Ministry for Primary Industries
Manatū Ahu Matua

# Cats and Dogs
## Category 3 Documentation

CATDOG.GEN

**15 August 2024**

# Contents

**1 Introduction 3**
1.1 Purpose 3
1.2 Importing cats and dogs into New Zealand 3

**2 Applying for a permit 4**

**3 List of documentation required 4**

**4 Illustration of documentation required 5**
4.1 Official vet declaration (OVD) 5
6
4.2 Laboratory result form for the rabies titration test 7
4.3 Rabies vaccination records 8
4.4 Quarantine booking confirmation letter 11

# 1 Introduction

## 1.1 Purpose

To successfully apply for an import permit through our online application portal; *Animal and Plant Import Permit System (APIPS)*, the documentation provided must be complete, accurate and legible. Chrome is the recommended browser to use.

We recommend you **apply at least eight weeks prior** to the day you need the permit for booking flights and organising travel. MPI need at least **30 working days** for processing a **complete and accurate permit** application. The 30 working days is calculated from application date and will be reset where documentation is missing or incorrect, or details entered online are not accurate. Incorrect documentation may result in having to change your entry date.

Note: if the documentation is not complete, or information is missing or incorrect, the application may be declined at the importers expense. The application will need to be resubmitted, and a further charge will be incurred. Double check that everything is in order and correct to avoid being charged twice and entry being delayed.

You should already be familiar with the import requirements and guidance by this point, but if you need further help, see below for links to all relevant documents to prepare your pet for import.

If you are having issues with submitting your permit application, please contact:
animal.imports@mpi.govt.nz

## 1.2 Importing cats and dogs into New Zealand

Ensure you understand the import requirements **before** applying for the import permit. See below for links to requirements, guidance, and support documents. There is a support document for both cats, and dogs, from each category of country, assistance dogs, and cats and dogs arriving by vessel.

### 1.2.1 Import requirements and guidance

Import Health Standard
https://www.mpi.govt.nz/dmsdocument/1574-cats-and-dogs-import-health-standard
Guidance Document
https://www.mpi.govt.nz/dmsdocument/1575-cats-and-dogs-import-health-standard-guidance-document

### 1.2.2 Links to support documents for cats and dogs

| **Dogs** | |
|---|---|
| Category 1 | Importing your Dog from a Category 1 Country |
| Category 2 | Importing your Dog from a Category 2 Country |
| Category 3 | Importing your Dog from a Category 3 Country |
| Assistance | Importing your Assistance Dog |

| Cats | |
|---|---|
| Category 1 | Importing your Cat from a Category 1 Country |
| Category 2 | Importing your Cat from a Category 2 Country |
| Category 3 | Importing your Cat from a Category 3 Country |

| Cats and Dogs | |
|---|---|
| Vessels | Importing your Cat or Dog by Vessel |

# 2 Applying for a permit

(1) **Once you have checked the documentation is accurate and complete** you can apply for a permit online. See *Cats and Dogs Online Import Permit Application* for instructions on how to apply for an online permit through APIPS. Ensure you have the following documentation, and your credit card with you **prior to applying for the permit.**

# 3 List of documentation required

(1) The table below **lists** the documentation required for category 3 countries.

a) If you prefer a visual representation, see ***Illustration of documentation required***, for sample copies of each document required, and what information it needs to contain.

(2) You will need these documents to upload online. Ensure they are accurate, and are the correct documents asked for.

### 3.1.1 Microchip implantation

(1) While MPI no longer require a copy of the microchip implantation certificate for issuing the permit, have it on hand in case we need it to verify the information provided online.

(2) You will need to present evidence of the microchip implantation date however to the registered vet, and the official vet, when they complete, review, sign and stamp the *Official Vet Declaration (OVD)* (see section *2.2 Official vet declaration (OVD)* for further information on the OVD)

| Document Type | Category 3 Countries |
|---|---|
| **OVD** | Completed and signed by a registered vet, and signed and stamped by the official vet. All relevant sections must be completed.<br>Check it has been fully completed before you upload. |
| **Rabies titration laboratory (lab) form** | The laboratory form states the results of the rabies titration test.<br>The sampling date (date the blood was drawn), and the results go on the OVD. |
| **Rabies vaccinations** | If this is the first rabies vaccination your pet has had (primary), it must have been given **at least six months prior to export** to New Zealand.<br>If your pet has had more than one rabies vaccination, the **two most recent** (as long as neither lapsed) go on the OVD. If there has been a lapse between the two most recent rabies vaccinations, the last will be considered a primary vaccination and will also mean a six month wait. |

| Document Type | Category 3 Countries |
|---|---|
| | The microchip number **must** be on the page the rabies vaccination details are stated. If this is not the case, have the vet verify the number and add it to the rabies vaccination page.<br>The rabies vaccination details are stated on the OVD.<br>Check that all rabies related fields on the OVD are completed. |
| **Quarantine** | This booking confirmation letter is provided to you by the MPI approved, privately owned quarantine facility. It must have the entry and exit dates, and be signed by the facility operator to be valid.<br>Do not send us the contract you have with the facility; we only want the booking confirmation letter. |

# 4 Illustration of documentation required

(1) The following section provides an illustrated version of the instructions.

## 4.1 Official vet declaration (OVD)

(1) The *Official Vet Declaration* provides verification from your vet, and the government approved official vet, that your animal fulfils the rabies requirements for entry into Aotearoa, New Zealand. Ensure you are using the **most current version at the link above**. If it is out of date, you may be asked to have it done again.

