

How to Create a Poultry Import Permit Application

1. Navigate to the **Poultry Import Permit** Application pages by either:
 - a. Going directly to the page using the below link.
<https://flanimalmovementrequests.fdacs.gov/poultry-import-permit/>
 - b. Clicking on the Link from the Animal Movement Page.

Poultry Movement Requirements

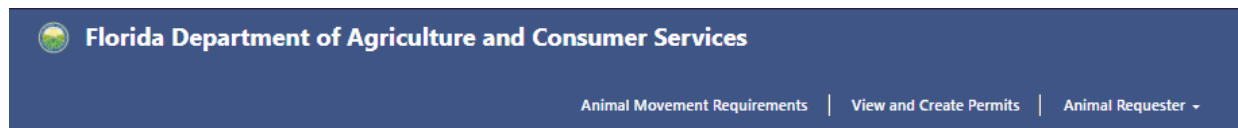


Poultry Movement Requirements

[Poultry Import Permit Request](#)

Program Resources

- c. Clicking **New Permit** and then **Poultry Import Permit** from the **View and Create Permits Screen**. (This will only work if you have already logged in to the Portal)



View and Create Permits



2. You will be prompted to Sign or create an account if you are not currently signed into your Animal Industry Portal Account. Once you are logged in proceed. For Login instructions please review the following:

[How To Create a Division of Animal Industry Portal Account.pdf](#)

[How to Sign into a Division of Animal Industry Portal Account.pdf](#)

3. **Submitter** Information is auto populated. If the information is not correct, please update your profile, refer to the [Profile Update instructions](#).

[Home](#) > **Poultry Import Permit**

Poultry Import Permit

If you are attempting to move poultry from a state that has been affected by avian influenza, you cannot request a movement permit with this form. Please call our office for further information at (850) 410-0900 and request to speak to the Poultry Programs.

Complete the form to request movement of poultry into the state of Florida.

Please allow up to three business days for your request to be reviewed.

Submission of this permit request does not guarantee approval by the Florida Department of Agriculture and Consumer Services.

All addresses below must be verifiable 911 addresses for the request to be approved.

Poultry Import

Carrier

Submitter *
Animal Requester

4. Type in the **Name of the Carrier** for your **Poultry Import Permit**.

Name of Carrier *
Enter the name of the carrier

Carrier Phone Number *
Phone number of carrier

5. Enter in the **Carrier's Phone Number**.

Name of Carrier *
Enter the name of the carrier

Carrier Phone Number *
Phone number of carrier

6. Click the Calendar Icon next to **Anticipated Date Entering Florida**.

Shipment Information

Anticipated Date Entering Florida *
 

7. Select the Correct Date. The movement date must be a future date no more than 15 days from the date of this request.



8. Select the Drop down button on **Shipment Type**.

Shipment Type *
Select the purpose of movement

▼

9. Select the correct Shipment Type from the Drop down.

Shipment Type *
Select the purpose of movement

- Farm Placement
- Hatchery
- Hunting Preserve
- Market
- Poultry Dealer
- Racing Pigeons
- Sale/Auction
- Show/Exhibition
- Slaughter
- Other

10. Select the drop down for **Documentation Type**. (The document type you choose will be required for upload on the second page.)

Documentation Type *
Select the documentation type

▼

11. Select the correct **Documentation Type** from the list.

- If you select **OCVI**, you will be prompted to upload your OCVI on the next page.
- If you select **VS 9-3**, you will need to provide your National Poultry Improvement Plan(NPIP) number, if you do not know your NPIP number, please contact your state's NPIP program official agent.

Documentation Type *
Select the documentation type

- OCVI (Health Certificate)
- VS 9-3

12. Type in the **Number of Vehicles** for Shipment.

Number of Vehicles *
Enter the number of vehicles the poultry will be traveling in

13. Click the **Magnifying Glass** next to **Entry Route**.

Entry Route *
Select the route the poultry will come through

14. Select the correct **Entry Route**, by using the search box or using the numbered pages and scroll bar.

Lookup records

Choose one record and click Select to continue

☒	Name
☐	AL HWY 109 to FL 2
☐	HIGHWAY 81
☐	Hwy 441 Lake City (386-758-0546)
☐	Hwy-2 (904-879-5600)
☐	I-75 (386-397-1553)
☐	Station 1 US 19 & 98 Fanning Sprgs. (352-463-4138)
☐	US 129 Suwannee Sprgs. (386-362-1329)

1

2

3

Select

Cancel

Remove value

15. The **Select** button will now be clickable. Click the **Select** button.

Select

Cancel

Remove value

16. If you selected VS 9-3 in step 11, a few new questions would appear. **Enter your current NPIP number.**

NPIP (National Poultry Improvement Program) Number *
Enter your current NPIP number.

