

# Guidance and examples when applying for an MIC using form FED0172

The Musicians' Union and the Animal Plant Health Authority (APHA) have been working closely together to draw up this comprehensive guide in applying for and filling in a Musical Instrument Certificate. The MU are extremely grateful to APHA for their time, input and expertise.

## How to fill out the FED0172 form

To apply for an MIC using form FED0172, check the box 'Other' in the 'Permit/Certificate field section in the top right-hand corner of the form and Type or write in 'Musical Instrument Certificate'.



PERMIT/CERTIFICATE	
<input type="checkbox"/>	IMPORT
<input type="checkbox"/>	EXPORT
<input type="checkbox"/>	RE-EXPORT
<input checked="" type="checkbox"/>	OTHER: MUSICAL INSTRUMENT CERTIFICATE

Each part of the form has a box number and you need to fill them all in as follows:

Box No	Subject	Notes on what is required
1.	Exporter/Re-exporter	If you are the owner of the instrument insert your name and address in the UK. Include <b>(UK - UNITED KINGDOM)</b> at the end. Include your telephone no and an e-mail address.  If you (the applicant), are not the legal owner of the instrument, insert both the applicants and owners name and address. You must include a signed and dated copy of a loan agreement between the owner and applicant for the instrument with your application. Tell CITES you are including this in box 23 at the bottom of the form.
2.	Not Applicable	Not used
3.	Importer	Insert the same address details as in Box 1. This is because the instrument must return back to the exporter in the UK within 3 yrs of the certificate being issued.
4.	Country of (re-export)	Insert: <b>UNITED KINGDOM</b>
5.	Country of Import	Insert: <b>UNITED KINGDOM</b>
6.	Location at which live specimens of Annex A species will be kept:	Not Applicable insert: <b>N/A</b>

Box No	Subject	Notes on what is required
7.	Issuing Management Authority	Already printed on the form
8.	Description of specimens (incl. marks, sex/date of birth for live animals)	<p>Include a clear description of the Cites listed part of the musical instrument starting with a three letter code for the type of item. For examples see table 1 page 7. Some of the most common codes used for CITES species used in musical instruments are:</p> <p><b>IVC</b> – carved Ivory parts or decoration to instruments e.g. rings to bagpipes</p> <p><b>WPR</b> – manufactured wood products such as musical instruments</p> <p><b>SKP</b> – piece of tanned skin, e.g. wrapping for handle, thumb leather</p> <p><b>SKI</b> – tanned skin e.g. for a drum</p> <p><b>KEY</b> – Piano Keys made of ivory</p> <p><b>PRL</b> – pearl used in decoration or inlay</p> <p><b>LPS</b> – small leather product e.g. pouch to hold or wrap instrument</p> <p><b>FIB</b> – plant fibres</p> <p><b>HOC</b> – carved horn</p> <p><b>CAR</b> – carved products other than Ivory, bone or horn such as wood</p> <p><b>BOC</b> – carved bone</p> <p><b>BAL</b> – Whale bone including carvings used in instruments</p> <p>For example, worked/carved Ivory for a handle would use the code ‘<b>IVC</b>’ whereas Ivory Piano Keys would use the code ‘<b>KEY</b>’.</p> <p><i>(If you cannot find a relevant code for your instrument above, a full list can be found in Annex A, pages 4-8 of <a href="#">a general guidance note available for download here</a>).</i></p> <p>It can be helpful to explain industry terms for parts of a musical instrument such as ‘Lapping’ on a bow as CITES staff are unlikely to understand what these are without photographs or explanation in a covering letter.</p> <p>Include the date the instrument was manufactured and any maker’s name, serial number, or identifying marks visible on the instrument and key dimensions in cms. Only state the common name of the species in the description such as Tortoiseshell, Leather, Ivory, Ebony wood, Rosewood. The exact scientific name goes in Box 21.</p> <p>For example, Box 8 might say:</p> <p><b>IVC</b></p> <p><b>One (1) Violin bow, with tip made of Ivory, 74cm long, made by W. E. Hills &amp; Sons stamped on side of wooden stick. Circa 1923.</b></p> <p>Include as much evidence as you can to justify date of the instrument. For example, a specialist instrument valuation, or bill of sale from an auction house often include detailed descriptions, list of materials used and the species names, with circa dates.</p> <p>You may also note the source here even though included in box 13.</p> <p>If recently manufactured please provide details from the vendor or manufacturer to show the exact species name of the CITES listed parts, the weight of Cites listed material used in the instrument (<i>not the gross weight of the entire instrument</i>), and the source of the CITES listed species used in manufacture (from which country did it come from and when). Include photographs of the instrument and close ups of CITES parts with identifying marks. Include a scale to show size.</p>

