Department for Environment, Food and Rural Affairs
Scottish Executive
Welsh Assembly Government

animalhealth

Guidance Notes for Completion of EXA 1 – Application for an Export Health Certificate for dogs, cats and rabies susceptible animals

Background

1. Please note, once your application has been processed the export health certification paperwork for your export will be posted directly to your nominated Official Veterinarian as listed at Section 8 of your application form.

General Guidance

1. Please complete the EXA 1 in black ink using block letters.

2. Please complete all sections of the application form. If any section(s) of the application form are not applicable please enter **N/A** in that section.

3. The completed application form should be submitted to the Central Operations Unit for Exports at Carlisle either by post, fax or e-mail at least **10 working days** prior to your date of export.

Postal address: Central Operations for Export
Animal Health
Hadrian House
Wavell Drive
Rosehill Industrial Estate
Carlisle
CA1 2TB

Telephone number: 01228 403600

Fax number: 01228 591900

E-mail: CentralOpsCarlisle@animalhealth.gsi.gov.uk

Please note; applications submitted by e-mail must be fully completed, and have a signed and dated declaration section.

Applications submitted electronically not containing a signed and dated declaration section will not be processed.

Specific Guidance

Section 1 Type of export

Please tick one option as appropriate:

a) Commercial export – an export where the animal(s) are being sold by the exporter to the importer. Although the animal(s) may be a pet upon arrival at the destination, this option should be selected if the importer does not take ownership of the animal(s) until that time.

b) Pet export – an export of pet animal(s) where the exporter is relocating to another country to live or on holiday. The ownership of such animal(s) does not change despite the animal(s) being exported.

c) Assistance dog – an export where an assistance dog is travelling with its owner to another country. The ownership of such an animal does not change despite the animal being exported. For exports of assistance dogs being traded commercially i.e. not travelling with their owner please tick commercial export.

Section 2 Destination Country, Means of Transport & Transit Countries

a) Enter the name of the country of final destination.

b) Enter the main means of transport you will be using to arrive at the destination country. If travelling by car to an airport, seaport or railway station enter the means of travel that will be used predominantly during the journey.

c) Enter all countries which you will pass through en route to your destination country. If animal(s) are not leaving the confines of an airport please enter N/A in this section.

Section 3 Accompanying the Animal(s)

Please tick one option as appropriate.

Tick YES if you are travelling with or are travelling on the same flight as the animal(s).

Tick NO if you are not travelling with or are not travelling on the same flight as the animal(s).

Section 4 Date of Shipment

a) Enter the exact date you will commence your export journey to the destination country.

b) If known at the time of submitting your application form, enter the date of the appointment when your nominated Official Veterinarian will make the final examination of your animal(s) and complete the export health certification.

This information will assist Central Operations for Export at Carlisle in ensuring that your export health certification is posted with sufficient time to reach your nominated Official Veterinarian prior to this date.

Section 5 Quarantine

Please tick one option as appropriate, YES if your animal(s) have been in quarantine by order of the Department or NO if they have not.

If you have ticked the YES box please provide the dates the animal(s) entered and were released from quarantine. The facility at which your animal(s) carried out their period of quarantine will be able to supply these dates to you, as required if not known.

Section 6 Imported Animal(s)

Please tick one option as appropriate, YES if the animal(s) were imported during the past 12 months or NO of they were not.

If YES, provide the date of importation and the country from which your animal(s) were exported.

Section 7 Owner and Destination Address Details

a) Enter the name and address of the owner of the animal(s) that are being exported.

b) Enter the address of the premises from which the animal(s) will be moved to the port/airport of embarkation. If this address is the same as the address entered at Section 7 a) enter N/A.

c) Enter the name(s) and address(es) of any other premises where the animal(s) has/have been kept during the past 12 months. If the animal(s) have not been kept at any premises other than the address entered at Section 7 a) enter N/A in box 7 c).

d) Enter the name and full address of the destination of the animal(s) on arrival. If you are emigrating with your pet animal(s) your name should be entered in this Section. You are permitted to be both the owner (exporter) and name/address of destination (importer) for pet animal(s). If the animal(s) are arriving into a quarantine facility or kennels in the country of destination enter the name and c/o the full address of this facility/kennels.

Section 8 Nominated Veterinary Practice

Enter the name, full address and telephone number of your nominated Veterinary Practice, which must have an export Panel 2 Official Veterinarian approved by Animal Health working within the Practice. An export Panel 2 Official Veterinarian must carry out the final examination and complete your export health certification for export. This is the address that your final export health certificate(s) will be posted to. If you are unsure if your nominated Veterinary Practice contains an Official Veterinarian who is approved by Animal Health as an export Panel 2 OV please contact your local Animal Health office for clarification.

Section 9 Rabies Vaccination

Please tick one option as appropriate, YES if the animal(s) have been vaccinated against rabies during the past 12 months or NO of they have not.

If YES, please provide the date of the most recent rabies vaccination administered.

Section 10 Particulars of the Animal(s) to be Exported

Name of animal – enter the name of the animal. For commercial exports where a young animal may not have been named enter NAME NOT KNOWN.

Dog/Cat or other – enter the species of the animal as appropriate i.e. dog or cat. For other rabies susceptible animals enter the species of that animal i.e. rabbit, hamster, gerbil.

Breed – enter the breed of the dog/cat/other animal i.e. Cocker Spaniel, Persian.

Sex – enter the sex of the animal as Male or Female. It is acceptable to enter M or F as appropriate.

Age – enter the age the animal will be, in years and/or months as appropriate, at the time when the export will take place. This information will be typed onto the export health certificate, therefore, the age the animal will be at the time of export should be entered on the application form to reflect the animal's age at the time of the export.

Date of birth – enter the date of birth of the animal if known. If not known enter DATE NOT KNOWN.

Colour/Distinctive Marks – enter the colour of the animal or any distinctive marks on the animals coat/fur i.e. tortoiseshell or white with black spots.

Please note that if you are exporting more than 5 animals you should enclose a schedule containing all the details requested in Section 10 and enter the words 'PLEASE SEE ENCLOSED SCHEDULE OF ANIMAL PARTICULARS' in Section 10 of the EXA1 application form.

Declaration by Exporter or Agent

Please read the declaration statement and then complete the declaration section as follows:

Tick all appropriate boxes, if you are the owner of the animal(s) and the exporter tick both boxes.

Sign application form.
Print name in BLOCK letters.
Insert date.
Insert address, telephone number, fax number if applicable (if you do not have a fax number enter N/A) and e-mail address (if you do not have an e-mail address enter N/A).

Tick as appropriate your preferred method of contact. Upon receipt of your application form at Central Operations for Export at Carlisle, you will be sent an acknowledgement e-mail or letter dependant upon your preferred method of contact chosen.