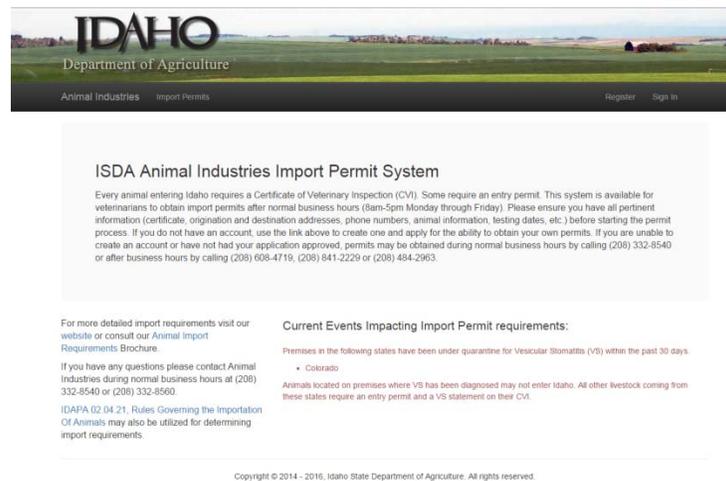


## Welcome to our new system!

The following information will give you an overview of how ISDA's permit system works. If after reviewing this you still have questions, please contact us at (208) 332-8540 or [jeni.marple@agri.idaho.gov](mailto:jeni.marple@agri.idaho.gov) and we will do our best to assist you.

### Home page:

This is where you register and sign in. You will also find links to our website for reviewing requirements for different animal types, as well as information regarding recent changes to import requirements for animals entering Idaho.



The screenshot shows the top navigation bar with the IDAHO Department of Agriculture logo and links for Animal Industries, Import Permits, Register, and Sign In. The main content area features a heading "ISDA Animal Industries Import Permit System" followed by a detailed paragraph explaining the system's purpose and requirements. Below this, there are two columns of text: one providing contact information and a link to the requirements brochure, and another listing current events impacting import requirements, specifically mentioning Colorado and Vesicular Stomatitis (VS).

**IDAHO**  
Department of Agriculture

Animal Industries Import Permits Register Sign In

### ISDA Animal Industries Import Permit System

Every animal entering Idaho requires a Certificate of Veterinary Inspection (CVI). Some require an entry permit. This system is available for veterinarians to obtain import permits after normal business hours (8am-5pm Monday through Friday). Please ensure you have all pertinent information (certificate, origination and destination addresses, phone numbers, animal information, testing dates, etc.) before starting the permit process. If you do not have an account, use the link above to create one and apply for the ability to obtain your own permits. If you are unable to create an account or have not had your application approved, permits may be obtained during normal business hours by calling (208) 332-8540 or after business hours by calling (208) 608-4719, (208) 841-2229 or (208) 484-2963.

For more detailed import requirements visit our [website](#) or consult our [Animal Import Requirements Brochure](#).

If you have any questions please contact Animal Industries during normal business hours at (208) 332-8540 or (208) 332-8560.

IDAPA 02 (04 21), Rules Governing the Importation Of Animals may also be utilized for determining import requirements.

**Current Events Impacting Import Permit requirements:**

Premises in the following states have been under quarantine for Vesicular Stomatitis (VS) within the past 30 days.

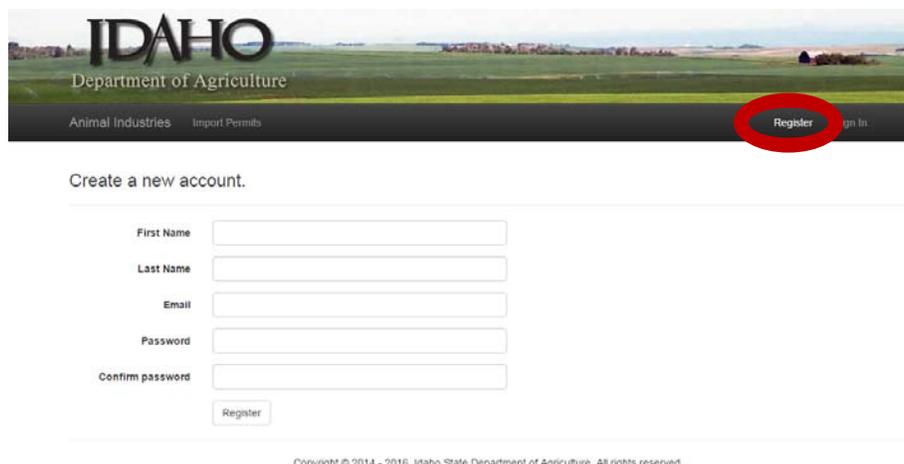
- Colorado

Animals located on premises where VS has been diagnosed may not enter Idaho. All other livestock coming from these states require an entry permit and a VS statement on their CVI.