Box No	Subject	Notes on what is required
		<div data-bbox="512 255 1382 577">  </div> <div data-bbox="512 600 1086 1016">  </div> <div data-bbox="512 1039 1267 1496">  </div> <p data-bbox="507 1514 1337 1599">If you have imported the instrument into the UK please include a copy of your customs stamped Import Certificate with your application. Tell CITES you are including this in Box 23.</p> <p data-bbox="507 1617 1410 1760">If more than one CITES listed species is included within the instrument you will need to fill out a separate application form for each species. You will then receive a composite certificate, with each CITES specimen listed on separate sheets with consecutive numbers. All of which must be kept together and presented at customs as the MIC.</p> <p data-bbox="507 1778 1410 1921">For example, the third description example for a Venturina (See table 1 page 7) has three CITES listed species used in the instrument. It uses the same description with common species names for each application form, but with only one full scientific name on each form. This resulted in three certificates being issued one for each CITES species in the instrument, all three parts forming the MIC.</p>

Box No	Subject	Notes on what is required
9.	Net Mass (Kg)	This is the weight of the CITES listed species used in the instrument only not the entire gross weight of the instrument in Kg. If you do not know this please state: <b>UNKNOWN</b>
10.	Quantity	The number of Instruments e.g. if three identical violin bows enter: <b>3</b> You will receive a separate MIC for each bow. If they are different you will need to complete a separate form for each bow.
11.	CITES Appendix	<p>Enter the number of the CITES Appendix (I, II or III) in which the species is listed at the date of application. To find this you will need to enter the scientific name of the CITES listed species into the website Species+ <a href="https://speciesplus.net/species">https://speciesplus.net/species</a> For example Ivory from <i>Loxodonta Africana</i> – common name African Elephant is CITES listed <b>Appendix II</b>. Here is a screenshot of the Species+ website having searched for this species.</p>  <p>Scrolling down the page will show the listing history with notes on any exclusions.</p>
12.	GB Annex	<p>Use Species+ as above and scroll down to find the EU Annex. The UK uses this same Grading now it has left the EU.</p>  <p>In some cases the Listing grade may change over time. Please use the most recent listing grade. In this case <b>ANNEX A</b></p>

Box No	Subject	Notes on what is required
13.	Source	<p>The back of the <a href="#">application form includes 10 codes</a>. The most likely relevant codes for musical instruments are:</p> <p><b>U</b> – Where the source of the species when taken from the wild or captive bred is unknown for example an antique instrument. Justification must be given to use this code if the instrument is recently made as the manufacturer should provide you with this information as the species is likely to have been subject to CITES control.</p> <p><b>O</b> – Pre-convention, use this where the CITES listed part used in the instrument reached its finished state in the instrument prior to 1947 and, or where its manufacture was completed prior to the date the species was first listed on CITES.</p> <p>If the instrument is recently manufactured the other codes maybe appropriate, so please ask the manufacturer where each CITES species used was sourced from to determine which to use. <a href="#">Further explanation is included in the Source Code reference</a>. If you are unsure, ring CITES for clarification 0117 372 3700 or tell them what you know on the form. A CITES case officer will contact you if further information is required.</p>
14.	Purpose	<p>The back of the application form includes 12 codes to describe the purpose or reason for applying for the MIC. Those likely to be relevant for your MIC application will be either for:</p> <p><b>P</b> – Personal use including commercial performance</p> <p><b>E</b> – Educational use</p> <p><i>Please note:</i></p> <p><b>Q</b> – Full Orchestras or travelling with more than one instrument, travelling exhibitions used for display to the public – if this is the case you should <u>not</u> be applying for a MIC but a Travelling Exhibition Certificate (TEC)</p> <p><b>T</b> – Commercial use includes sale of an instrument. A MIC <u>cannot be</u> used to sell your instrument which must be returned to the UK before its expiry date 3 yrs from issue</p>
15.	Country of Origin	<p>The country of origin is the country where the CITES specimens were taken from the wild, born and bred in captivity or artificially propagated. If for example an antique (pre 1947) this is unlikely to be known so state: <b>UNKNOWN</b>.</p> <p>Where this is outside Great Britain, and the CITES species has been imported into the EU or the UK prior to 1/1/21 boxes 16 and 17 must contain details of the relevant import permit. You should include a copy of the <a href="#">customs endorsed (stamped)</a> permit with your application. Tell CITES you are including it in box 23.</p>
16.	Permit No	See 15 above: insert number of import permit
17.	Date of issue	See 15 above: insert date import permit was issued
18.	Country of last re-export	Not applicable Insert: <b>N/A</b>
19.	Certificate No	Not applicable Insert: <b>N/A</b>
20.	Date of issue	Not applicable Insert: <b>N/A</b>



