

# Import / Export Permit Application Form

Version 8-1

**MAIL** your completed Application Form to the: **Wildlife & Game Licensing Service** Or **FAX** to: **9637 8475**  
**PO Box 500, EAST MELBOURNE 8002**

All enquiries should be directed to the Customer Service Centre, between 8am and 6pm, Monday to Friday, on 136-186. (Local call cost)

1. Do you intend to move wildlife:  into Victoria (**Import Permit**) OR  out of Victoria (**Export Permit**)

2. Your Customer No.  (If known) 3. Your Wildlife Licence No.   
 Your Victorian Wildlife Licence or Permit, under which the wildlife will be kept.

4. Personal Details: Mr / Ms / Mrs  Surname   
 First Name  Other Names  Date of Birth ( day / month / year )

5. Business Name:  (If applicable) Is Item 6 your Personal postal address or your Business postal address?  'Personal' or 'Business'

6. Postal Address: Flat, Unit, Shop, Factory, Lot No.  House, Level, Building No.  Street, PO Box, RMB or RSD   
 Suburb, Town, City  Post Code

7. Species of Wildlife:  
 Please list the species code number, species name and the number of specimens of each species of wildlife for which this application is being made. Where possible, use the common name or scientific name given in "A Guide to Laws relating to Keeping Wildlife for Private Purposes in Victoria".

| Species Code No.<br><small>Refer to Code List</small> | Species Name<br><small>Common Name preferred</small> | Description of Wildlife<br><small>Alive, Dead, Meat, Skins, Carcasses etc</small> | Quantity |
|---|--|---|----------|
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8. Consignment to take place on or between the dates: Date From:  and Date To:   
 (This permit will expire one month after the date specified in "Date From", or immediately the above consignment has taken place).  
 (Road-Commercial Vehicle, Road-Private Vehicle, Air Freight, Rail etc)

9. Method of Transport:

10. Prior Convictions: Have you been convicted of any offence under the **Wildlife Act 1975**, or the **Prevention of Cruelty to Animals Act 1994**, or similar interstate legislation since your last application for a wildlife permit or licence?  YES  NO

If Yes, please give details:

| Offence | Year | State |
|---------|------|-------|
|         |      |       |

11. Interstate Person's Details: Mr / Ms / Mrs  Surname   
 Firstname  Business Name  Interstate Import/Export Permit No. (if known)   
 Address: Must include a Street/Road No. and name, Suburb/Town, Post Code and State/Territory; (PO Box, RMB or RSD are unacceptable).

12. Declaration by Applicant: "I hereby declare that all details provided on this form are true and correct".  
 Signature of Applicant:  Telephone:   
 Date of Declaration:  Fax:

**Please Note:- Incomplete, incorrect or back-dated applications will not be accepted.**

# Import / Export Permit Application Form

## Notes on Import / Export Permits:

- The making of any application involving wildlife does not in itself carry any entitlement or right to import or export wildlife. The outcome of an application cannot be predicted and should not be anticipated.
- In applying for an Import or Export Permit, you should allow a minimum time of no less than five working days prior to you requiring your permit, to allow your application to be processed and a permit to be issued if approved.
- An Import or Export Permit is required before moving any wildlife into or out of Victoria. This is true even if you are not required to hold a current wildlife licence for the species of wildlife you are proposing to import or export.
- 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 State/Territory. Therefore, it is recommended that before you consign any wildlife, you contact the relevant interstate 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 the Wildlife & Game Licensing Service (WAGLS), PO Box 500, East Melbourne VIC 8002 within seven working days following the completion of the transaction. If the transaction does not take place, your written confirmation of this 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. This form must be completed and returned to the Wildlife & Game Licensing Service (WAGLS) either within seven days of the transaction taking place or by the date shown on the Notification Form, whichever is sooner. If the transaction does not take place, the Notification must be returned immediately. Subsequent permits will not be issued while any Notifications remain outstanding.

### Information Privacy

In certain circumstances, you may require a third-party to make licence enquiries or deal with DSE on your behalf. The Wildlife & Game Licensing Service of the Department of Sustainability and Environment (DSE) is committed to protecting your Personal Information according to the principles set out in the Victorian Information Privacy Act 2000. This Privacy Statement applies to the collection and use of personal information, voluntarily provided by you, in relation to administration of licences and permits administered under the Wildlife Act 1975. A licence or permit may not be issued if the information required on this application form is not provided. You may also apply for access to your personal information at anytime to confirm it is accurate and up to date, upon payment of a prescribed fee (if any). DSE will not discuss your licence or disclose your Personal information to any other person, except by prior arrangement. A **Proxy Nomination Form** is available from DSE for this purpose.

Any enquiries regarding importing or exporting wildlife should be directed to the Customer Service Centre, on 136-186, between 8am and 6pm, Monday to Friday.