



CITIZENS CHARTER (3rd Edition)

**NATIONAL VETERINARY QUARANTINE SERVICE DIVISION
BUREAU OF ANIMAL INDUSTRY**

I. MANDATE

Act 3639 – An act creating the Bureau of Animal Industry, defining its powers and functions, providing for its personnel, making appropriation for its organization and operation, changing the name of the bureau of agriculture to bureau of plant industry, and other purposes.

Section 5 of Act 3639 – Animal quarantine, Inspection and Importation, Rinderpest Vaccine, Power and Duties of the Bureau of Animal Industry. The power, functions and duties vested in the Bureau of Agriculture by virtue of the following provisions:

Seventeen hundred and sixty two (1762) – Bringing of animals imported from foreign countries into the Philippine Islands;

Seventeen hundred and sixty three (1763) – Removal of diseased animals from province to province prohibited;

Seventeen hundred and sixty four (1764) – Regulation concerning removal of diseased animals from infected localities;

Seventeen hundred and sixty five (1765) – Powers and Duties of Animal Industry relative to animal quarantine, inspection and sanitation;

Seventeen hundred and sixty six (1766) – Delivery of diseased animal to place of quarantine;

Seventeen hundred and seventy (1770) of Act 2711 of the Revised Administrative Code of 1917 – Prohibition of bringing of animals from infected foreign countries

II. VISION

A disease free and healthy environment for the animal industry towards a sustainable animal production and food sufficiency in the country.

III. MISSION

To be the first line of defense in the protection from the entry and spread of exotic or endemic animal pests and diseases that endanger the animal industry and the public.

IV. THE NATIONAL VETERINARY QUARANTINE SERVICE

The NVQS was originally created as an ad hoc entity under the supervision of the office of the director of BAI pursuant to DA Special Order No. 240, Series of 2000 dated 27 April 2000.

CORE FUNCTIONS:

1. To adopt at departure, transit and arrival animal health measures and quarantine inspection system that would prevent the entry of exotic and communicable disease into the country consistent with international standards and protocols governing inter-country and inter regional cooperation;
2. To set up, maintain and operate animal quarantine checkpoints, border points/ stations at airports and seaports and other strategic places, holding corrals and other facilities infrastructures relative to domestic and international movement, quarantine and eradication of animals, animal products, animal by-products, animal effects, animal feeds, veterinary drugs/products and biologics, including documentation and issuance of permits, certificates, and commodity clearances relative to quarantine.
3. To formulate and implement programs, plans, policies, rules and regulations pertaining to domestic and international movement, quarantine and eradication of animals and animal products and by products, animal effects and animal feeds, veterinary drugs/products and biologics to prevent the entry and control the spread of animal diseases.

4. To collate and process data into usable information for distribution to policy decision makers, livestock producers, traders and other end users.
5. To establish a system for surveillance of foreign animal diseases.
6. To regulate the importation and/or distribution of veterinary drugs and biologics in the country, or within defined zones or regions to safeguard implementation of biosecurity plan;
7. To conduct hazard risk-based analysis and equivalence of sanitary measures, and perform accreditation and certification procedures in the importation and exportation of animals, animal products, animal by products, animal effects, animal foods, veterinary drugs/products and biologics;
8. To conduct inspection of farm and animal establishments for presence of notifiable diseases, and declare areas under quarantine and institute depopulation control of animals to prevent and control the outbreak of animal diseases.
9. To institute control measures and prescribe documentation requirements in the international transfer and laboratory containment of animal pathogens, and
10. To prescribe a schedule of regulatory fees and charges, including necessary expenses for the conduct of inspection, issuance of certifications, and permits, and such other services rendered.

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**NATIONAL VETERINARY QUARANTINE SERVICES DIVISION
REGULATORY SERVICES**

1. Accreditation of commercial importers/exporters of live animals, animal products and by-products (except frozen meat)

Applicants may apply for BAI Accreditation as importer or exporter of live animals, animal products and animal by-products (except meat) prerequisite to SPS Import Clearance or Export Commodity Clearance/International Veterinary Certificate application pursuant to DA Administrative Order No.9 s.2010 for import and the following issuances for export:

- DA-SO No. 240 series of 2000 – “Creation of an Ad-Hoc Veterinary Quarantine Services”
- BAI Memorandum Order dated June 19, 2009 “Requirements for the Export of Animals, Animal Products and By-products
- BAI Memorandum Order dated September 30, 2004 “Requirements and Procedures in the Export of Poultry (Hatching Eggs, Day-Old Chicks and Frozen Poultry Meat)
- DA Memorandum Circular No. 03 Series 2018 “Guidelines on the Export of Live Animals, Animal products and by-products from the Philippines

Office or Division:	National Veterinary Quarantine Services Division	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen; G2B – Government to Business	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Letter of intent addressed to the BAI Director (1 electronic mail or letter) with the following information: <ul style="list-style-type: none"> • Full name with Signature of applicant/representative • Contact number and/or E-mail address of applicant/representative • Proposed schedule of inspection with NVQSD 	
	2. Mayor's Business Permit (1 certified true copy)	LGU Municipal Office where business is located
	3. Taxpayer Registration	Bureau of Internal Revenue
	4. DTI or SEC Registration (1 certified true copy)	Department of Trade Industry Securities and Exchange Commission
	5. Current Bureau of Customs Accreditation and Registration - Account Management Office (AMO) (1 certified true copy)	Bureau of Customs
	6. Letter of authority for the company's representative (1 original copy)	
	7. Notarized lease of contract or proof of ownership of warehouse/cold storage facility (1 copy)	

8. Process flow (for exporters)				
9. License to Operate and Certificate of Product Registration (1 copy)		Food and Drug Administration		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent with copies of applicable above listed requirements. In person/courier services: Address: BAI Director's Office, Visayas Ave., Vasra, Diliman, Quezon City	In person/courier services 1.1 Receive letter with the requirements from client/messenger and stamp receiving copy	None	1 day	<i>BAI Office of the Director, Administrative Assistant</i>
	1.2 Forward letter with the requirements to National Veterinary Quarantine Services Division			
	Via electronic mail at director@bai.gov.ph 1.1 Forward e-mail to National Veterinary Quarantine Services Division: nvqsd@bai.gov.ph			
2. Receive an e-mail reply from the NVQSD acknowledging receipt of the request	2.1 Receive/acknowledge and send email reply to client	None	1 day	<i>National Veterinary Quarantine Services Division, Administrative Assistant</i>
	2.2 Review submitted Requirements	None	1 hour	<i>National Veterinary Quarantine Services Division, Administrative Assistant</i>
	2.3 Endorse application for quarantine site inspection to available inspectors	None	1 day	
3. Receive an e-mail reply or text message or a phone call from NVQSD regarding schedule of inspection	3. Send an e-mail reply or text message or call the client for the schedule of inspection	None	1 day	<i>National Veterinary Quarantine Services Division, Technical staff</i>

