

CITIZEN'S CHARTER NO. RO10-B-07. ISSUANCE OF LOCAL WILDLIFE TRANSPORT PERMIT

Local Wildlife Transport Permit is a legal document required to accompany the transport/shipment of flora and fauna from legal sources to another (with approved form permit and Certificate of Wildlife Registration) to different points of destination.

Office or Division:	DENR-CENRO			
Classification:	Complex			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	CWR/Farm Permit Holder			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Letter request with attached duly accomplished Application Form (Annex D) 2. Inspection/verification of wildlife (Annex E) 3. Documents supporting the legal possession or acquisition of wildlife 4. Payment of fee (certification) 5. Phytosanitary Certificate (for plants) or Veterinary Certificate (for animals) 			<p>Requesting Party</p> <p>CENRO Concerned Requesting Party, Private Lawyer or Notary Public</p> <p>CENRO DA Office</p>	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request/application letter with supporting documents.	<ol style="list-style-type: none"> 1. Check completeness of request and attached supporting documents and forward the application to DMO IV/Deputy CENRO. 1.1. Prepare Order of Payment and forward the same to the client. 	None	30 minutes	<p>Chief/Technical Staff Regulation and Permitting Section (RPS)</p> <p>Technical Staff (RPS)</p>

2. Pay corresponding fee	2. Accept fees and issue Official Receipt.	Php 100.00 (Certification fee)	30 minutes	Credit Officer
3. Receive OR	3. Receive and review the application and forward it to Chief, RPS.	None	30 minutes	Deputy CENRO/CENRO
	3.1. Receive application, assign personnel to conduct inspection and geo-tagging activities.	None	15 minutes	Chief RPS
4. Accompany/guide the verifying team to the flora/fauna subject for transport	4. Conduct field inspection/verification and take geo-tagged photos.	None	1 day	Inspecting Officer RPS
	4.1. Prepare and submit inspection report with recommendation and geo-tagged photos to Chief, RPS	None	30 minutes	Inspecting Officer
	4.2. Review report and prepare Local Wildlife Transport Permit and affix initial on the documents and forward to CENRO.	None	1 hour	Chief RPS
	4.3 Review and sign/approve the Local Wildlife Transport Permit.	None	1 hour	CENR Officer
	4.4. Record and Release the Transport Permit.	None	20 minutes	Receiving/Releasing Clerk Records Unit

5. Receive the approved Local Wildlife Transport Permit				
	TOTAL	Php 100.00	1 day, 4 hours and 45 minutes (2 maximum)	