



DEPARTMENT OF AGRICULTURE
DARVILLE'S BUILDING
P.O. BOX N-3704
GLADSTONE AND MUNNINGS ROADS
NEW PROVIDENCE, THE BAHAMAS
www.bahamas.gov.bs/agriculturemarine

CHECKLIST ON THE PROCESS TO OBTAIN AN ANIMAL/ANIMAL PRODUCT/ANIMAL BY-PRODUCT/CITES PLANT PERMIT

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1) Is the application complete and accurate? This would prevent delay in the processing of the permit(s).
- Application Forms must be submitted along with the last Veterinary Health Certificate of the animal(s); and
- Animals originating from countries not declared Rabies-free by the Organisation for Animal Health (OIE) must submit a Rabies antibody titer test result issued within the last 6 months prior to expected entry in The Bahamas. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Has the Application package been submitted to the relevant address (Department of Agriculture Head Office on Gladstone Road in New Providence, Department of Agriculture Packinghouse, Island Administrator Office) – whether by-mail (or courier) OR by-hand?
NB: In cases of Couriered applications or mail along with appropriate payment to cover the relevant fees) | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Was payment made to the appropriate Agencies/ Office in the amount of BSD/USD\$10.00 plus 12%VAT and (optional BSD/USD\$5.00 for return fax fee)? | <input type="checkbox"/> | <input type="checkbox"/> |

Once the complete application package is received at the processing unit the following steps are protocol for processing a Permit:-

- Once the application and payment is received at the Animal Permit Section the **application usually takes two (2) business days to be processed.**
When necessary the National Veterinary Services may require further information from the Applicant and/or third parties authorised to import/export the animal(s)/ plant(s). Information such as medical/sanitary/ phytosanitary records, specific test results or flight information depending on the country of origin or transit country of the animal(s)/ plants.
- Applications **that are approved** are signed by a Government Veterinarian prior to being released (as indicated on either the Application Form - by mail, courier, facsimile or personal collection).
- Upon arrival in The Commonwealth of The Bahamas the animal(s) may require Veterinary Inspection at the Port of Entry in The Bahamas.
- Payment of Customs duties as instructed by the Government Officials at the Port of Entry must be made prior to release from Customs Officials in The Bahamas.