4. Guide the NVQSD inspector/s during inspection and evaluation. Provide documents and records requested by the inspector.	4.1 Conduct on Site Inspection and Evaluation of client's facility and verification of records	None	3 days	<i>National Veterinary Quarantine Services Division, Technical staff</i>
5. Wait for the result of the application	4.2 Prepare and submit inspection report and recommendation	None	3 days	<i>National Veterinary Quarantine Services Division, Technical staff</i>
	4.3 Prepare Certificate of Accreditation for compliant application	None	1 hour	<i>National Veterinary Quarantine Services Division, Administrative Assistant</i>
	4.4 Recommend Approval of Accreditation	None	1 day	<i>National Veterinary Quarantine Services Division Chief</i>
	4.5 Approval of the Certificate of Accreditation	None	3 days	<i>BAI Director</i>
6. Receive notification from NVQSD via text message, phone call or e-mail to pick-up Certificate of Accreditation	6.1 Notify client that the Accreditation Certificate is now ready for pick up	None	1 hour	<i>National Veterinary Quarantine Services Division, Administrative Assistant</i>
7. Payment of Certificate Fee	5.1 Issuance of Order of Payment	Certificate Fee-PHP 100	1hour	<i>Accounting</i>
	5.2 Receive payment and issue Official Receipt	Certificate Fee-PHP 100	1 hour	<i>Cashier</i>
6. Receive Certificate of Accreditation	6.1 Check payment receipt 6.2 Stamp dry seal in the Certificate 6.3 Release Certificate of Accreditation		1 hour	<i>Records</i>
TOTAL		Certificate Fee-PHP 100	14 days 6 hours	

2. Online Issuance of SPS Import Clearance for animal products and by-products

Applicants may apply for SPS Import Clearance through the intercommerce website prior to importation of animal products and by-products pursuant to DA Administrative Order No.9 s.2010, this is to ensure that the products meet our country's animal health and food safety standards. The importation terms and conditions are also prescribed in the SPS Import Clearance for the importer's compliance.

Office or Division:	National Veterinary Quarantine Services Division			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen; G2B – Government to Business; G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Pro-forma invoice (1 scanned copy of the original)			Supplier of products	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>For new importer: 1. Contact Intercommerce Network Services (INS) via: Direct Line: (02)843-8182 Trunkline: (02) 888-4674 dial 2 Sales and Marketing Mobile : 09189024269 09175664362 https://www.intercommerce.com.ph/contact.asp to register a user account and submit list of Importables.</p> <p>Registered user applying for registration of new importables: 1. Contact Intercommerce Network Services (INS) via: Direct Line: (02)843-8182 Trunkline: (02) 888-4674 dial 2 Sales and Marketing</p>	1.1 Refer client to Intercommerce Network Services (INS) for the registration of new account or registration of new importable/s	None	1 day	<i>National Veterinary Quarantine Services Division, Administrative Assistant</i>

Mobile : 09189024269 09175664362 https://www.intercommerce.com.ph/contact.asp to submit list of new Importables.				
	1.2 Review, Evaluate and approve or reject the importable/s	None	1 day	<i>National Veterinary Quarantine Services Division, Online technical evaluator</i>
2. Log-in at www.intercommerce.com.ph/login.asp to file for SPS Import Clearance and upload Proforma Invoice.	2.1 Log-in at http://da.intercommerce.com.ph/ and perform Application completeness review, check standing ban and other import related concerns	None	2 days	<i>National Veterinary Quarantine Services Division, Online technical evaluator</i>
	2.2 Endorse or reject application	None	1 day	
3. Wait for the processing of application	3.1 Re-evaluation of application	None	2 days	<i>National Veterinary Quarantine Services Division, Chief</i>
	3.2 Endorse for approval of the BAI Assistant Director or reject application	None	1 day	
4. Print approved SPS Import Clearance	4.1 Approve/Reject SPS Import Clearance Application	None	3 days	<i>BAI, Assistant Director</i>
TOTAL		None	11 days	

3. Online Issuance of SPS Import Clearance for live animals (except dogs and cats)

Applicants may apply for SPS Import Clearance through the intercommerce website prior to importation of live animals (except dogs and cats) pursuant to DA Administrative Order No.9 s.2010, this is to ensure that the animals comply with our country's animal health regulations to prevent the inadvertent introduction and spread of transboundary animal diseases. The importation terms and conditions are also prescribed in the SPS Import Clearance for full compliance.

Office or Division:	National Veterinary Quarantine Services Division			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen; G2B – Government to Business; G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notarized application (1 original)				
2. BAI Certificate of Accreditation as importer (1 photocopy)		Bureau of Animal Industry, National Veterinary Quarantine Services Division		
3. Animal Quarantine Site Inspection Report (1 photocopy)		Bureau of Animal Industry, National Veterinary Quarantine Services Division/Veterinary Quarantine Station		
4. For wild and exotic animals: <ul style="list-style-type: none"> • CITES certification (1 original) • NON-CITES certification (1 original) 		Biodiversity Management Bureau, Department of Environment and Natural Resources (BMB, DENR)		
5. Proposed veterinary health certificate from country of origin (1 letter or electronic document)		Competent Veterinary Authority		
6. Proforma Invoice (1 scanned copy of the original)		Supplier/Exporter		
7. Certificate of ownership (for cattle only) (1 original)		Supplier/Exporter		
8. Certificate of gamefowl breeder (if gamefowl) (1 photocopy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For new importer: 1. Contact Intercommerce Network Services (INS) via: Direct Line: (02)843-8182 Trunkline: (02) 888-4674 dial 2 Sales and Marketing Mobile : 09189024269 09175664362	1.1 Refer client to Intercommerce Network Services (INS) for the registration of new account	None	1 day	<i>National Veterinary Quarantine Services Division, Administrative Assistant</i>

https://www.intercommerce.com.ph/contact.asp to register a user account.				
2. Log-in at www.intercommerce.com.ph/login.asp to file for SPS Import Clearance and upload Proforma Invoice.	2.1 Log-in at http://da.intercommerce.com.ph/ and perform Application completeness review, check Import Risk Assessment report, standing ban and other import related concerns	None	2 days	<i>National Veterinary Quarantine Services Division, Online technical evaluator</i>
	2.2 Endorse or reject application	None	1 day	
3. Wait for the processing of application	3.1 Re-evaluation of application	None	2 days	<i>National Veterinary Quarantine Services Division, Chief</i>
	3.2 Endorse for approval of the BAI Assistant Director or reject application	None	1 day	
4. Print approved SPS Import Clearance	4.1 Approve/Reject SPS Import Clearance Application	None	3 days	<i>BAI, Assistant Director</i>
TOTAL		None	10 days	

4. Issuance of Veterinary Health Certificate/International Veterinary Certificate for the export of live animals (except dogs and cats)

All exports of live animals shall be accompanied by a Veterinary Health Certificate/ International Veterinary Certificate [IVC) or other export clearance that may be required by the Competent Authority of destination country. The certification specifies that these commodities are free from any communicable animal diseases or are not carriers thereof, as provided in DA Administrative Order No. 03 series of 2018.

