



APPLICATION TO IMPORT ANIMAL AND ANIMAL BY-PRODUCT

A person who wishes to import any controlled commodity into the Islands must apply to the Animal Health Service Division for an import permit and pay the prescribed fee, *the Animal Health Ordinance, Section 34 (1)*. The information you provide to the Animal Health Services Division (AHSD) on this application form and associated documents are collected under the authority of the *Animal Health Ordinance 2012, Section 35 (2)*, for the sole purpose of issuing an import permit. **PLEASE READ THIS APPLICATION THOROUGHLY BEFORE COMPLETING.**

The information to be provided in this application must be typed or written legibly in block capitals. Applying for an import permit is only part of the import procedure. Please read and ensure compliance with the import conditions for each type of controlled commodity and return this application along with copies of all the required documentation for importation. **The AHSD requires a minimum of two (2) working days to process applications and we recommend applying well in advance of the minimum time.** Failure to submit all application documents may delay processing time. The AHSD retains the right to refuse any application.

I am applying for (please use explanatory notes for assistance):

A Single entry (Definitive) permit

An amendment

→

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I am seeking permission to import (please choose only one category and one sub-category):

Animal Products

Animal By-Products

Bee and Bee Products

Hair/Bristles

Meat and Meat Products

Hooves, Horns and Claws

Milk and Milk Products

Feathers

Untanned Hides and Skins

Feed

Other _____

Other _____

Animal by-product means: (a) the animal carcass, bones and bone-meal, untanned hides and skins, flashings, hooves, horns, claws, hair bristles, wool, feathers, offal, whether fresh or dehydrated, blood, meat scraps of an animal; or (b) any other part of an animal other than the meat or offal, which has been separated from the carcass; and

Animal product includes the derivatives of animals intended for human or animal consumption or for pharmaceutical, agricultural, industrial or domestic use; animal by-products; semen and ova and other products used for veterinary production; animal feed; and litter.

SECTION A <i>Importer/ Exporter Details</i>	1.a. Name of Importer/Consignee			2.a. Name of Exporter/Consignor		
	1.b. Street Address			2.b. Street Address		
	1.c. City		1.d. Country	2.c. City		2.d. Country
	1.e. Postal/Zip Code	1.f. Telephone	1.g. Telefax	2.e. Postal/Zip Code	2.f. Telephone	2.g. Telefax
	1.h. Email Address			2.h. Email Address		
	3.a. Name of Agent			3.b. Address of Agent		3.c. Agent's Telephone

SECTION B <i>Product details</i>	4. Country of Origin		5. Zone or Compartment of Origin <i>(where applicable)</i>		6. Place of Origin <i>(include the name, address and official registration/approval No. where applicable)</i>	
	7. Country of Export <i>(if different than origin country)</i>					
	8. Shipping Temperature of Animal Products <input type="checkbox"/> Ambient <input type="checkbox"/> Chilled <input type="checkbox"/> Frozen		9. Type of packaging (eg. canned, cases, cartons, etc.)		10. Total Number of packages	
	11. Please provide detailed descriptions of the Animal Products or By-Products to be imported. State the trading name of each product as it appears on the packaging or attach the invoice listing the items. Describe the origin of the animal product, indicating whether it is beef, poultry, sheep, goat, or pig meat and the type of product: for meat and meat products eg. patties, whole chickens, sausages, etc., and for milk and milk products indicate whether it is butter, whole milk, ice cream, yogurt, butter-milk, cheese, etc. If applicable state the % by composition of the animal products (e.g. % of beef, honey etc. in the product).					
	Animal Products	Type of Product	Total Quantity <i>(Kg)</i>	Origin of Animal By-Product <i>(Species of Origin)</i>	Type of Animal By-Product	Total Quantity <i>(Kg and/or individual counts)</i>
	<input type="checkbox"/> Beef and Beef Products					
<input type="checkbox"/> Bee and Bee Products						

SECTION B <i>Cont'd</i>	<input type="checkbox"/> Goat and Goat Meat products					
	<input type="checkbox"/> Milk and Milk Products					
	<input type="checkbox"/> Pigeat and Pigeat products					
	<input type="checkbox"/> Poultry and Poultry Products					
	<input type="checkbox"/> Sheep and Sheep Meat Products					
	<input type="checkbox"/> Other					
12. Please include any further descriptions of the animal and animal by-products where applicable:						
13. Intended Use of Commodity (Please choose one)						
<input type="checkbox"/> Animal Feed <input type="checkbox"/> Further Processing <input type="checkbox"/> Human Consumption <input type="checkbox"/> Technical Use <input type="checkbox"/> Other _____						

SECTION C <i>Shipping Details</i>	14. Place of Shipment	15. Port of Entry	16. Date of Arrival (dd/mm/yyyy)	17. Time of Arrival
	18. Carrier/Vessel/ Flight Number		19. Container ID/Seal Number(s) (where applicable)	

SECTION D <i>Applicant Importer Declaration</i>	Your application will not be processed if it is returned unsigned		
	I/we:		
	<input type="checkbox"/> Declare that the information provided in this application is true and accurate to the best of my knowledge; and <input type="checkbox"/> Agree to pay the permit fee (where applicable), regardless of issue status, and all costs associated with the importation of the controlled commodities listed on this application.		
	Name	Signature	Date (dd/mm/yyyy)

SECTION E <i>Checklist</i>	<i>Please complete the checklist below</i>	
	Please check that, where applicable , you have: <input type="checkbox"/> Attached an existing permit (when applying for amendment) <input type="checkbox"/> CITES Export Permit (when the commodity is CITES protected)	Following approval, you are required to retrieve your original import permit from the Department at the address below. Please remit the completed application (preferable via email) to: DEPARTMENT OF AGRICULTURE ANIMAL HEALTH SERVICES DIVISION BUTTERFIELD SQUARE, 16 PARADE AVENUE PROVIDENCIALES, TURKS AND CAICOS ISLANDS Email: agriculture@gov.tc Telephone: 1.649.946.5801 Telefax: 1.649.941.7587
WARNING: If any person counterfeits or falsifies any document which is required by or under any enactment relating to an assigned matter or which is used in the transaction of any business relating to any assigned matter; knowingly accepts, receives or uses any such document so counterfeited or falsified; alters any document after it is officially issued; or counterfeits any seal, signature, initials or other mark of, or used by, any officer for the verification of such a document or for the security of goods or for any other purpose relating to an assigned matter; he shall be guilty of an offence and liable on conviction to a fine not exceeding \$20,000 or imprisonment for two years or both, and may be arrested (Section 128 Customs Ordinance).		

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Name of receiving officer	Signature	Name of officer processing permit	Signature
Date Received	Time Received	Date Processed	
Are there import conditions for this import?	APPROVE PROCESS PERMIT	Name of Approver (Animal Inspector)	Signature
<input type="checkbox"/> YES	IRA		
<input type="checkbox"/> NO			