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 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.

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.
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.

If this isn’t your first time visiting, just go to “Sign In” to access your account.
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.
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.”

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.

Use the comments section to record tests (eg, Trich, TB, Brucellosis) and the date they were negative.

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.

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

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.”
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.

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.

**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.