Office or Division:	National Veterinary Quarantine Services Division	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen; G2B – Government to Business; G2G – Government to Government	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>1. Letter of intent addressed to the BAI Director (1 electronic mail or letter) with the following information:</p> <ul style="list-style-type: none"> • Species, sex, age and number of animals • Brand Name/Strain • Number/weight • Packaging • Farm of Origin • Main Office address • Name of BAI Accredited Exporter • Name and Address of Consignee • H.S, Code Number • Means of Transport • Date of Export • Country of Destination (Farm/Hatchery/Facility address) • Source farm • Proposed schedule of inspection with NVQSD 	
	2. Import Clearance/ Veterinary Health/Quarantine Certificate (1 scanned copy/electronic document)	National Competent Authority of destination country
	3. CITES permit for exotic pets and non-human primates (1 original)	Biodiversity Management Bureau, DENR
	4. Laboratory test results required by the importing country (1 original)	Authorized testing center approved/recognized/referred by the importing country
	5. Certificate of Inspection and completion of 31 days pre-export Quarantine inspection of NVQSD (during the start, middle and at the end of the specified period) for non-human primates (1 original)	Bureau of Animal Industry, National Veterinary Quarantine Services Division

<p>6. Day-Old-Chicks</p> <ul style="list-style-type: none"> • Pre-requisite: The Philippines must be an accredited exporter by the importing country. The Bureau of Animal Industry shall make a formal request for accreditation. BAI must accomplish the set of questionnaires required by the importing country. Other countries require an import risk analysis as well. • Certificate of Export Farm accreditation (1 photocopy) <p>Exotic Animals</p> <ul style="list-style-type: none"> • Letter of Request to Export addressed to the BAI Director (1 letter/electronic mail) • CITES permit from the Biodiversity Management Bureau, DENR (1 original) • NON CITES certificate from the Biodiversity Management Bureau, DENR (1 original) • If it is not possible to present the animal to NVQSD for inspection, arrange a schedule with the NVQSD for inspection of the animals in the farm • Serological test/s results for diseases required by the importing country (1 original) • A Veterinary Health/Quarantine Certificate in compliance with the animal health requirements of the importing country shall be attached (1 original) 		<p>National Competent Authority of destination country</p> <p>Bureau of Animal Industry, National Veterinary Quarantine Services Division</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit letter of intent with the copies of applicable above listed requirements.</p> <p>in person/courier services: Address: BAI Director's Office, Visayas Ave., Vasra, Diliman, Quezon City</p>	<p>In person/courier services</p> <p>1.1 Receive letter with the requirements from client/messenger and stamp receiving copy</p>	None	1 day	<i>BAI Office of the Director, Administrative Assistant</i>

	1.2 Forward letter with the requirements to National Veterinary Quarantine Services Division			
Via electronic mail at director@bai.gov.ph	1.1 Forward e-mail to National Veterinary Quarantine Services Division: nvqsd@bai.gov.ph			
2. Receive an e-mail reply from the NVQSD acknowledging receipt of the request	2.1 Receive/ acknowledge and send email reply to client	None	1 day	<i>National Veterinary Quarantine Services Division, Administrative Assistant</i>
	2.2 Review submitted Requirements	None	1 hour	<i>National Veterinary Quarantine Services Division, Administrative Assistant</i>
	2.3 Endorse application for quarantine site inspection to available inspectors Skip this step for export application of non-human primates and go to step 4.3	None	1 day	
3. Receive an e-mail reply or text message or a phone call from NVQSD regarding schedule of inspection	3. Send an e-mail reply or text message or call the client for the schedule of inspection	None	1 day	<i>National Veterinary Quarantine Services Division, Technical staff</i>
4. Guide the NVQSD inspector/s during inspection and evaluation. Provide documents and records requested by the inspector.	4.1 Conduct on Site Inspection and Evaluation of animal health status and verification of records	None	3 days	<i>National Veterinary Quarantine Services Division, Technical staff</i>
5. Wait for the result of the application	4.2 Prepare and submit inspection report and recommendation	None	3 days	<i>National Veterinary Quarantine Services Division, Technical staff</i>

	4.3 Prepare Veterinary Health Certificate for compliant application	None	1 hour	<i>National Veterinary Quarantine Services Division, Administrative Assistant</i>
	4.4 Review and approval of Veterinary Health Certificate	None	4 hours	<i>National Veterinary Quarantine Services Division, Authorized approving Veterinarian</i>
6. Receive notification from NVQSD via text message, phone call or e-mail to pick-up Veterinary Health Certificate	6.1 Notify client that the Veterinary Health Certificate is now ready for pick up	None	1 hour	<i>National Veterinary Quarantine Services Division, Administrative Assistant</i>
6. Receive Veterinary Health Certificate	6.1 Stamp dry seal in the Certificate 6.2 Release Veterinary Health Certificate		1 hour	<i>National Veterinary Quarantine Services Division</i>
TOTAL for General Application		None	10 days 8 hours	
TOTAL for Non-Human Primate Export		None	2 days 8 hours	

5. Issuance of Veterinary Health Certificate/International Veterinary Certificate for the export of animal products (Fully Processed Products including Canned Goods and Frozen Poultry)

All exports of animal products such as fully- processed products including canned Goods and frozen poultry shall be accompanied by a Veterinary Health Certificate/ International Veterinary Certificate [IVC) or other export clearance that may be required by the Competent Authority of destination country. The certification specifies that these commodities were prepared, processed and packed following the export requirements of the Philippines as provided in BAI Memorandum Order dated June 19, 2009 “Requirements for the Export of Animals, Animal Products and By-products; BAI Memorandum Order dated September 30, 2004 “Requirements and Procedures in the Export of Poultry (Hatching Eggs, Day-Old Chicks and Frozen Poultry Meat) and DA Administrative Order No. 03 series of 2018.

Office or Division:	National Veterinary Quarantine Services Division	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen; G2B – Government to Business; G2G – Government to Government	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>1. Letter of intent addressed to the BAI Director (1 electronic mail or letter) with the following information:</p> <p>Animal Products (Unprocessed Frozen Meat)</p> <ul style="list-style-type: none"> • Name and Address of Consignor • Name and Address of Consignee • Description of Goods • Declared Weight • "Place of Origin • Number and Type of Packages • Container Number • Seal Number • Name, Address and Approval Number of NMIS-Approved establishment • Establishment Number • Place of Dispatch • Country and Place of Destination • "Means of Conveyance • Date of Dispatch • Date of Slaughter/Manufacture • Date of Inspection <p>Animal Products (Cooked Processed Meat)</p> <ul style="list-style-type: none"> • Name and Address of Consignor • Name and Address of Consignee 	

<ul style="list-style-type: none"> • Description of Goods • Declared Weight • Place of Origin • Number, Type and Marking of Packages • Container Number • Seal Number • Name, Address of Approved Processing Plant • Plant Accreditation Number • Place of Dispatch • Country and Place of Destination • Means of Conveyance • Date of Dispatch • Control Number of Foreign Meat Inspection Certificate/VHC of raw materials 				
2. Import Veterinary Health/Quarantine Certificate (1 original letter/electronic copy)		National Competent Authority of destination country		
3. For Fully Processed Products including Canned Goods <ul style="list-style-type: none"> • License to Operate (1 original) • Certificate of Product Registration (1 original) 		Food and Drug Administration		
4. For Unprocessed Frozen Meat <ul style="list-style-type: none"> • Packing List (1 original) • Official Meat Inspection Certificate from NMIS (1 original) • NMIS Laboratory Report (1 original) 		National Meat Inspection Service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent with the copies of applicable above listed requirements. in person/courier services: Address: BAI Director's Office, Visayas Ave., Vasra, Diliman, Quezon City	In person/courier services 1.1 Receive letter with the requirements from client/messenger and stamp receiving copy	None	1 day	<i>BAI Office of the Director, Administrative Assistant</i>
	1.2 Forward letter with the requirements to National Veterinary Quarantine Services Division	None		