US H5/H7 Avian Influenza Clean
Is your flock H5/H7 Avian Influenza Clean?

☒ No ☐ Yes

17. Select Yes or No to answer the question **Is your flock h5/H7 Avian Influenza Clean?**

NPIP (National Poultry Improvement Program) Number *
Enter your current NPIP number.

US H5/H7 Avian Influenza Clean
Is your flock H5/H7 Avian Influenza Clean?

☒ No ☐ Yes

18. Click the **Next – Add Documents and Animals Shipped** button.

Next – Add Document and Animals Shipped

19. Under **Veterinarian Information** enter in highlighted information if applicable. If not applicable skip to **Step 25 - Consignor Information**.

Poultry Import Continued

Veterinarian Information (If Applicable)

First Name Name of veterinarian 	Clinic Name
Last Name 	License Number
Street 1 	National Accreditation Number
Street 2 	Veterinarian License State
City 	Email
State 	Phone
County 	
Zip Code 	

20. For **Veterinarian License State**, click the down arrow.

Veterinarian License State

21. From the **Veterinarian License State** drop down, choose the correct State.

Veterinarian License State

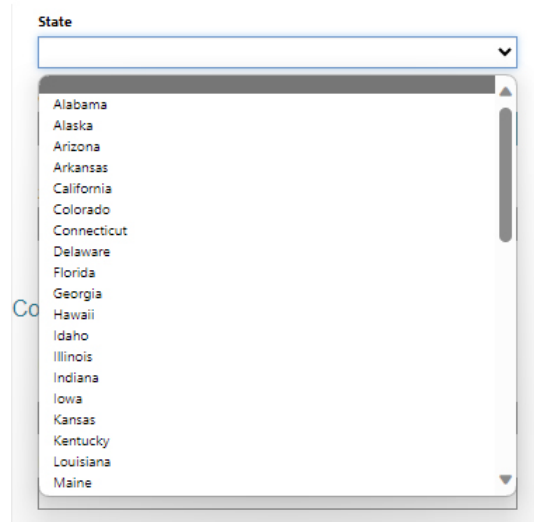
- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- Florida
- Georgia
- Hawaii
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine

22. For the **State** field for the **Veterinarian Information** address, select the down arrow.



A screenshot of a form field labeled "State". To the right of the text input box is a small square button containing a downward-pointing arrow. This button is highlighted with a green rectangular box.

23. From the drop-down menu, select the correct **State** for the Veterinarian Information.



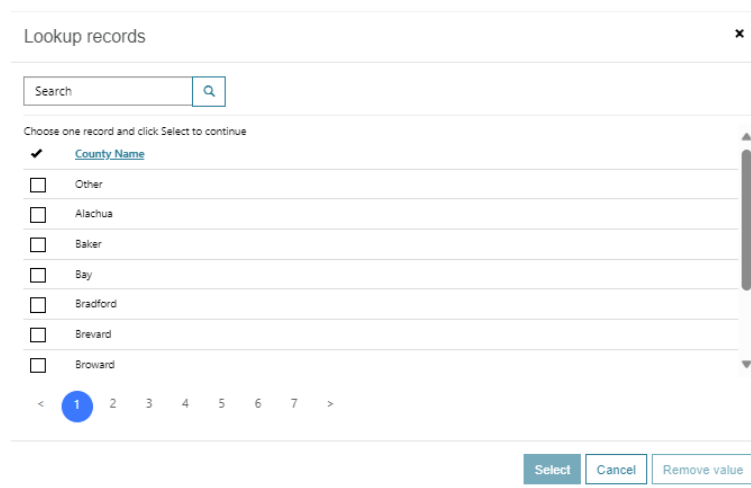
A screenshot showing the "State" dropdown menu open. A list of US states is displayed, including Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, and Maine. A vertical scrollbar is on the right side of the list. To the left of the dropdown, the word "County" is partially visible.