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### Registration:

If this is your first time visiting, you will need to set up an account. After clicking "Register," check your inbox for a confirmation email. Once you have confirmed your email, ISDA will receive notification that you have applied for access to this system. We will review your information and, if approved, you will be eligible to use the online system.



The screenshot shows the registration form on the ISDA website. The top navigation bar is visible, with the "Register" button highlighted by a red circle. Below the navigation bar, the text "Create a new account." is displayed. The form consists of five input fields: First Name, Last Name, Email, Password, and Confirm password. A "Register" button is located at the bottom of the form. The footer of the page contains the copyright information: "Copyright © 2014 - 2016, Idaho State Department of Agriculture. All rights reserved."

**IDAHO**  
Department of Agriculture

Animal Industries Import Permits **Register** Sign In

Create a new account.

First Name

Last Name

Email

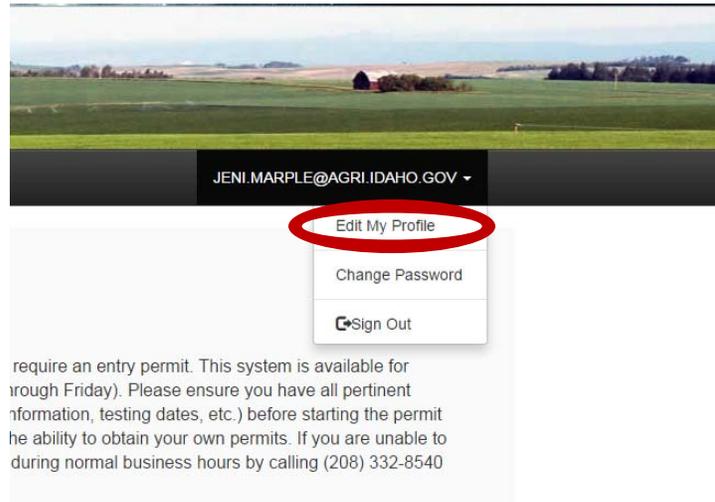
Password

Confirm password

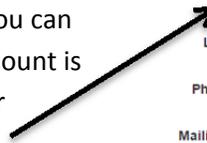
Register

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Once registered, before you can obtain any import permits, you will need to complete your profile.



This is also where you can go to see if your account is approved to use our system.



My Profile Info

FirstName	Jeni
LastName	Marple
Approved	<input checked="" type="checkbox"/>
LicenseNum	<input type="text" value="V1234"/>
PhoneNumber	<input type="text" value="(208) 322-8549"/>
Mailing Address	<input type="text" value="2270 Old Penitentiary Road"/>
City	<input type="text" value="Boise"/>
State	<input type="text" value="Idaho"/>
PostalCode	<input type="text" value="83712"/>

If this isn't your first time visiting, just go to "Sign In" to access your account.



Sign in to your account

Email	<input type="text"/>
Password	<input type="password"/>
<input type="checkbox"/> Remember me?	
<input type="button" value="Sign in"/>	
<a href="#">Forgot your password?</a>	<a href="#">Employee Login</a>

### Obtaining an import permit:

After you have completed your profile and been approved for access, you can use the “Import Permits” menu. This is where you will go to create new permits, and review past permits.



**All information is required.** Make sure to use full **physical** addresses for both origin and destination.

*Note: The system does not save permits which are in-progress. Make sure you have all pertinent information before you start the process or you will have to start from the beginning.*



Origin Information		Destination Information	
<b>Origin Name</b>	<input type="text" value="Location or Organization Name"/>	<b>Destination Name</b>	<input type="text" value="Location or Organization Name"/>
<b>Origin Address</b>	<input type="text" value="Street Address"/>	<b>Destination Address</b>	<input type="text" value="Street Address"/>
<b>Origin City</b>	<input type="text" value="City"/>	<b>Destination City</b>	<input type="text" value="City"/>
<b>Origin State</b>	<input type="text" value="Select Origin State"/>	<b>Destination State</b>	<input type="text" value="Idaho"/>
<b>Zip Code</b>	<input type="text" value="Zip Code"/>	<b>Zip Code</b>	<input type="text" value="Zip Code"/>
<b>Phone</b>	<input type="text" value="Phone Number"/>	<b>Phone</b>	<input type="text" value="Phone Number"/>

Shipment Information			
<b>Health Cert Num</b>	<input type="text" value="Certificate Number"/>	<b>Inspection Date</b>	<input type="text" value="Inspection Date"/>
		<b>Shipment Date</b>	<input type="text" value="Shipment Date"/>

Information			
<b>Veterinarian</b>	<input type="text" value="Veterinarian Name"/>	<b>Phone Number</b>	<input type="text" value="Vet Phone Number"/>
		<b>Comments</b>	<input type="text" value="Enter comments or additional information"/>

**Hint: Once you've used the system, the origin and destination information you have previously entered can be accessed quickly with the boxes next to "Origin Information" or "Destination Information."**

Animal Industries    Permits Requests ▾

JENI.MARPLE@AG

**Origin Information** ⓘ

**Origin Name**

**Origin Address**

**Destination Information** ⓘ

**Destination Name**

**Destination Address**

**Destination City**

Select Origin

Select Destination

**By selecting a from this list, all of the facility information entered last time you sent to/from that location will automatically be filled in. Please verify that nothing has changed.**

Permits cannot be issued for shipments more than 72 hours in advance of movement. You can use the date picker to see the whole calendar.