Box No	Subject	Notes on what is required
21.	Scientific name of species	<p>It's important to get this right as it's because the species is CITES listed that you are making the application. You must enter the full scientific name of the species and check that it is spelt correctly. They cannot accept common names as these are not specific enough and can vary around the world. It is your responsibility as the applicant to find out the correct scientific name. CITES does not offer any species identification service and is not responsible for the accuracy of the name you submit to them.</p> <p>A specialist dealer in musical instruments should be able to identify the species used. If recently purchased or manufactured you should ask the vendor and or maker to supply the correct species name of CITES listed materials that it contains, including the weight of that part of the instrument and its source.</p> <p>Once you have the scientific name you can check to see if its CITES listed and its listing grade using the Species+ website found here: <a href="http://speciesplus.net">Species+ (speciesplus.net)</a>, as described in 11 and 12 above.</p>
22.	Common name of species (if available)	If you don't know please state: <b>Unknown</b>
23.	I hereby apply for the permit/certificate indicated above	This is where you sign and date the application form including the location at which you signed it. Your signature makes this a legal declaration that all the information you have provided is correct. You can also include notes here telling CITES if you are including any supporting documents. As this box is small you can refer here to a covering letter which can list all the supporting documents, photographs etc.

## Examples of descriptions used in completed MIC forms

Some examples of descriptions used on issued MICs are included below for guidance.

<b>Table 1 – examples of descriptions</b>		
<b>Box 8. Description</b>	<b>Box 21. Scientific name(s) of CITES listed species</b>	<b>Box 22. Common name</b>
<p><b>IVC: One Violin bow by Violin of France, circa 1875. Made of Pernambuco wood, Ebony, Mother of pearl, Goat leather, Silver, and a face of Elephant Ivory. Length 84cm.</b></p> <p><b>Source: Unknown (U) and Pre-Convention (O)</b></p>	<p><b>Elephantidae spp</b></p> <p><i>*(exact species was unknown so higher Taxon species name used) The Ebony used was not a CITES listed species</i></p>	<p><b>Elephant</b></p>
<p><b>IVC: One Heckel Bassoon containing an ivory bell ring.</b></p> <p><b>Circa 1955, Germany</b></p> <p><b>Serial number: #9906</b></p> <p><b>Bassoon length: 134cm</b></p> <p><b>Source: Unknown (U) and Pre-convention (O)</b></p>	<p><b>Loxodonta africana</b></p> <p><i>^(A letter from a specialist Violin dealer was provided confirming that this was Ivory from an African Elephant)</i></p>	<p><b>African Elephant</b></p>
<p><b>CAR: One Venturina made from Tortoiseshell, Brazilian rosewood and ivory and other non-CITES listed species.</b></p> <p><b>Made by J Guiot in London, 1847. Signed and dated inside. 21cm long.</b></p> <p><b>Source: Unknown (U) and Pre-convention (O)</b></p>	<p><b>Cheloniidae spp*</b></p> <p><b>Dalbergia nigra</b></p> <p><b>Elephantidae spp*</b></p>	<p><b>Tortoiseshell</b></p> <p><b>Brazilian rosewood</b></p> <p><b>Ivory</b></p>
<p><b>WPR: One (1) Viola made of maple, spruce and cork wood with four (4) Dalbergia nigra pegs bearing a label on the inside "Caspar da Salo in Brescia".</b></p> <p><b>Circa: 1700</b></p> <p><b>Source: Unknown (U) and Pre-convention (O)</b></p>	<p><b>Dalbergia nigra</b></p>	<p><b>Brazilian rosewood</b> (Species+ includes the following other common names: Pianowood, Rio Rosewood, Bahia Rosewood, Jacaranda Rosewood)</p>
<p><b>IVC: One set (1) of Peter Henderson Highland Bagpipes with 12 rings made of African Elephant ivory. Circa 1898</b></p> <p><b>Source: Unknown (U) and Pre-convention (O)</b></p>	<p><b>Loxodonta Africana</b></p> <p><i>^(evidence supplied that this was African Elephant Ivory)</i></p>	<p><b>African Elephant</b></p>

