

How to Create a Vesicular Stomatitis Prior Permission Application

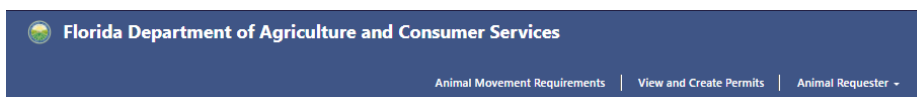
1. Navigate to the **Vesicular Stomatitis (VS) Prior Permission** Application pages by either:
 - a. Going directly to the page using the below link.
<https://flanimalmovementrequests.fdacs.gov/vs-affected/>
 - b. Clicking on the Link from the Animal Movement Page.

What Is an Official Certificate of Veterinary Inspection?

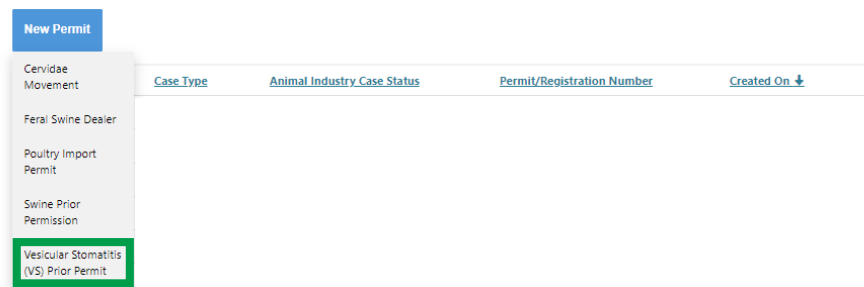
Historically, an Official Certificate of Veterinary Inspection (OCVI) has been known as a "health certificate." An OCVI is a document, signed by a veterinarian who has appropriate state licenses and federal credentials, stating that an animal has been examined, is healthy and is not showing signs of a contagious disease. An eOCVI is an electronic version of the Official Certificate of Veterinary Inspection.



- c. Clicking **New Permit** and then **Vesicular Stomatitis(VS) Prior Permission** 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](#).

Animal Movement to Florida From Vesicular Stomatitis (VS)-Affected States

This form is to be filled out to request animal movement into the state of Florida from a Vesicular Stomatitis (VS) Affected State. All addresses below must be verifiable 911 addresses for the permit to be valid.

Attach OCVI, if available. The OCVI must contain the following statement written by the examining accredited veterinarian: "All animals susceptible to Vesicular Stomatitis (VS) identified and included in this OCVI for shipment have been examined and found to be free from clinical signs and vectors of VS and have not been in contact with VS-affected animals and have not been within ten (10) miles of a VS-affected premises within the last thirty (30) days.

For more information, call the Division of Animal Industry at (850) 410-0900.

Animal Movement to Florida From Vesicular Stomatitis (VS)-Affected States

Submitter *

4. Under the **Animal Information** Sections, Click the Calendar Icon next to **Anticipated Date Entering Florida**.

Animal Information

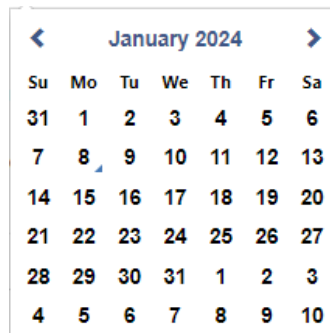
Anticipated Date Entering Florida *

Enter the date the animals are planned to enter Florida

M/D/YYYY



5. Select the correct **Date**, must be in the Future.



6. Click the down arrow to choose the **Originating State**.

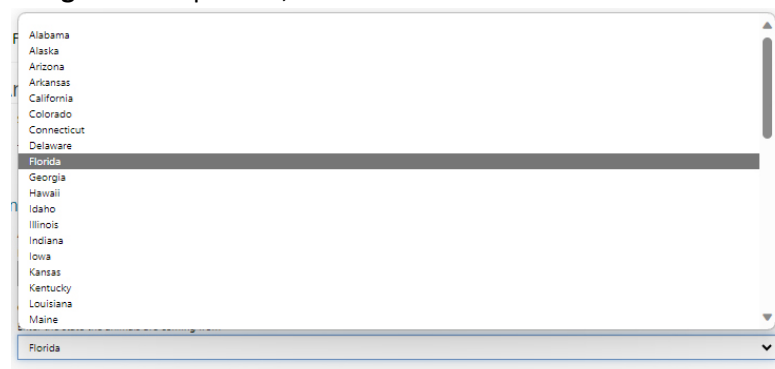
Originating State *

Enter the state the animals are coming from

Florida



7. From the **Originating State** drop down, choose the correct state.



8. Click the **Next – Add Document and Animals Shipped** button.

Next - Add Document and Animals Shipped

9. Under **Veterinarian Information** enter in highlighted information if applicable. If not applicable skip to **Step 17 - Consignor Information**.

