*National Record[[1]](#footnote-1):* National Biosafety Website or Database[[2]](#footnote-2)

*Fields marked with an asterisk (\*) are mandatory.*

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| --- |
| **Website or Database details** |
| 1. Country:\*
 | <Country name> |
| 1. Website or database name:[[3]](#footnote-3)\*
 | <Text entry> |
| 1. Description:[[4]](#footnote-4)\*
 | <Text entry> |
| 1. Website address:[[5]](#footnote-5)\*
 | <URL> |
| **Timeframe for confirmation or updating of information** |
| Please note that this category of information requires confirmation or updating after one year from the date of submission. After the deadline you will be asked to confirm or update the record within 3 months. After this period, if no confirmation has been received, the record will be marked as “Non-confirmed”.  |

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| **Additional information** |
| 1. Any other relevant information:[[6]](#footnote-6)
 | <Text entry>*and/or* <URL and website name>*and/or* <Attachment> |
| 1. Notes[[7]](#footnote-7)
 | <Text entry> |

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| **Record validation** |
| Information should be submitted online to the BCH through the Submit page. This offline common format is made available to assist BCH users to gather and organize their records prior to submission to the BCH.In case of difficulties in submitting this information online, the completed documents should be signed in the section below by the BCH National Focal Point and sent in MS Word format by e-mail to bch@cbd.int.Alternatively, it may be sent by fax to **+1 514 288 6588**.or postal mail to: **Secretariat of the Convention on Biological Diversity****413 rue Saint-Jacques, suite 800****Montreal, Quebec, H2Y 1N9****Canada****Important Notice:** Please note that in case this form is going to be sent via fax, postal mail or from an e-mail address different from the registered e-mail address of the BCH National Focal Point (BCH-NFP), a copy/scan of this signed page should be attached.  |
| Date:\* | <YYYY-MM-DD> |
| Country:\* | <Country name> |
| Name of the BCH National Focal Point:\* | <Text entry> |
| *I hereby confirm that the above information is correct and agree for its inclusion in the Biosafety Clearing-House.* |
| Signature of the BCH National Focal Point:\* |  |

1. National records contain information that are usually part of a Party’s obligations under the Cartagena Protocol on Biosafety and must be validated by BCH National Focal Points prior to publication in the BCH. The common formats for national records can be accessed through the Submit page of the BCH. [↑](#footnote-ref-1)
2. National databases or websites include those publicly searchable Internet sites that are maintained by governments or national institutions. [↑](#footnote-ref-2)
3. Please enter the name of the website or database as you would like it to appear in the title of the record. [↑](#footnote-ref-3)
4. Please enter a short description of the national website or database, such as its function or information it makes available. [↑](#footnote-ref-4)
5. Please provide the URL of the website (e.g. http://www.cbd.int). [↑](#footnote-ref-5)
6. Please use this field to provide any other relevant information that may not have been addressed elsewhere in the record. [↑](#footnote-ref-6)
7. The “Notes” field is for personal use. It can only be seen when the record is being edited but is not visible when the record is published. This field is not meant to be used for confidential information. [↑](#footnote-ref-7)