Inspection Date: 2/10/16

Shipment Date: 2/10/16

Phone Number:

Comments: Enter comments or additional information

After completing all information in Step One, use "Next" to move to Step Two where you will add animal information.

### Adding Animals:

Select the type of animal you are sending from the drop down list. The subsequent fields may change based on the type of animal you are sending. Again, all fields on this screen are required.

The screenshot shows the 'Add Cattle Group' form in the 'Animal Industries' section. The 'AnimalType' dropdown menu is open, displaying a list of animal species including Avian, Bison, Camelid, Canine, Cattle Beef, Cattle Dairy, Cervidae, Deleterious Exotic, Equine, Feline, Mink, Non-Deleterious Exotic or Wildlife, and Swine. Other fields include 'Destination' (Please Select), 'NumberHead' (0), 'Sex' (Please Select), and 'Intact' (Yes). A table below the form has columns for 'No. Head', 'Species Name', 'Dest. Type', and 'Sex'. The progress bar at the bottom indicates 'Step One' is active.

After choosing your animal, you must select a type of destination. *Lists of Approved Feedlots and Approved Tagging sites are available upon request.*

The screenshot shows the 'Add Cattle Group' form with 'Cattle Beef' selected in the 'AnimalType' dropdown. The 'Destination' dropdown menu is open, showing options such as Approved Feedlot, Approved Feedlot AND Tagging Site, Approved Livestock Market, Approved Tagging Site, Directly to Slaughter, Other - Not Listed, Rodeo or Timed Event, Show or Exhibition, and Veterinary Clinic with no Change of Ownership. The 'NumberHead' field is 0. The progress bar at the bottom indicates 'Step Two' is active.

Once you have entered all of the animal information, click "Add Group." You can then either add another group by repeating the process, or continue on to requirement verification. Make sure all groups have been added to the permit before pressing "Next."

The screenshot shows the 'Add Cattle Group' form with all fields filled out: 'AnimalType' is Cattle Beef, 'Destination' is Other - Not Listed, 'NumberHead' is 1, 'Age in Months' is 24, 'Sex' is Female, and 'Intact' is Yes. The 'Add Group' button is highlighted. Below the form is a table with columns for 'No. Head', 'Species Name', 'Dest. Type', and 'Sex'. The table contains one row with the following data:

No. Head	Species Name	Dest. Type	Sex
1	Cattle Beef	Other - Not Listed	Female

The progress bar at the bottom indicates 'Step Two' is active.

If you have a range of animal ages, each age (in months) would be a different group of cattle. If everything you have is 18 months or older, just enter the highest age.

For Example, you are sending a load of 5 Dairy Cattle: a 12 Month Bull, two 3 Month Females, a 24 Month Cow and a 16 Month Steer, to an Idaho dairy. You will enter “Cattle Dairy” and “Other – Not Listed” for all 4 types of animal. Then you will enter (in order) “1, 12, Male, Yes” for the Bull; “2, 3, Female, Yes” for the calves; “1, 24, Female, Yes” for the Cow; and “1, 16, Male, No” for the Steer.

**Requirement Verification:**

Based on the animals you entered in Step Two, you will be given a list of requirements the animals must meet for entry into Idaho. Check each box that they qualify for.

Animal Industries Permit Requests - JEN.MARPLE@AGRI.IDAHO.GOV -

### Permit Requirements

Num Head: 1 | Cattle Beef | Age Months: 24 | Other - Not Listed | Female | Intact: True

<input type="checkbox"/>	CVI
<input type="checkbox"/>	Vaccination for Brucellosis with Tattoo on CVI
<input type="checkbox"/>	Individual Official ID Listed on CVI

Step One Step Two Step Three

Once you have completed all information you can click “Get Permit Number” for your number. This number must be recorded on the CVI before you send it into the state.

Permit Number: 11111MM

**Troubleshooting:**

If you have applied and not been granted access after one full business day, you can contact ISDA at (208) 332-8450 to verify your information was received and complete.

If you have been approved but are still unable to access the “Import Permits” menu, verify that you have completed your profile.

If you had access previously and have now lost it, it could be for one of the reasons below:

- The internet is not working
- The system is not working
- You have failed to provide complete, accurate information on past permits
- The system is turned off to all users.

If you are trying to obtain a permit and unable to do so, contact Animal Industries at (208) 332-8540 or one of the After-Hours numbers listed on the Home Page.