



NOTICE TO THE WILDLIFE IMPORT/EXPORT COMMUNITY



January 31, 2025

Subject: eDecs Canceled CITES Permit Feature

PB 25-001

Background:

When requesting clearance of a shipment(s) containing CITES listed wildlife, the U.S. Fish & Wildlife Service (Service) Office of Law Enforcement (OLE) is required to provide a "CANCELED" copy of any CITES document(s) presented to OLE as part of the wildlife declaration process.

To better facilitate legal trade in CITES wildlife and to ease the administrative burden of requesting copies of "CANCELED" CITES document(s) on the public, OLE has developed an optional additional feature in the eDecs system which will make available a copy of these document(s). If filers choose to use this feature, the document(s) will be accessible via the electronic declaration in the filer's account for the associated shipment(s).

Filers who choose not to use this feature will be provided a physical copy of the "CANCELED" CITES document(s).

This feature is NOT available to filers who provide documents via the U.S. Customs and Border Protection - Automated Commercial Environment (ACE).

Use of this optional feature, including any error in such use, does not relieve any importer/(re-) exporter of:

- the requirement to comply with all CITES regulations;
- the requirement to maintain accurate records; and
- the burden to prove legal acquisition.

Use of this feature does not change the requirement to present the original validated CITES document(s) and does not in any way change the requirements for trade in, or applications for trade in, CITES specimens, in accordance with 50 CFR Part 23 and other applicable regulations.

Decisions on CITES document applications are made by the U.S. Division of Management Authority (DMA). More information on the application process for CITES documents is available on the ePermits website (<https://fwsepermits.servicenowservices.com/fws>). Questions regarding CITES document applications should be directed to DMA via the ePermits website (https://fwsepermits.servicenowservices.com/fws?id=fws_contact_us).

Action: Effective Monday, February 3, 2025, filers using this feature must scan and upload all pages of the associated **validated** CITES document(s) separately from all other supporting documents. This uploaded copy of the CITES document(s) **MUST** be the validated version. This file must be uploaded using the “CITES Upload” button on the eDec detail page.

If the uploaded copy of the CITES document(s) is NOT validated, the Service Officer will delete the file and reject the eDec, allowing the filer two (2) business days to upload the copy of the validated CITES document.

After two (2) business days, if the copy of the validated CITES document(s) has not been uploaded and resubmitted, the Service Officer will continue processing the eDec and will provide the filer with a physical copy of the “CANCELED” CITES document(s).

All other supporting documents must be uploaded using the “Documents Upload” button. Please be aware, Service Officers may still ask for additional versions or copies to be provided of certificates and other documents on a case-by-case basis.

Upon processing the eDec, a “CANCELED” stamp will be electronically applied to the uploaded CITES document(s), which will be accessible via the eDec in the filer’s account for the associated shipment.

The original validated CITES document(s) is still required to be presented to the appropriate Wildlife Inspection Office when requesting clearance of a shipment(s) and prior to processing of the declaration.

Note: To use an electronically “CANCELED” CITES document as part of the supporting documentation for proof of legal import or export in an application for a CITES document, the following criteria **MUST** be met:

- the CITES document(s) **MUST** be associated with the shipment declared on the eDec;
- the uploaded CITES document(s) **MUST** be validated by the appropriate foreign government representative;
- all pages of the CITES document(s) **MUST** be included in the file, including any annexes or other pages required as part of the valid document(s);
- the electronically “CANCELED” CITES document(s) **MUST** not be altered after being downloaded from the filer’s account.

Contact:

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