Via electronic mail at director@bai.gov.ph	1.1 Forward e-mail to National Veterinary Quarantine Services Division: nvqsd@bai.gov.ph	None		
2. Wait for the processing of the application	2.1 Review submitted Requirements	None	1 day	<i>National Veterinary Quarantine Services Division, Administrative Assistant</i>
	2.2 Prepare Veterinary Health Certificate for compliant application	None	1 hour	
	2.3 Review and approval of Veterinary Health Certificate	None	4 hours	<i>National Veterinary Quarantine Services Division, Authorized approving Veterinarian</i>
3. Receive notification from NVQSD via text message, phone call or e-mail to pick-up Veterinary Health Certificate	3.1 Notify client that the Veterinary Health Certificate is now ready for pick up	None	1 hour	<i>National Veterinary Quarantine Services Division, Administrative Assistant</i>
3. Receive Veterinary Health Certificate	3.1 Stamp dry seal in the Certificate 3.2 Release Veterinary Health Certificate	None	1 hour	<i>Records</i>
TOTAL		None	2 days 7 hours	

6. Issuance of Commodity Clearance Certificate

All exports of animal by products shall be accompanied by a Commodity Clearance Certificate (CCC) prior to its departure as provided in BAI Memorandum Order dated June 19, 2009 “Requirements for the Export of Animals, Animal Products and By-products” and DA Administrative Order No. 03 series of 2018.

Office or Division:	National Veterinary Quarantine Services Division			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen; G2B – Government to Business; G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of intent addressed to the BAI Director (1 electronic mail or letter) with the following information: <ul style="list-style-type: none"> • Name, Address and Contact Details of BAI Accredited Exporter • Name and Address of Consignee • Description of Goods • Quantity (No. of Container and Total Net Weight) • H.S. Code number • Means of Transport • Date of Export • Port of Shipment • Proposed schedule of inspection for Hides, Skin, Commercial Leather and Feathers, Embryonated and Salted Eggs 				
2. Noodle Packs/Soup Packs <ul style="list-style-type: none"> • Certification in compliance with the requirements of the importing country (1 original letter/electronic document) 		National Competent Authority of destination country		
3. Cheese Curds, Skimmed Milk & Other Dairy Products <ul style="list-style-type: none"> • Pro-Forma Invoice (1 original) 		Supplier		
4. Hides, Skin, Commercial Leather and Feathers <ul style="list-style-type: none"> • Pro-Forma Invoice (1 original) 		Supplier		
5. Embryonated and Salted Eggs <ul style="list-style-type: none"> • Farm accreditation certificate (1 photocopy) 		Bureau of Animal Industry, Animal Health and Welfare Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent with the copies of applicable above listed requirements.	In person/courier services	None	1 day	<i>BAI Office of the Director, Administrative Assistant</i>

in person/courier services: Address: BAI Director's Office, Visayas Ave., Vasra, Diliman, Quezon City	1.1 Receive letter with the requirements from client/messenger and stamp receiving copy			
	1.2 Forward letter with the requirements to National Veterinary Quarantine Services Division	None		
Via electronic mail at director@bai.gov.ph	1.1 Forward e-mail to National Veterinary Quarantine Services Division: nvqsd@bai.gov.ph	None		
2. Receive an e-mail reply from the NVQSD acknowledging receipt of the request	2.1 Receive/acknowledge and send email reply to client	None	1 day	<i>National Veterinary Quarantine Services Division, Administrative Assistant</i>
	2.2 Review submitted Requirements	None	1 hour	<i>National Veterinary Quarantine Services Division, Administrative Assistant</i>
	2.3 Endorse application for inspection and fumigation of inspection of Hides, Skin, Commercial Leather and Feathers, or farm inspection for Embryonated and Salted Eggs to available inspectors. Skip this step for all other application and go to step 5.2	None	1 day	
3. Receive an e-mail reply or text message or a phone call from NVQSD regarding schedule of inspection	3. Send an e-mail reply or text message or call the client for the schedule of inspection	None	1 day	<i>National Veterinary Quarantine Services Division, Technical staff</i>

4. Guide the NVQSD inspector/s during inspection and evaluation. Provide documents and records requested by the inspector.	4.1 Conduct inspection and fumigation of Hides, Skin, Commercial Leather and Feathers	None	1 day	<i>National Veterinary Quarantine Services Division, Technical staff</i>
	4.1 Conduct inspection of source farm of embryonated and Salted Eggs	None	3 days	
5. Wait for the result of the application	For embryonated and Salted Eggs 5.1 Prepare and submit inspection report and recommendation. Skip this step for hides, skin, commercial leathers and feathers.	None	3 days	<i>National Veterinary Quarantine Services Division, Technical staff</i>
	5.2 Prepare Commodity Clearance Certificate for compliant application	None	1 hour	<i>National Veterinary Quarantine Services Division, Administrative Assistant</i>
	5.3 Review and approval of Commodity Clearance Certificate	None	4 hours	<i>National Veterinary Quarantine Services Division, Authorized approving Veterinarian</i>
6. Receive notification from NVQSD via text message, phone call or e-mail to pick-up Commodity Clearance Certificate	6.1 Notify client that the Commodity Clearance Certificate is now ready for pick up	None	1 hour	<i>National Veterinary Quarantine Services Division, Administrative Assistant</i>
6. Receive Commodity Clearance Certificate	6.1 Stamp dry seal in the Certificate 6.2 Release Commodity Clearance Certificate		1 hour	<i>Records</i>
TOTAL for General Application		None	2 days 8 hours	
TOTAL for Hides, Skin, Commercial Leather and Feathers		None	4 days 8 hours	
TOTAL for Embryonated and Salted Eggs		None	10 days 8 hours	

7. Issuance of Veterinary Health Certificate/International Veterinary Certificate for the export of Dogs and Cats

All exports of dogs and cats shall be accompanied by a Veterinary Health Certificate/ International Veterinary Certificate (IVC) or other export clearance that may be required by the Competent Authority of destination country pursuant to BAI Memorandum Circular No. 4 and 5 dated September 16 and 21, 2016; BAI Memorandum Order dated December 13, 2011 “Additional Requirements in the Export of Dogs and Cats”; BAI Memorandum Order dated June 16, 2005 “Requirements and Procedures in the Export of Dogs and Cats”; DA Memorandum Circular No.8 series of 1980 and BAI Memorandum dated February 8, 2001.

Office or Division:	National Veterinary Quarantine Services Division	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen; G2B – Government to Business; G2G – Government to Government	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Veterinary Health Certificate (1 original)	BAI- National Veterinary Quarantine Services Division or Duly Licensed Private Veterinarian
	2. Updated vaccination record against rabies, distemper, hepatitis, leptospirosis and parvovirus for dogs; and rabies and feline panleukopenia for cats (1 original)	Any licensed veterinarian
	3. ISO 15-digit non-encrypted microchip identification number implant	Any licensed veterinarian
	4. Rabies Neutralization Antibody Test(1 original)	National Meat Inspection Service
	5. Other documents/ tests as may be required by the veterinary authority of the importing country (1 original)	Authorized/preferred/recommended testing laboratory of the destination country
	6. For entry to the EU, UAE, Japan, Taiwan, Hawaii, Canada, Singapore, Indonesia, Sarawa, Malaysia, Australia & South Africa countries <ul style="list-style-type: none"> • The animal must have an electronic transponder (viz., microchip) or a clearly readable tattoo as identification. • The animal must also be vaccinated against rabies and must undergo blood test that provides evidence of the animal's vaccination against rabies (1 original) • Blood test must be taken, and sample thereof be submitted for testing by an approved laboratory three (3) months before movement for entry to the said countries. 	Authorized/preferred/recommended testing laboratory of the destination country