24. Click the **Magnifying Glass** for the **County** Field.



A screenshot of a form field labeled "County". To the right of the text input box is a small square button containing a magnifying glass icon. This button is highlighted with a green rectangular box.

25. Select the correct **County**, by using the search box or using the numbered pages and scroll bar.
****Please note if the county is from outside of Florida, please select **Other** and you will type in your county on the next step ****



A screenshot of a "Lookup records" dialog box. At the top, there is a search bar with a magnifying glass icon. Below it, a message says "Choose one record and click: Select to continue". A list of counties is shown, each with a checkbox: "County Name" (checked), "Other", "Alachua", "Baker", "Bay", "Bradford", "Brevard", and "Broward". At the bottom, there are three buttons: "Select", "Cancel", and "Remove value". The "Select" button is highlighted with a green rectangular box.

26. The **Select** button will now be clickable. Click the **Select** button.

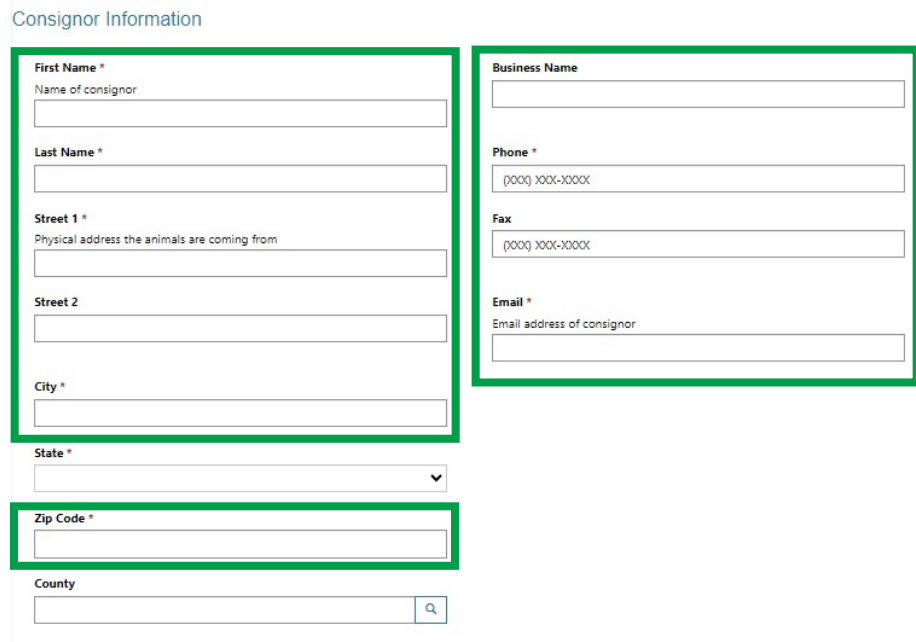


A screenshot showing three buttons: "Select", "Cancel", and "Remove value". The "Select" button is highlighted with a green rectangular box.

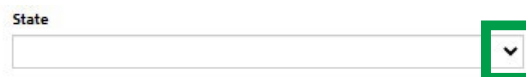
- A. Only if you chose **Other**, you will be prompted to fill in the **County Free Text** box that will appear.

A rectangular text input field with a green border. The label "County Free Text *" is positioned at the top left of the field.

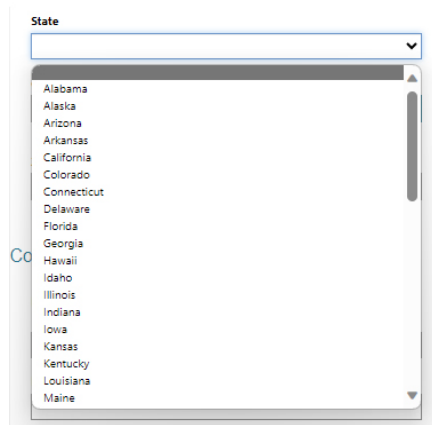
27. Enter in the Highlighted **Consignor Information**. (Where the animals are coming from)

A form titled "Consignor Information" with a green border. It contains several input fields: "First Name *" (Name of consignor), "Last Name *" (Name of consignor), "Street 1 *" (Physical address the animals are coming from), "Street 2", "City *" (City), "State *" (State), "Zip Code *" (Zip Code), "County" (County), "Business Name", "Phone *" (Phone), "Fax" (Fax), and "Email *" (Email address of consignor). The "State *" field is a dropdown menu.

