Contact[[1]](#footnote-1)

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

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| --- | --- | --- |
| 1. Country:\*[[2]](#footnote-2) | | <Text entry> |
| 2. Contact type *(please indicate the type of contact information being submitted and then complete the appropriate section below)*: | | Organization (Please complete section A)  Person (Please complete section B) |
| 1. **Organization Information** | | |
| 1. Organization (name):\*[[3]](#footnote-3) | <Text entry> | |
| 1. Acronym:[[4]](#footnote-4) | <Text entry> | |
| 1. Type of organization *(please select only one option):* | Academic or research institute  Government agency (National/Federal)  Government agency (Sub-national)  Inter-governmental organization (IGO)  Non-governmental organization (NGO)  Private sector (business and industry)  Regional economic integration organization  UN and other specialized agency of the UN Common System  Other (specify): <Text entry> | |
| **Address** | | |
| 1. Street address: | <Text entry> | |
| 1. City: | <Text entry> | |
| 1. State or Province: | <Text entry> | |
| 1. Postal Code or Zip: | <Text entry> | |
| 1. Country of Contact:\* | <Country name> | |
| **Contact Information** | | |
| 1. Phone number(s):[[5]](#footnote-5) | <Text entry> | |
| 1. Fax number(s):[[6]](#footnote-6) | <Text entry> | |
| 1. Email address(es):\* | <Text entry> | |
| 1. Website address(es)[[7]](#footnote-7): | <URL and website name> | |

|  |  |
| --- | --- |
| 1. **Personal Information** | |
| 1. Title: | Mr.  Ms.  Dr.  Prof.  Other (specify): <Text entry> |
| 1. First name:\* | <Text entry> |
| 1. Middle name: | <Text entry> |
| 1. Last (or Family) name:\* | <Text entry> |
| 1. Organization: | *<BCH record number>*  *Please use this field to enter the BCH record number of the organization to which this person is linked. If there is no BCH record for the organization, please complete section A of this “Contact” common format.* |
| 1. Department/Division/Unit: | <Text entry> |
| 1. Job title: | <Text entry> |
| **Address** | |
| 1. Address type:\* | Use address of organization linked to in field 18 *(please go to field 27)*  Add personal coordinates *(please go to field 22)* |
| 1. Street address: | <Text entry> |
| 1. City: | <Text entry> |
| 1. State or Province: | <Text entry> |
| 1. Postal Code or Zip: | <Text entry> |
| 1. Country of Contact:\* | <Text entry> |
| **Contact Information** | |
| 1. Phone number(s):[[8]](#footnote-8) | <Text entry> |
| 1. Fax number(s):[[9]](#footnote-9) | <Text entry> |
| 1. Email address(es):\* | <Text entry> |
| 1. Website address(es):[[10]](#footnote-10) | <URL and website name> |

|  |  |
| --- | --- |
| **Notes** | |
| 1. Notes:[[11]](#footnote-11) | <Text entry> |

|  |  |
| --- | --- |
| **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 sent in MS Word format by e-mail to [bch@cbd.int](mailto:bch@cbd.int).  Alternatively, they can 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, Québec, H2Y 1N9**  **Canada**  **Important Notice:** Please note that if this form is going to be sent from an e-mail address that is not registered in the BCH, a copy/scan of this signed page should be attached. | |
| Date:\* | <YYYY-MM-DD> |
| Name of the person submitting the request:\* | <Text entry> |
| Contact details of the person submitting the request: | *<e-mail address>* |
| *I hereby confirm that the above information is correct and request its inclusion in the Biosafety Clearing-House.* | |
| Signature of the person submitting the information:\* |  |

1. The BCH common format for “Contact” may be used by any registered BCH user to submit or modify the contact details registered in the BCH. Any registered BCH user can also publish the record without prior validation. The information registered through this common format will only be accessible to the record owner for easy reference when creating future records. If this record is referenced in other records, then it will be made available to the general public and will be searchable in the BCH. [↑](#footnote-ref-1)
2. Country of the government, organization or individual submitting the information. [↑](#footnote-ref-2)
3. Please enter full name without abbreviation. For example, United Nations Environment Programme. [↑](#footnote-ref-3)
4. If applicable, please provide an acronym commonly used to refer to the organization. For example, UNEP. [↑](#footnote-ref-4)
5. Please use the following format: + [country code] [city code] [telephone number] [extension, if necessary]; Example: +1 514 288-2220 ext 221 (where 1 = North America, 514 = Montreal, 288-2220 = CBD Secretariat number, ext 221 = direct extension to the switchboard). [↑](#footnote-ref-5)
6. See footnote above. [↑](#footnote-ref-6)
7. Please provide the URL of the website (e.g. http://www.cbd.int) and the name of the website (e.g. "The Convention on Biological Diversity"). [↑](#footnote-ref-7)
8. Please use the following format: + [country code] [city code] [telephone number] [extension, if necessary]; Example: +1 514 288-2220 ext 221 (where 1 = North America, 514 = Montreal, 288-2220 = CBD Secretariat number, ext 221 = direct extension to the switchboard). [↑](#footnote-ref-8)
9. See footnote above. [↑](#footnote-ref-9)
10. Please provide the URL of the website (e.g. http://www.cbd.int) and the name of the website (e.g. "The Convention on Biological Diversity"). [↑](#footnote-ref-10)
11. 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-11)