Animal Movement to Florida From Vesicular Stomatitis (VS)-Affected States Continued

Veterinarian Information (If Applicable)

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

10. Click the down arrow to choose the **Veterinarian License State**.

Veterinarian License State

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

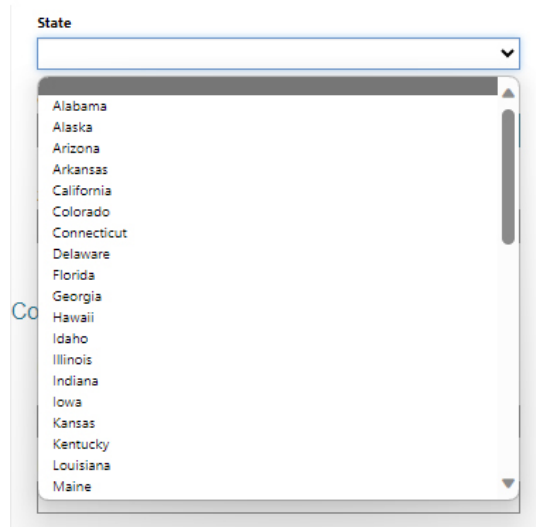
Veterinarian License State

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

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

State

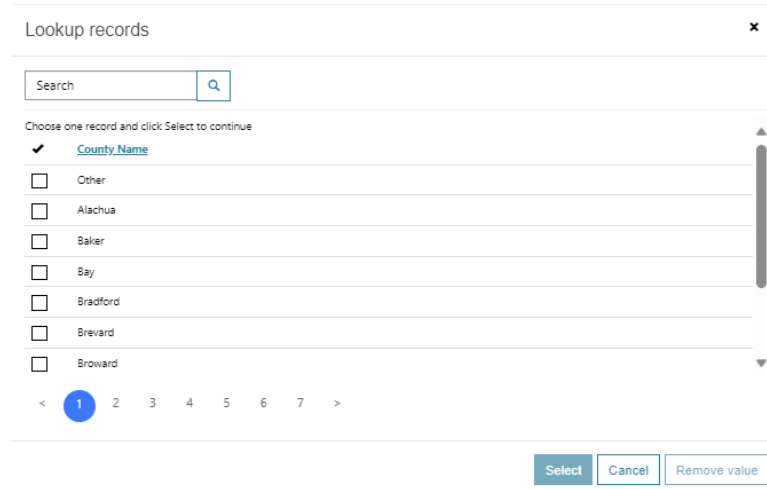
13. From the drop-down menu, select the correct **State** for the Veterinarian Information.



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



15. 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 ****



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



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



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

Consignor Information

First Name * Name of consignor 	Business Name
Last Name * 	Phone * (000) XXX-XXXX
Street 1 * Physical address the animals are coming from 	Fax (000) XXX-XXXX
Street 2 	Email * Email address of consignor
City * 	
State * 	
Zip Code * 	
County 	

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

State

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

State

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

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

County

21. 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

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

Select Cancel Remove value

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

County Free Text *

23. 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

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

State 

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

State

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

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

County 

27. 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

☒	<u>County Name</u>
☐	Other
☐	Alachua
☐	Baker
☐	Bay
☐	Bradford
☐	Brevard
☐	Broward

< 1 2 3 4 5 6 7 >

Select Cancel Remove value

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



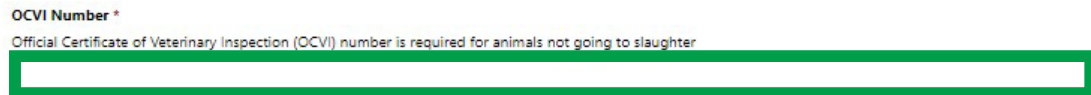
A. Only if you chose **Other**, you will be prompted to fill in the **County Free Text** box that will appear.