28. For the **State** field for the **Consignor** Information address, select the down arrow.

A dropdown menu labeled "State" with a green border. The menu is open, showing a list of states. The down arrow is highlighted with a green box.

29. From the drop-down menu, select the correct **State** for the **Consignor** Information.

A dropdown menu labeled "State" with a green border. The menu is open, showing a list of states: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, and Maine. The list is scrollable.

30. Click the **Magnifying Glass** for the **County** Field.

A text input field labeled "County" with a green border. A magnifying glass icon is located at the end of the field, highlighted with a green box.

31. Select the correct **County**, by using the search box or using the numbered pages and scroll bar.
****Please note if the county is from outside of Florida, please select **Other** and you will type in your county on the next step ****

Lookup records

Search

Choose one record and click Select to continue

☒ [County Name](#)

☐ Other

☐ Alachua

☐ Baker

☐ Bay

☐ Bradford

☐ Brevard

☐ Broward

< 1 2 3 4 5 6 7 >

Select Cancel Remove value

32. The **Select** button will now be clickable. Click the **Select** button.

Select Cancel Remove value

- A. Only if you chose **Other**, you will be prompted to fill in the **County Free Text** box that will appear.

County Free Text *

33. Enter in the Highlighted **Consignee Information**. (Where the animals are going)

Consignee Information

First Name *
Name of consignee

Last Name *

Street 1 *
Physical address of where the animals are going

Street 2

City *

State *

Zip Code *

County *

Business Name

Email *

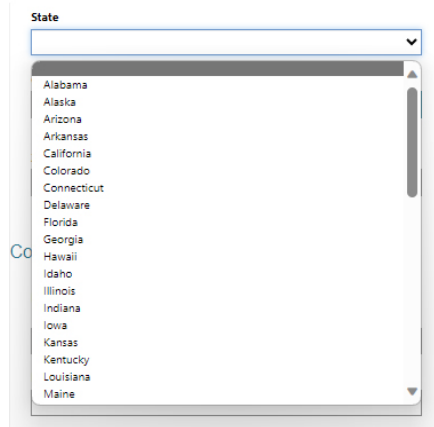
Phone Number *
Phone Number of Consignee

Fax

34. For the **State** field for the **Consignee** Information address, select the down arrow.

A text input field labeled "State" with a small downward-pointing arrow icon in a square box on the right side, which is highlighted with a green border.

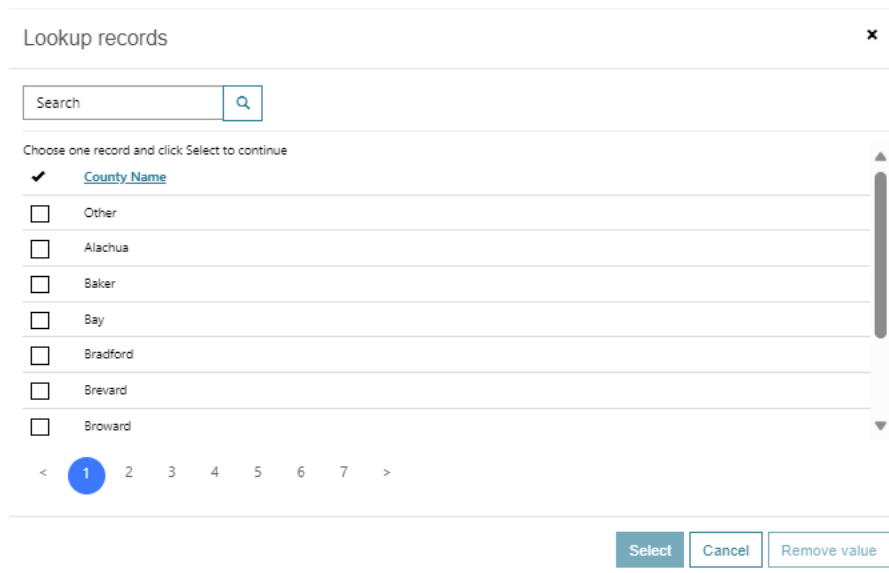
35. From the drop-down menu, select the correct **State** for the **Consignee** Information.

