



**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO MINISTRY OF
AGRICULTURE, LAND & FISHERIES Fisheries Division
Aquaculture Unit**

*Bamboo Settlement #2, Churchill Roosevelt Highway, Valsayn, Trinidad and Tobago, West Indies, Phone:
462-4348/4337/4344 Email: Aquacultureunit@hotmail.com.*

GUIDELINES FOR THE IMPORT / EXPORT OF LIVE FISHES

1. Obtain application form for import/ export license from Ministry of Trade and Industry (MTI)
 - (868-674-3545 or 868-675-8242; TradeLicenceUnit@gov.tt)
2. Complete form with four (4) species per page. Include: (a) both common and scientific names; (b) quantity per species; (c) purpose for import (breeding/commercial/personal use). Please feel free to contact the Aquaculture Unit for assistance with filling out the necessary forms for obtaining import or export licence.
3. Submit completed application form to the Aquaculture Unit for review and approval of species prior to submission to the MTI.
4. The approved form has to be uploaded to MTI/TTBIZLINK (800-4SEW (4739) support.ttbizlink@gov.tt) for issuance of the Trade License.
5. Inform Aquaculture Unit **at least 72 hrs** prior to the scheduled import or export date, with flight information, approximate time and port of entry or exit. The Aquaculture Unit is to be informed of any changes thereof.
6. The Aquaculture Unit conducts inspections of all import / export consignments. Documents required at inspection (**originals and 2 copies of each**) are as follows:
 - Airway bill
 - Health certificate for all imports and where necessary for exports
 - Health Certificate and Invoice from Country of Origin for all transshipments
 - Supplier's Invoice for fish
 - License issued by MTI. Please ensure that the breakdown sheet is completed.
 - US Fish and Wildlife Permit for all shipments of non-tank bred fish originating from or repackaged in the United States of America
 - CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora) certificate where necessary (**CITES.org**). Should a CITES permit be required: (a) for export please contact Forestry Division (b) for import, the exporter should contact the competent authority in exporting country to issue CITES permit for the respective species in the consignment.
 - Export permit from Country of Shipment where applicable.
7. The Aquaculture Unit conducts inspections Monday to Friday from 8am to 4pm (excluding public holidays).

8. There is a requirement by Customs & Excise Division that all shipments have an entry prepared for release of goods. Please contact the Customs & Excise Division office at Piarco (669-1929) for further information and refer to section 214 of the Customs Act, Chapter 78:01, Act 22 of 1938.
9. Noncommercial quantities (<24) of ornamental fish shall be subject to customs duties if declared on a Commercial trade licence. In the case of trade licences declared for Breeding and Commercial Use, 24 fish per species imported shall be exempt from duties.

SPECIAL PROVISIONS

Koi (*Cyprinus carpio*) & **Goldfish** (*Carassius auratus*.)

Koi & Goldfish are restricted species that require a Minister's License for bona fide commercial breeders to import.

10. Submit a letter of request to the Aquaculture Unit for the importation Koi and/or Goldfish which should include the following information:
 - Species (common and scientific names)
 - Number of fish of each species being requested for importation.
 - Country of origin
 - Purpose for **importing** the fish
 - Importer's Contact information
 - A copy of Deed of Ownership or permission letter from the property owner that the property is being used as a breeding facility and the Deed of Ownership for the property cited on the permission letter.
11. The Aquaculture Unit will contact the applicant to schedule an inspection of the facility to confirm operational status. Depending on the findings a recommendation will be made to the Minister of Agriculture, Land and Fisheries for approval and issuance of a Minister's License for the import of the fish.
12. Once a Minister's Licence is granted, the applicant will be contacted for collection of letter of permission issued by The Aquaculture Unit to import Koi or Goldfish.
13. Please refer to points 5-8 above.

Scientific Research.

14. Submit a letter of request to import / export fish for scientific research purposes from the respective University or recognized research institution / agency to the Aquaculture Unit (above address) which should include the following information:
 - Species (common and scientific names)
 - Number of fish of each species being requested to be imported / exported
 - Purpose for import / export

15. The Aquaculture Unit would issue a letter of permission for import / export of the consignment to the shipper, addressed to the Trinidad and Tobago's Customs & Excise Division.
16. Once permission is granted please refer to points 5-8 above.
Personal Use (<24).
17. Submit a written request for permission to the Aquaculture Unit.
18. Your letter should include the following information:
 - Species (common and scientific names)
 - Number of fish of each species being requested for importation.
 - Country of origin
 - Purpose for **importing** the fish
 - Importer's Contact information
19. The Aquaculture Unit would issue a letter of permission for import / export of the consignment to the shipper, addressed to the Trinidad and Tobago's Customs & Excise Division.
20. Once permission is granted please refer to points 5-8 above.

Please address all Request letters to:

Fisheries Division
Aquaculture Unit
Bamboo
Settlement #2,
Chruchill Roosevelt Highway,

Attn: Fisheries Officer