An example of a mock completed application form FED0172 for guidance purposes

APPLICATION	5	1. Exporter/Re-exporter (Applicant) - Mr B. Instrument, Applicants Address (UNITED KINGDOM)  (Owner) - Mr A. Owner, Owners address if different (UNITED KINGDOM)  Telephone Number 0117 372 3700 E-mail address wildlife.licensing@apha.gov.uk	PERMIT/CERTIFICATE  <input type="checkbox"/> IMPORT <input type="checkbox"/> EXPORT <input type="checkbox"/> RE-EXPORT <input checked="" type="checkbox"/> OTHER: MUSICAL INSTRUMENT CERTIFICATE					
		3. Importer Mr B. Instrument, Applicants address (UNITED KINGDOM)	 Convention on International Trade in Endangered Species of Wild Fauna and Flora					
		5	4. Country of (re-)export United kingdom	5. Country of import United kingdom				
		5	6. Location at which live specimens of Annex A species will be kept:  N/A	7. Issuing Management Authority  UK CITES Management Authority Centre for International Trade - Bristol Horizon House Deanery Road Bristol BS1 5AH Tel: +0044(0)3000 200 301				
		8. Description of specimens (incl. marks, sex/date of birth for live animals)  IVC One (1) cello bow with ivory tip, made by 'E A Ouchard' stamped on stick Circa 1930, France Length of the bow: 73 cm Serial number: 0247 Source unknown (U) and pre-convention (O)	9. Net mass (kg) UNKNOWN (include if known)	10. Quantity 1	11. CITES Appendix I	12. GB Annex A	13. Source U/O	14. Purpose P
			15. Country of Origin Unknown		16. Permit No N/A		17. Date of issue N/A	
			18. Country of last re-export N/A		19. Certificate No N/A		20. Date of issue N/A	
		21. Scientific name of species	Loxodonta africana					
		22. Common name of species (if available)	African Elephant					
		23. I hereby apply for the permit/certificate indicated above.  Remarks (e.g. on purpose of introduction, details of accommodation for live specimens, etc.) Enclosed with application: 1. Copy of musical instrument loan agreement, between owner and applicant 2. Letter from Bristol Music describing bow, circa date, confirming Loxodonta Africana Ivory in tip 3. Photograph of bow and detail showing stamp E.A. Ouchard  <b>I attach the necessary documentary evidence and declare that all the particulars provided are to the best of my knowledge and belief correct. I declare that an application for a permit/certificate for the above specimens was not previously rejected.</b>						
		Live animals will be transported in compliance with the CITES Guidelines for the Transport and Preparation of Shipment of Live Wild Animals or, in the case of air transport, the Live Animals Regulations published by the International Air Transport Association (IATA).	Signature					
			Name of Applicant	Mr B. Instrument				
			Place and date	Applicants address, 23/12/20				