A drop-down menu for the "State" field is open, showing a list of US states: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, and Maine. The list is scrollable and has a search bar at the top.

36. Click the **Magnifying Glass** for the **County** Field.

A text input field labeled "County" with a magnifying glass icon in a square box on the right side, which is highlighted with a green border.

37. Select the correct **County**, by using the search box or using the numbered pages and scroll bar.
****Please note if the county is from outside of Florida, please select **Other** and you will type in your county on the next step ****

A "Lookup records" dialog box is shown. It has a search bar at the top with a magnifying glass icon. Below the search bar, it says "Choose one record and click Select to continue". There is a list of counties with checkboxes: ☒ County Name, ☐ Other, ☐ Alachua, ☐ Baker, ☐ Bay, ☐ Bradford, ☐ Brevard, and ☐ Broward. At the bottom, there are three buttons: "Select", "Cancel", and "Remove value".

38. The **Select** button will now be clickable. Click the **Select** button.

Three buttons are shown: "Select", "Cancel", and "Remove value". The "Select" button is highlighted with a green border.

- A. Only if you chose **Other**, you will be prompted to fill in the **County Free Text** box that will appear.

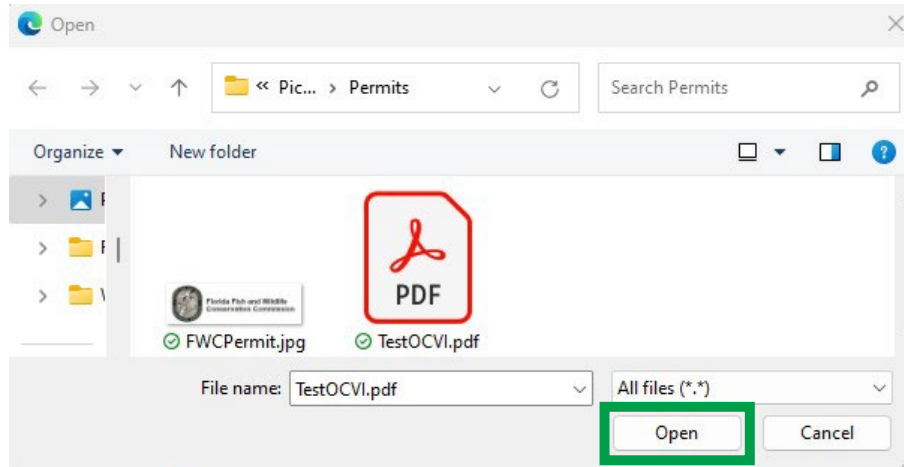
County Free Text *

39. Click the Choose File under **OCVI/VS 9-3 Upload (attach documentation)**

OCVI/VS 9-3 Upload (attach documentation) *

Choose File No file selected

40. Browse to your desired file, select, and then click open.



41. You will now see the name of your document between Change File and Delete. If you selected the wrong file, click Change File.

OCVI/VS 9-3 Upload (attach documentation) *

Change File TestOCVI.pdf Delete

42. Next you will need to add the animals on the Shipment by clicking **Add New** under the **Animals Shipped** Section.

Animals Shipped

Click "Add New" to provide details on animals being shipped.