<ul style="list-style-type: none"> It is advised for the animal to be given boosters at regular intervals prescribed by the vaccine-producing laboratory. 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit above listed requirements. in person Address: BAI NVQSD, Visayas Ave., Vasra, Diliman, Quezon City	In person 1.1 Receive letter with the requirements from client/messenger and stamp receiving copy	None	1 hour	<i>National Veterinary Quarantine Services Division, Administrative Assistant</i>
Via electronic mail at nvqsd@bai.gov.ph	1.1 Receive e-mail request	None		
2. In person Wait for the processing of the application	2.1 Review submitted Requirements	None	1 hour	<i>National Veterinary Quarantine Services Division, Administrative Assistant</i>
	2.2 Verify microchip ID number of the dog/cat using a microchip reader	None	1 hour	
	2.3 Prepare Veterinary Health Certificate for compliant application	None	1 hour	
	2.4 Review and approval of Veterinary Health Certificate	None	2 hours	<i>National Veterinary Quarantine Services Division, Authorized approving Veterinarian</i>
Via electronic mail at nvqsd@bai.gov.ph	2.1 Receive/acknowledge and send email reply to client	None	1 day	<i>National Veterinary Quarantine Services Division, Administrative Assistant</i>
	2.2 Prepare Veterinary Health Certificate for compliant application	None	1 hour	
	2.3 Review and approval of Veterinary Health Certificate	None	4 hours	<i>National Veterinary Quarantine Services Division, Authorized approving Veterinarian</i>
3. Receive notification from NVQSD via text message, phone call or e-mail to pick-up Veterinary Health Certificate	3.1 Notify client that the Veterinary Health Certificate is now ready for pick up.	None	1 hour	<i>National Veterinary Quarantine Services Division, Administrative Assistant</i>

	Skip this step for in-person application.			
3. Receive Veterinary Health Certificate	3.1 Stamp dry seal in the Certificate 3.2 Release Veterinary Health Certificate	None	1 hour	<i>National Veterinary Quarantine Services Division</i>
TOTAL for In Person		None	7 hours	
TOTAL if application sent via E-mail		None	1 day 7 hours	

8. Issuance of local Shipping Permit for live animals, animal products and by-products

Any person or entity whether government or private shall secure a Shipping Permit for the domestic movement (intra-regional, inter-regional and inter-island) of live animals, animal products and by-products as per DA Administrative Order No.5 s.2019 in accordance with the objectives of Republic Act (RA) No. 7394, otherwise known as the Consumer Act of the Philippines and R.A. No. 8345, otherwise known as the Agriculture and Fisheries Modernization Act of 1997 (AFMA).

Office or Division:	National Veterinary Quarantine Services Division	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen; G2B – Government to Business; G2G – Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Live Animals: Hatching Eggs (HEs)/Day-old-chicks (DOCs)/Ready-to-Lay Pullets (RTL) <ul style="list-style-type: none"> • BAI Certificate of Hatchery Facility accreditation (1 photocopy) • BAI Certificate of Poultry Farm accreditation (1 photocopy) • Livestock Handler’s License and Registration of Transport Carrier (1 photocopy) • Veterinary Health Certificate with Newcastle Disease (ND) vaccination, ND and Avian Influenza free Certification (1 original) Broilers from Commercial Farms <ul style="list-style-type: none"> • Livestock Handler’s License and Registration of Transport Carrier (1 photocopy) • Veterinary Health Certificate with Newcastle Disease (ND) vaccination, ND and Avian Influenza free Certification (1 original) Free range/native chickens raised in the backyard <ul style="list-style-type: none"> • Livestock Handler’s License and Registration of Transport Carrier (1 photocopy) 		BAI- Animal Health and Welfare Division BAI- Animal Health and Welfare Division BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian

<ul style="list-style-type: none"> • Veterinary Health Certificate with Newcastle Disease (ND) vaccination, ND and Avian Influenza free Certification (1 original) <p>Game fowls</p> <ul style="list-style-type: none"> • BAI Certificate of Poultry Farm Accreditation (1 photocopy) • Veterinary Health Certificate with Newcastle Disease (ND) vaccination, ND and Avian Influenza free Certification (1 original) • Laboratory Compliance Report for Avian Influenza (1 original) • Livestock Handlers License(1 photocopy) <p><u>For farms without BAI Certificate of Poultry Farm Accreditation:</u></p> <ul style="list-style-type: none"> • Negative Avian Influenza laboratory test result shall be required prior to shipment (1original) <p><u>Game fowls from AI free areas (Visayas and Mindanao) to Luzon</u></p> <ul style="list-style-type: none"> • Veterinary Health Certificate (1 original) <p>Racing Pigeons</p> <ul style="list-style-type: none"> • Certificate of BAI accreditation of racing pigeon association (1 photocopy) • Livestock Handler’s License and Registration of Transport Carrier(1 photocopy) • Veterinary Health Certificate with Newcastle Disease (ND) vaccination, ND and Avian Influenza free Certification (1 original) • Laboratory Compliance Report for Avian Influenza (1 original) <p>Quails</p> <ul style="list-style-type: none"> • BAI Certificate of Poultry Farm Accreditation(1 photocopy) • Livestock Handler’s License and Registration of Transport Carrier(1 photocopy) 	<p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>BAI- Animal Health and Welfare Division</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>BAI- Animal Health and Welfare Division</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>BAI- Animal Disease Diagnosis and Reference Laboratory or DA Regional Animal Disease Diagnostic Laboratory (RADDL)</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>BAI- Animal Health and Welfare Division</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>BAI- Animal Health and Welfare Division</p> <p>BAI- Animal Health and Welfare Division</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p>
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<ul style="list-style-type: none"> • Veterinary Health Certificate with Newcastle Disease (ND) vaccination, ND and Avian Influenza free Certification (1 original) • Laboratory Compliance Report for Avian Influenza (1 original) <p>Ducks for Meat and Egg production</p> <ul style="list-style-type: none"> • BAI Certificate of Duck Farm Accreditation (1 photocopy) • Livestock Handler’s License and Registration of Transport Carrier(1 photocopy) • Veterinary Health Certificate with Newcastle Disease (ND) vaccination, ND and Avian Influenza free Certification (1 original) • Laboratory Compliance Report for Avian Influenza (1 original) <p>Grazing Ducks</p> <ul style="list-style-type: none"> • Two (2) negative AI Laboratory Test results. Test results shall cover the entire flock population when the sample collection was done and shall be valid for one shipment only (1 original) • Livestock Handler’s License and Registration of Transport Carrier (1 photocopy) • Veterinary Health Certificate with Newcastle Disease (ND) and Avian Influenza free Certification (1 original) <p>Pet birds including but not limited to Lovebirds, non-racing pigeons, doves</p> <ul style="list-style-type: none"> • Veterinary Health Certificate with Newcastle Disease (ND) vaccination, ND and Avian Influenza free Certification (1 original) <p>Spent Hens/Chicken/Culls from Commercial and Backyard/Smallholder Farms</p> <ul style="list-style-type: none"> • Livestock Handler’s License and Registration of Transport Carrier (1 photocopy) • Veterinary Health Certificate with Newcastle Disease (ND) vaccination, 	<p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>BAI- Animal Health and Welfare Division</p> <p>BAI- Animal Health and Welfare Division</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>BAI- Animal Health and Welfare Division</p> <p>BAI- Animal Disease Diagnosis and Reference Laboratory or DA Regional Animal Disease Diagnostic Laboratory (RADDL)</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>Any licensed Veterinarian</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p>
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<p>ND and Avian Influenza free Certification (1 photocopy)</p> <ul style="list-style-type: none"> No spent hens/chickens or culls from Luzon shall be allowed for movement to Visayas and Mindanao. No movement of spent chickens in between major islands. The spent hens/culls intended for slaughter shall come from an accredited source farm, if not, AI test is required (applicable for Luzon, Visayas and Mindanao).(1 original) <p>Swine/Gilts, Boar, Piglets for Breeding(Breeder Farm)</p> <ul style="list-style-type: none"> Livestock Handler’s License and Registration of Transport Carrier(1 photocopy) Certificate of Swine breeder farm accreditation(1 photocopy) Veterinary Health Certificate indicates the animals are apparently healthy and sourced from farm/compartment zone with NO reported cases/outbreaks of priority swine diseases such as Swine Influenza (SIV) in the source farm for past 6 months (1 original) BAI Laboratory Compliance Certificate for PRRS, PRV and Brucella (1 original) Classical Swine Fever vaccination (1 original) <p>Piglet for Finishers/Fatteners (Commercial Farms)</p> <ul style="list-style-type: none"> Livestock Handler’s License and Registration of Transport Carrier(1 photocopy) Sourced from BAI or LGU Accredited Farm(1 photocopy) Veterinary Health Certificate indicates the animals are apparently healthy and sourced from farm/compartment zone with NO reported cases/outbreaks of priority swine diseases such as Swine Influenza (SIV) in the source farm for past 6 months (1 original) BAI Laboratory Compliance Certificate for PRRS, PRV and Brucella (1 original) 	<p>BAI- Animal Disease Diagnosis and Reference Laboratory or DA Regional Animal Disease Diagnostic Laboratory (RADDL)</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>BAI, Animal Health and Welfare Division</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>BAI, Animal Health and Welfare Division</p> <p>Farm veterinarian</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>BAI, Animal Health and Welfare Division</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>BAI, Animal Health and Welfare Division</p>
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<ul style="list-style-type: none"> • Classical Swine Fever vaccination (1 original) <p>Animals for Show/Trade Fairs</p> <ul style="list-style-type: none"> • Livestock Handler’s License and Registration of Transport Carrier(1 photocopy) • Certificate of farm accreditation(1 photocopy) • Veterinary Health Certificate indicates the animals are apparently healthy and sourced from farm/compartment zone with NO reported cases/outbreaks of priority swine diseases (1 original) • Certificate of ownership/(barangay clearance or PNP clearance)/transfer with individual animals identified by ear tag/ear notch/branding/markings, breed, sex and age. (1 original) <p>Cattle for breeding</p> <ul style="list-style-type: none"> • Livestock Handler’s License and Registration of Transport Carrier(1 photocopy) • Certificate of farm accreditation(1 photocopy) • Veterinary Health Certificate indicates NO disease outbreaks (FMD, TB, Surra, Blue Tongue, on the farm or premises of origin for the past 6 months) (1 original) • PNP clearance to Transport/Ship Large Animals (1 original) • Barangay clearance for certificate of ownership/ transfer of individual animals with individual animals identified by ear tag/ear notch/branding/markings, breed, sex and age. (1 original) • Laboratory Test results for Bovine Tuberculosis, Surra, and Brucellosis Paratuberculosis (Johnes Ds.) for imported cattle (1 original) <p>Carabao/Buffalo for Breeding</p> <ul style="list-style-type: none"> • Livestock Handler’s License and Registration of Transport Carrier(1 photocopy) 	<p>Farm Veterinarian</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>BAI, Animal Health and Welfare Division</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>LGU (barangay or Municipal Mayors Office) for Certificate of ownership; Philippine National Police for clearance</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>BAI, Animal Health and Welfare Division</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>Philippine National Police</p> <p>LGU (barangay or Municipal Mayors Office)</p> <p>BAI- Animal Disease Diagnosis and Reference Laboratory or DA Regional Animal Disease Diagnostic Laboratory (RADDL)</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p>
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<ul style="list-style-type: none"> • Certificate of farm accreditation(1 photocopy) • Veterinary Health Certificate indicates NO disease outbreaks (FMD, TB, Surra, Blue Tongue, on the farm or premises of origin for the past 6 months) (1 original) • PNP clearance to Transport/Ship Large Animals (1 original) • Barangay clearance for certificate of ownership/ transfer of individual animals (1 original) 	<p>BAI, Animal Health and Welfare Division</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>Philippine National Police</p> <p>LGU (barangay or Municipal Mayors Office)</p>
<p>Goat/Sheep for Breeding</p> <ul style="list-style-type: none"> • Livestock Handler’s License and Registration of Transport Carrier(1 photocopy) • Certificate of farm accreditation(1 photocopy) • Veterinary Health Certificate indicates the animals are apparently healthy and sourced from farm/compartement zone with NO reported cases/outbreaks of priority diseases. Individual animals shall be identified by ear tag, breed, sex and age. (1 original) • Laboratory test results for Small Ruminant Lentivirus (CAE) Blue Tongue, Paratuberculosis and Brucellosis (1 original) 	<p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>BAI, Animal Health and Welfare Division</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>BAI- Animal Disease Diagnosis and Reference Laboratory or DA Regional Animal Disease Diagnostic Laboratory (RADDL)</p>
<p>Animals for Slaughter</p> <ul style="list-style-type: none"> • Livestock Handler’s License and Registration of Transport Carrier(1 photocopy) • VHC indicates NO reported cases/outbreaks of priority diseases in the source Farm accredited by BAI (as applicable)/compartement zone as determined by the BAI-AHWD. The name and last date of medication (antibiotic, etc) given shall be indicated. (1 original) • The animals shall be shipped directly to a slaughter house/ abattoir approved by the NMIS. The animals must be accompanied by a certificate signed by the owner or shipper stating that the animals are for immediate slaughter (1 	<p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p>

<p>original) Said animals must be slaughtered within twenty-four hours from the time of entry.</p> <ul style="list-style-type: none"> • In case the animals are not intended for immediate slaughter, the animals shall be placed in a BAI accredited stockyard/holding areas/auction markets. <p>Dogs and Cats</p> <ul style="list-style-type: none"> • Veterinary Health Certificate issued by a Veterinarian. The VHC shall include the Rabies Vaccination details such as: vaccine brand name, batch and lot number, date of administration and date of next vaccination. (1 original) • Rabies vaccination certificate bearing the signature over full printed name of the Veterinarian, PRC number, and valid PTR number (for private practitioners). (1 original) • Only animals aged 3 ½ -4 months and above shall be allowed for shipment. • The animal shall be vaccinated against rabies not more than one (1) year but not less than fourteen (14) days at the time of shipment. However, for annual booster shots, the dogs may be shipped immediately upon vaccination. <p>Horses for Breeding/Show/Draft</p> <ul style="list-style-type: none"> • Livestock Handler’s License and Registration of Transport Carrier(1 photocopy) • Certificate of ownership/transfer of individual animals (1 original) • Veterinary Health Certificate indicates NO reported cases/outbreaks of priority diseases in the source farm/compartement zone as determined by the BAI-AHWD (1 original) <p>Wild Animals and Other Exotic Pets</p> <ul style="list-style-type: none"> • Local Transport Permit (1 original) • Veterinary Health Certificate (1 original) 	<p>Any licensed veterinarian from the locality of pet’s origin</p> <p>Any licensed veterinarian</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>LGU, Municipal Mayors Office</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>Biodiversity Management Bureau/DENR If issued by a private veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p>
<p>2. Animal Products:</p>	

