

B-04-02. WILDLIFE COLLECTOR'S PERMIT (WCP)

Office or Division:	Licenses Patents and Deeds Division, DENR Regional Office VI, Iloilo City			
Classification:	COMPLEX			
Type of Transaction	G2C – Government to Citizen G2G - Government to Government			
Who may avail:	Internal: Permanent Employees of DENR Central, Regional, PENR and CENR Offices, Bureaus (including Regional and Central Offices), attached Agencies External: External Clientele who are authorized party or representative			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
a.1. Duly Accomplished application form (ANNEX "A") with two recent 2"x2" photo of applicant;			Requesting party	
a.2. In case of animal shows using wildlife, clearance from or registration with the Animal Welfare Division of the Bureau of Animal Industry pursuant to Republic Act 8485 (Animal Welfare Act.			DA	
a.3 In case of imported animals, no importation shall be permitted except upon deposit of a bond with PAWD in an amount equal to the transport cost of the animals back to the owner-country of origin. Import/export permits shall be secured in accordance with section 8 of DAO 2004-55.			Requesting party	
a.4. Proof of Legal source; and,			Requesting party	
B. Educational/Documentation for commercial purposes:				
b.1. Duly Accomplished application form (ANNEX "A") with two recent 2"x2" photo of applicant;			Requesting party	
b.2. Letter request specifying the species, quantity and areas of collection or area, subject of documentation, as the case maybe;			Requesting party	
b.3. Clearance from the recognized head of Indigenous People in accordance with RA No. 8371 (Indigenous People's Rights Act (IPRA) of 1997, concerned LGUs or Protected Area Management Board;			NCIP, PAMB, LGU	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.Submission of requirements and	Received the submitted requirements, stamp the date and	none	6 min.	<i>Receiving/Releasing Clerk</i>

forward to the receiving /releasing clerk	time on documents and forward all documents to LPDD Chief			
	Referred the documents to WRPS for processing	none	5 min.	<i>Chief, LPDD</i>
	In case the requirements are not complete , the application shall be returned immediately informing the applicant of the deficiencies	none	(within 2 days)	<i>Action Officer/WRPS</i>
	If the applicant documents are found in order process document/Prepare the GP/MOA and endorsement for review of the chief, LPDD	none	Within 3 days	<i>Action Officer/WRPS</i>
	Reviews and initial the endorsement, and MOA/GP for the signature of the ARD for Technical Services	none	1 day	<i>Chief, LPDD</i>
	Signs the Endorsement and MOA/GP for approval of the Regional Executive Director	none	5 min.	<i>ARD, Technical Services</i>
	Signs the Endorsement and MOA/GP	none	5 min.	<i>Regional Executive Director</i>
TOTAL		NONE	5 days, 7 hours & 10 min	