29. Please select **Yes** or **No**, whether the Animals are going to a USDA Recognized Slaughter facility?



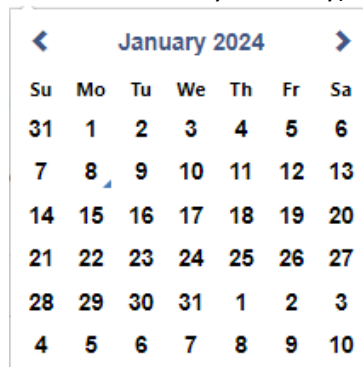
30. If you selected **No**, Please **Enter OCVI Number**. If **Yes** skip to **Step 36- Animals Shipped**.



31. Select the **Calendar Icon** next to **OCVI Date**.



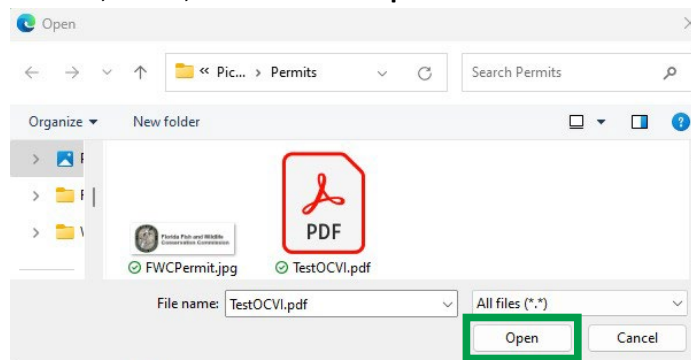
32. Select the correct **Date**. (Date must be within 5 days of entry)



33. Click **Choose File** for **Upload a copy of OCVI (.pdf documents only)**



34. Browse to your desired file, select, and then click **Open**.



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



36. Under **Animals Shipped**, click **Add New**.

A screenshot of a web application section titled 'Animals Shipped'. Below the title is a sub-header that says 'Click "Add New" to provide details on animals being shipped'. There is a green button labeled 'Add New'. Below the button is a table with three columns: 'Animal', 'Number Of Loads', and 'Number of Animals'. The table is currently empty. At the bottom of the section, there is a yellow box with the text 'There are no records to display.'

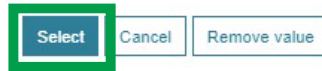
37. Click the **Magnifying Glass** next to **Animal**.

A screenshot of a 'Create' form. It has three input fields: 'Animal *', 'Number Of Loads *', and 'Number of Animals *'. A green box highlights a magnifying glass icon next to the 'Animal' field. At the bottom of the form is a blue 'Submit' button.

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

A screenshot of a 'Lookup records' dialog box. It has a search box at the top with the word 'Search' inside. Below the search box is a list of animal types: Cattle, Other, Horse, Sheep, Goat, Pigs, and Exotic. Each item has a checkbox next to it. The 'Name' column is checked. At the bottom are buttons for 'Select', 'Cancel', and 'Remove value'.

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

A row of three buttons: 'Select' (highlighted with a green border), 'Cancel', and 'Remove value'.

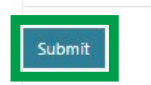
40. Type in the **Number of Loads**.

A text input field with the label 'Number Of Loads *' above it. The field is highlighted with a green border.

41. Type in the **Number of Animals**.

A text input field with the label 'Number of Animals *' above it. The field is highlighted with a green border.

42. Click the **Submit** Button.

A 'Submit' button highlighted with a green border.

43. Repeat **Steps 36-42** until all animals being shipped are added to your list.

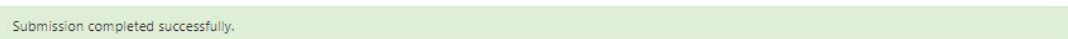
44. Once you have read the acknowledgments, you will need to select **Yes** for the two **Acknowledgements** under the **Certifications** section.

A screenshot of the 'Certifications' section. It contains two 'Acknowledgement *' questions. The first question is about Vesicular Stomatitis (VS) and has a 'Yes' radio button selected (highlighted with a green box). The second question is about movement regulations and has a 'Yes' radio button selected (highlighted with a green box).

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

A row of two buttons: 'Previous' and 'Submit' (highlighted with a green border).

46. A confirmation email with your selections will be sent to the email you have listed under your profile.

A green banner message that says 'Submission completed successfully.'

47. Within a few minutes, you will receive an email with your permit number. The number will be in the subject line and look like the below.

VS-YY-XXXXX - Animal Movement Permit Receipt

48. Division of Animal Industry's Permits Staff will process the request and might reach out to you if they have any questions regarding your application. Thank you.