<p>For meat including but not limited to fresh, frozen meat:</p> <ul style="list-style-type: none"> • Meat from domestic materials: shall be accompanied by a Meat Inspection Certificate (MIC) issued by the NMIS. (1 original) • Meat from imported materials: shall be accompanied by a Certificate of Meat Inspection (COMI) of Imported Meat and Meat Products for Domestic Transport, issued by the NMIS Meat Inspection Officers. (1 original) <p>For UNCOOKED processed meat and meat products</p> <ul style="list-style-type: none"> • Manufacturers and distributors of these products shall secure the License to Operate (LTO) of the meat processing plants and Certificate of Product Registration (CPR) issued by FDA. (1 photocopy) • If no LTO and CPR from FDA, the LTO issued by NMIS which is still valid shall be honored (1 photocopy) <p>Hand-carried meat/meat products</p> <ul style="list-style-type: none"> • maximum weight of 10 kilos • MIC or Official Receipt of such from Supermarket (1 original) <p>For COOKED processed meat and egg products (including but not limited to liquid egg, powdered egg)</p> <ul style="list-style-type: none"> • Shipping Permit shall no longer be a requirement. • Manufacturers and distributors of these products shall only secure the LTO and CPR from FDA (1 photocopy) <p>Embryonated Eggs/Balut/Salted Eggs</p> <ul style="list-style-type: none"> • Certificate of BAI - Duck farm accreditation (1 photocopy) • Livestock handler's license and Transport Carriers license (1 photocopy) • Veterinary Health Certificate attesting Avian Influenza-free status of the source farm and that the eggs were produced and packed in an avian influenza free area AND the eggs were 	<p>National Meat Inspection Service</p> <p>Food and Drug Administration</p> <p>National Meat Inspection Service Supermarket/Meat Shop</p> <p>Food and Drug Administration</p> <p>BAI, Animal Health and Welfare Division</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p>
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<p>transported in new or appropriately sanitized containers.(1 original)</p> <p>For Quail Eggs</p> <ul style="list-style-type: none"> • Certificate of BAI - Poultry farm accreditation(1 photocopy) • Livestock handler's license and Transport Carriers license(1 photocopy) • VHC attesting Avian Influenza-free status of the source farm and that the eggs were produced and packed in an avian influenza free area AND the eggs were transported in new or appropriately sanitized containers (1 original) <p>Table eggs</p> <ul style="list-style-type: none"> • BAI Certificate of Poultry Farm accreditation or certificate of registration/accreditation of source farm by the LGU Vet(1 photocopy) • Livestock handler's license and Transport Carriers license(1 photocopy) • Veterinary Health Certificate attesting ND, Salmonella and Avian Influenza-free status of the source farm and that the eggs were produced and packed in an avian influenza free area AND the eggs were transported in new or appropriately sanitized containers (1 original) <p>Manure</p> <ul style="list-style-type: none"> • BAI Certificate of Poultry Farm accreditation or certificate of registration/accreditation of source farm by the LGU Vet(1 photocopy) • Livestock handler's license and Transport Carriers license(1 photocopy) • Veterinary Health Certificate (1 original) attesting ND and Avian Influenza-free status of the source farm and that: • The manure has been processed to ensure the destruction of ND and Avian Influenza virus by using any equivalent treatment which has been 	<p>BAI, Animal Health and Welfare Division</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>BAI, Animal Health and Welfare Division</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>BAI, Animal Health and Welfare Division</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p>
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<p>demonstrated to inactivate ND and Avian Influenza virus – the manure are completely dried</p> <ul style="list-style-type: none"> The necessary precautions were taken to avoid contact of the commodity with any source of ND and Avian Influenza virus <p>Semen (Swine, Cattle, Buffalo, Chicken, Game fowl, Goat)</p> <ul style="list-style-type: none"> Sourced from BAI Accredited farm(1 photocopy) VHC indicates the source animals are apparently healthy and sourced from farm/compartment zone with NO reported cases/outbreaks of priority swine diseases. Source animals shall be identified by valid ID/batch number, ear tag or registration number/tattoo, breed, sex and age. (1 original) 		<p>BAI, Animal Health and Welfare Division</p> <p>Any licensed farm veterinarian</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Online: https://nvqsd.bai.gov.ph/</p> <ul style="list-style-type: none"> For New User, Create account as REGULAR CLIENT or ONE TIME CLIENT. Once you have completed the registration, you can proceed with the filing of application. <ol style="list-style-type: none"> Log-in your account at nvqsd.bai.gov.ph/ Fill in shipment details and upload applicable requirements Submit application 	<p>Online:</p> <ol style="list-style-type: none"> Log-in account Click the For Review tab to view new applications 	<p>None</p>	<p>1 hour</p>	<p><i>National Veterinary Quarantine Services Division, Administrative Assistant</i></p>

Online 2. Check status of application by viewing registered client account	Online: 2.1 Review and endorse application	None	1 day	<i>National Veterinary Quarantine Services Division, Authorized online evaluators</i>
	Online 2.2 Endorse application for approval	None	1 day	<i>National Veterinary Quarantine Services Division, Authorized online evaluators</i>
	Online 2.4 Approve or disapprove application	None	1 day	<i>National Veterinary Quarantine Services Division, Authorized online evaluators</i>
3. Receive real-time notification via e-mail that the application was approved. Shipping Permit is now ready for print-out.	Online 3.1 Automatic system notification to client via e-mail that the application was approved	None		<i>National Veterinary Quarantine Services Division, BAI Management Information System</i>
TOTAL online SP application		None	3 working days	

9. Issuance of Import Permit for Dogs and Cats

Acquiring SPS Import Permit is a requirement before any dog or cat can enter into the Philippines. A detailed guideline on the requirements of the Philippines in the importation of dogs and cats are stipulated in BAI Memorandum Circular 43 series of 2020 - Clarificatory Guidelines Re: Documentary Requirements and other Important Matters in the Application for SPSIC in the Importation of Dogs and Cats, in line with Section III.A.2 of DA Administrative Order 9 series of 2010

Office or Division:	National Veterinary Quarantine Services Division	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen; G2B – Government to Business; G2G – Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For One-Time or Pet Importers - Pet Owners or ONE-TIME IMPORTERS , as the name implies, refers to the importation of dogs and cats for companion / guide or non-profit breeding, non-commercial purposes on a one-time basis. One-time importer satisfies the following conditions:		Veterinary Clinic

