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

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.

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)

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)?

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

a) 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.

b) 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).

c) Upon arrival in The Commonwealth of The Bahamas the animal(s) may require Veterinary Inspection at the Port of Entry in The Bahamas.

d) 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.