and receiving institution.
- Information on the receiving institution's ability to conduct the proposed research.
- For the import of CITES Appendix I specimens, documentation showing that the activity will not be for primarily commercial purposes.

To Submit Online:

Step 1: **Download the digital form (Section E) and save to your device.**

Step 2: **Complete the form and save (upload as an attachment in Step 3)**

Step 3: Start Application Online:

This application is only available to you once you have been authorized to apply for this permit. Before you can access and submit your permit application, please seek assistance from the local Fish and Wildlife Service (FWS) office. Once the FWS has determined that your application is complete and ready for formal review, we will unlock this application form so you may complete and submit it to the FWS for processing.

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

Tips on the Downloaded Form, these pages/Q#s are from Form 3-200-37e

5a. PIs should complete this form as an **Individual**.

5b. Sec C- use your laboratory address, not the address of the DLAR spaces where the animals are/will be housed.

5c. Page 7: Proposed Activity: Select Import/Export/Re-Export. This same form is used for all directions of transfer.

5d. Page 8: Question 3: Complete the free text table, providing as much information as possible.

5e. Page 9: Question 4:

For **IMPORTING into Pitt**: you will need to obtain this information/copies of documentation from the sender and their animal facility.

5f. Page 9: Question 5:

Most of the samples being exchanged are likely NOT wild caught, but if this section applies (and NOT Q4) then obtain these documents from the sender (Pitt importing).

5g. Page 9: Question 6: Only complete if re-exporting; ie, the sample was imported into the US with a CITES permit and is now being returned to the sender. You will need the initial/original CITES permit to complete this action.

5h. Page 10: Question 7-9. Provide this information as attachments.

5i. Page 10: Question 10-12-Shipping Information:

Q10: indicate # of repeated shipments anticipated

Q11/12 : 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

6. Once the downloaded form is completed and you have gathered the supporting documents, go to STEP 3 and complete the online form (many questions are duplicate to the downloaded form)

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To Submit Online:

Step 1: Download the digital form (Section E) and save to your device.

Step 2: Complete the form and save (upload as an attachment in Step 3)

Step 3: Start Application Online:

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

NOTE::: You have 1 hour to complete the online form: you cannot save work and return. Be sure to have gathered all the documents requested for the downloaded form before you move to Step 3.



Complete this session in less than 60 minutes so that you do not have to redo your work. Fields marked with an asterisk are mandatory.

PERMIT APPLICATION ADDITIONAL INFORMATION

To complete this application, you are required to upload a completed Section E of this application. Please [download complete Section E](#) before completing this form online. You must complete this online application in one session.

Tips on the Online Form

7a. Complete this as Individual, not Business (Import Control holds the Pitt Business account for training purposes only)

3-200-37e: Import/Export/Re-Export of biological specimens (CITES/ESA) for scientific research

<p>* Are you applying on behalf of another individual or business? ⓘ</p> <p>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.</p> <p>-- None --</p>	<p>Name that will appear on the permit</p> <input type="text"/>
<p>* How are you applying? ⓘ</p> <p>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.</p> <p>Business</p>	<p>Application nickname ⓘ</p> <p>Personalize this application with your custom name for your own reference (optional).</p> <input type="text"/>
<p>Applicant name ⓘ</p> <p>Enter the name of the individual for whom this application is being submitted. To improve search accuracy, use a wildcard (asterisk) * at the beginning of the search box to look for a partial name match.</p>	<p>* Is the primary contact the same as the principal officer?</p> <p>-- None --</p> <p>* Primary contact first name</p> <input type="text"/>

7b. Universities are NOT fee exempt. Leave this box unchecked. Processing Fee is \$100.

Processing fee [?](#) [More information](#)

The permit processing fee paid to the U.S. Fish and Wildlife Service is nonrefundable. Federal, Tribal, State, and local government agencies, and those acting on behalf of such agencies are exempt from the processing fee and must attach documentation of the fee exempt status as outlined in the regulations located at [50 CFR 13.11\(d\)](#).

Check this box if you are fee exempt

7c. This field only auto fills for Appendix I species only. Appendix II and III do not need a CITES permit


* Requested species

[ADD](#) [Remove All](#)

Actions	Select species	Requested quantity	Unlimited quantity	ID (Internal use only)	User (logged in)
No data to display					

7d. Be sure to attach the completed downloaded form E and the attachments requested there to the online submission

Attachments


Drop files here
or
[ADD ATTACHMENTS](#)

* Permit Application Section E [?](#)

I hereby certify that I have attached Section E of this permit application and understand my application is not considered complete without it being attached. [x](#)

I have attached section E

[SUBMIT](#)