<ul style="list-style-type: none"> • imports a maximum of 3 animals, once a year; OR • imports a maximum of 3 animals, more than once a year, provided that the same animals identified through its microchip numbers are imported (for owners frequently travelling with pets) <ul style="list-style-type: none"> • Proof of Microchip Numbers • Vaccination and Deworming Records • Photograph of the Dog and/or Cat • Pet Passport, if applicable • BIR-issued ID with Tax Identification Number • Notarized Affidavit of Undertaking as provided in Annex A (Filipinos) or C (Foreigners), whichever is applicable 	<p>Veterinary Clinic</p> <p>Veterinary Clinic</p> <p>Pet Owner</p> <p>Issued by the Veterinary Services from the Country of Origin</p> <p>Bureau of Internal Revenue</p>
<p>For Commercial Importers are importers of dogs and cats for regular, commercial purposes such as for breeding, kennel, exhibit, pet transport or resell. A Certificate of Accreditation (As Live Animal Importer) shall be issued to such kind of importers.</p> <ul style="list-style-type: none"> • Proof of MICROCHIP NUMBER/S; • VACCINATION AND DEWORMING RECORDS of the subject dog/s and/or cat/s; • PHOTOGRAPH/S of the subject dog/s and/or cat/s; • PET PASSPORT of subject dog/s and/or cat/s (if applicable); • BIR-issued ID with TAX IDENTIFICATION NUMBER (TIN) of the undersigned; • Mayor's BUSINESS PERMIT (certified true copy); 	<p>Veterinary Clinic</p> <p>Veterinary Clinic</p> <p>Pet Owner</p> <p>Issued by the Veterinary Services from the Country of Origin</p> <p>Bureau of Internal Revenue</p> <p>Local Government Unit</p> <p>Bureau of Internal Revenue</p>

<ul style="list-style-type: none"> • BIR REGISTRATION (certified true copy); • DTI REGISTRATION (certified true copy); • SEC REGISTRATION (if juridical entity) [certified true copy]; • AMO Accreditation from the Bureau of Customs; • BAI-AHWD CERTIFICATE OF REGISTRATION OF ANIMAL FACILITY (for facilities keeping a minimum of 20 dogs/cats or more); • SECRETARY'S CERTIFICATE (in case of representative of juridical entity); and • NOTARIZED LEASE OF CONTRACT OR PROOF OF OWNERSHIP of animal facility. 		<p>Department of Trade and Industry</p> <p>Securities and Exchange Commission</p> <p>Bureau of Customs</p> <p>DA BAI Animal Health and Welfare Division</p> <p>Representative of the Client</p> <p>Department of Justice- Land Registration Authority</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit letter of intent with copies of applicable above listed requirements.</p> <p>In person/courier services: Address: BAI Director's Office, Visayas Ave., Vasra, Diliman, Quezon City</p>	<p>In person/courier services</p> <p>1.1 Receive letter with the requirements from client/messenger and stamp receiving copy</p>	None	1 day	<i>BAI Office of the Director, Administrative Assistant</i>
	<p>1.2 Forward letter with the requirements to National Veterinary Quarantine Services Division</p>			

<p>Via electronic mail at director@bai.gov.ph</p>	<p>1.1 Forward e-mail to National Veterinary Quarantine Services Division: nvqsd@bai.gov.ph</p>			
<p>2. Receive an e-mail reply from the NVQSD acknowledging receipt of the request</p>	<p>2.1 Receive/acknowledge and send email reply to client</p>	<p>None</p>	<p>1 day</p>	<p><i>National Veterinary Quarantine Services Division, Administrative Assistant</i></p>
	<p>2.2 Review submitted Requirements</p>	<p>None</p>	<p>1 hour</p>	<p><i>National Veterinary Quarantine Services Division, Administrative Assistant</i></p>
	<p>2.3 Endorse application for quarantine site inspection to available inspectors</p>	<p>None</p>	<p>1 day</p>	
<p>3. Receive an e-mail reply or text message or a phone call from NVQSD regarding schedule of inspection</p>	<p>3. Send an e-mail reply or text message or call the client for the schedule of inspection</p>	<p>None</p>	<p>1 day</p>	<p><i>National Veterinary Quarantine Services Division, Technical staff</i></p>
<p>4. Guide the NVQSD inspector/s during inspection and evaluation. Provide documents and records requested by the inspector.</p>	<p>4.1 Conduct on Site Inspection and Evaluation of client's facility and verification of records</p>	<p>None</p>	<p>3 days</p>	<p><i>National Veterinary Quarantine Services Division, Technical staff</i></p>

5. Wait for the result of the application	4.2 Prepare and submit inspection report and recommendation	None	1 day	<i>National Veterinary Quarantine Services Division, Technical staff</i>
Online: https://www.intercommerce.com.ph/registrationbai.asp 6. Register at intercommerce.com.ph/registrationBAI.asp		None	1 hour	<i>Client</i>
7. Accomplish the documentary requirements needed according to the classification of importer (one-time/pet or commercial)			1 hour	<i>Client</i>
8. Wait for the processing of the application. Check the status of the application through their account in Intercommerce.	8.1 Review the application. Evaluate if all the documents are in order and complete. Return the application if documents are incomplete.	None	1 day	<i>National Veterinary Quarantine Services Division, Authorized online evaluators</i>
	8.2 Endorsement of the application	None	1 day	<i>National Veterinary Quarantine Services Division, Authorized online evaluators</i>
9. Receive approved SPS Import Clearance	Approval of the Application. An approved SPSIC will be reflected in the SPSIC and ready to be printed out by the importer	None	1 day	<i>Assistant Director of Bureau of Animal Industry</i>
TOTAL (online SP application)		None	13 days 3 hours	

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Answer the Customer Satisfaction Feedback Form in the office lobby and put it in the feedback and complaints dropbox.
How feedbacks are processed	Customer Satisfaction Feedback Form are collated at the end of the month. A summary report is prepared and submitted to the Division Chief/Unit Heads for review and signature and shall be reported to the Top Management
How to file a complaint	<p>To file a complaint against the Bureau, provide the following details via e-mail:</p> <ul style="list-style-type: none"> - Full name and contact information of the complainant - Narrative of the complain - Evidences - Name of the person being complained <p>Send all complaints to nvqsd@bai.gov.ph</p> <p>For follow-ups or queries, clients may contact NVQSD the contact information is (02) 8528 2240 local 1300 – 1308 or the abovementioned email address.</p>
How complaints are processed	<p>All complaints received against NVQSD will be processed by the Customer Complaint Focal who will be responsible to identify and evaluate the type of complaint (Technical or Non-Technical) to determine appropriate action.</p> <p>The Customer Complaint Focal browses, evaluates, and determines the complaints received on a daily basis. The Customer Complaint Focal shall coordinate with the concerned Unit/Division to answer the complaint and shall investigate, if necessary. A</p>

	<p>letter informing the customer of action taken is prepared and will be sent via email. Effectiveness of action taken shall be reported to the Top Management.</p> <p>For follow-ups and inquiries, clients may contact NVQSD through nvqsd@bai.gov.ph or NVQSD Landline Number at (02) 8528-2240 local 1300 - 1308.</p>
Contact Information of BAI	<p>OFFICE OF THE DIRECTOR director@bai.gov.ph (02) 8528-2240 local 1101 or 1102</p> <p>OFFICE OF THE ASSISTANT DIRECTOR FOR ADMINISTRATION AND FINANCE ldelacruzjr@bai.gov.ph (02) 8528-2240 local 1403</p> <p>OFFICE OF THE ASSISTANT DIRECTOR FOR REGULATION AND DISEASE CONTROL assistantdirector@bai.gov.ph (02) 8928-2836/ (02) 8528 2240 local 1500</p> <p>OFFICE OF THE ASSISTANT DIRECTOR FOR PRODUCTION AND RESEARCH (02) 8528 2240 local 1232</p>

Office	Address	Contact Information
National Veterinary Quarantine Services Division	Bureau of Animal Industry, Visayas Avenue, Diliman, Quezon City	Hotline Number (02) 8528-2240 local 1300 - 1308