Add New

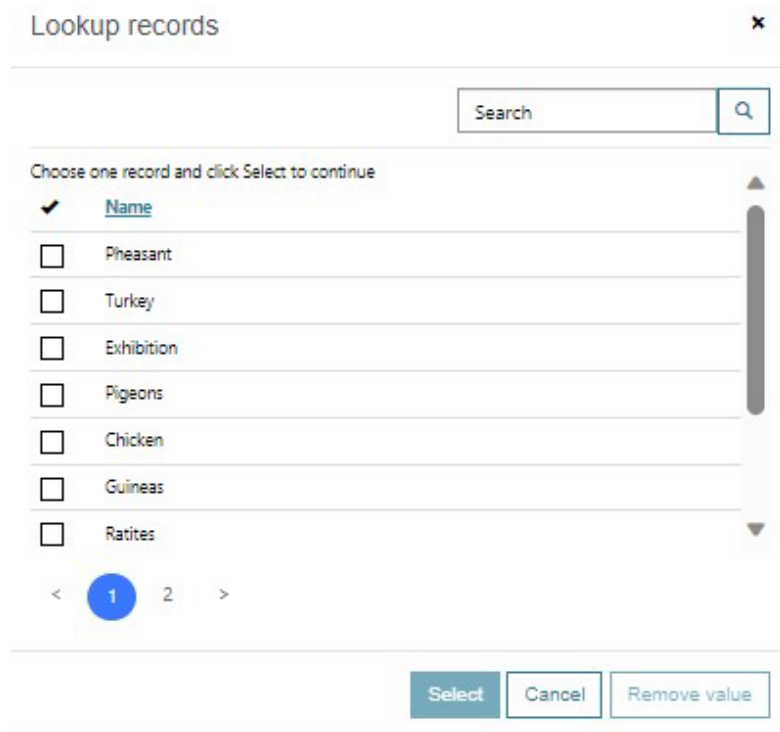
Animal	Animal (Free Text)	Count
There are no records to display.		

43. Click the **Magnifying Glass** next to **Animal**.



The screenshot shows a 'Create' form with a title bar containing a pencil icon and the word 'Create' and a close button. The form has two main input fields: 'Animal *' and 'Count *'. The 'Animal *' field has a magnifying glass icon to its right, which is highlighted with a green box. Below the 'Animal *' field is a hint text: 'Select the type of animals being shipped.' The 'Count *' field is an empty text box. At the bottom of the form is a blue 'Submit' button.

44. Locate your selection by using the search box or using the numbered pages and scroll bar. Check the box next to your selection.



The screenshot shows a 'Lookup records' dialog with a title bar containing the text 'Lookup records' and a close button. The dialog has a search box with the placeholder text 'Search' and a magnifying glass icon. Below the search box is the instruction 'Choose one record and click Select to continue'. There is a table with a header row containing a checkmark icon and the text 'Name'. The table has seven rows with the following names: Pheasant, Turkey, Exhibition, Pigeons, Chicken, Guineas, and Ratites. Each row has a checkbox to its left. At the bottom of the table is a pagination bar with the text '< 1 2 >' where '1' is highlighted in a blue circle. At the bottom of the dialog are three buttons: 'Select', 'Cancel', and 'Remove value'. The 'Select' button is highlighted with a green box.

45. The **Select** button will now be clickable. Click the **Select** button.



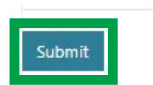
A close-up of the 'Select' button from the 'Lookup records' dialog, which is highlighted with a green box.

46. Enter in the **Count** for the animal type.



A close-up of the 'Count *' input field from the 'Create' form, which is highlighted with a green box.

47. Click the **Submit** Button.



A close-up of the 'Submit' button from the 'Create' form, which is highlighted with a green box.

48. Repeat **Steps 42-47**, until all animals being shipped are added to your list.
49. Scroll down to Certifications, answer the question per current state status. If originating state is currently affected for either disease, then additional import requirements apply. Select your answer.

Certifications

Acknowledgement *

I certify that the animal(s) being brought into the state of Florida are coming from an avian influenza and exotic Newcastle disease free state.

☒ No ☐ Yes

Acknowledgement *

I certify that the animal(s) being brought into the state of Florida adhere to the movement regulations and requirements of [FAC 5C-3](#).

☒ No ☐ Yes

50. You will then need to check Yes on the second Certification Acknowledgement

Certifications

Acknowledgement *

I certify that the animal(s) being brought into the state of Florida are coming from an avian influenza and exotic Newcastle disease free state.

☒ No ☐ Yes

Acknowledgement *

I certify that the animal(s) being brought into the state of Florida adhere to the movement regulations and requirements of [FAC 5C-3](#).

☐ No ☒ Yes

51. To finalize your application, click the **Submit** button.

Previous

Submit

52. A confirmation email with your selections will be sent to the email you have listed under your profile. Division of Animal Industry's Permits Staff will process the request. Thank you.

Submission completed successfully.