(2) You will need to present the following documentation when submitting the OVD for the vets to complete, check and authenticate:

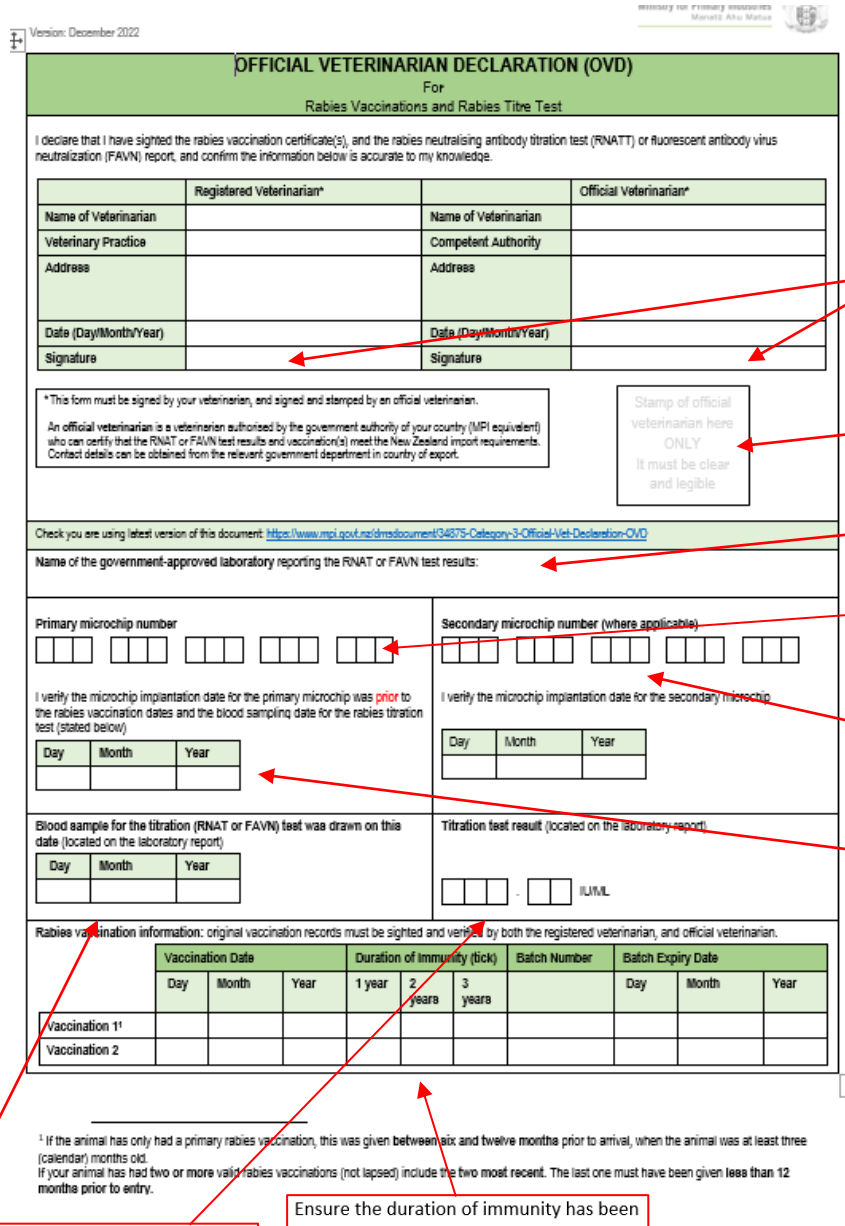
a) Evidence of microchip implantation date
b) Titration test laboratory result form
c) Rabies vaccination records

(3) The OVD must be:

a) Completed and signed by a registered vet.
b) Reviewed, signed and stamped by the official vet.

(4) See below for an example of how the form must be completed. Ensure you read the guidance information in red or in a red box carefully, and check that all information is correctly completed by the vets before uploading in APIPS. You will need to take it back to the vets if information is missing or incorrect. This is likely to delay entry.

**Note:** the OVD is a dynamic form and is often updated. The following illustration may not be the current version found at the above link, but the information required will be the same.



Version: December 2022

## OFFICIAL VETERINARIAN DECLARATION (OVD)

For

Rabies Vaccinations and Rabies Titre Test

I declare that I have sighted the rabies vaccination certificate(s), and the rabies neutralising antibody titration test (RNATT) or fluorescent antibody virus neutralization (FAVN) report, and confirm the information below is accurate to my knowledge.

| | Registered Veterinarian* | | Official Veterinarian* |
|---|---|---|---|
| Name of Veterinarian | | Name of Veterinarian | |
| Veterinary Practice | | Competent Authority | |
| Address | | Address | |
| Date (Day/Month/Year) | | Date (Day/Month/Year) | |
| Signature | | Signature | |

* This form must be signed by your veterinarian, and signed and stamped by an official veterinarian.

An official veterinarian is a veterinarian authorised by the government authority of your country (MPI equivalent) who can certify that the RNAT or FAVN test results and vaccination(s) meet the New Zealand import requirements. Contact details can be obtained from the relevant government department in country of export.

Stamp of official veterinarian here ONLY
It must be clear and legible

Check you are using latest version of this document: https://www.mpi.govt.nz/dmsdocument/34875-Category-3-Official-Vet-Declaration-OVD

**Name** of the **government-approved laboratory** reporting the RNAT or FAVN test results:

**Primary microchip number**

I verify the microchip implantation date for the primary microchip was prior to the rabies vaccination dates and the blood sampling date for the rabies titration test (stated below)

| Day | Month | Year |
|---|---|---|
| | | |

**Secondary microchip number (where applicable)**

I verify the microchip implantation date for the secondary microchip

| Day | Month | Year |
|---|---|---|
| | | |

**Blood sample for the titration (RNAT or FAVN) test was drawn on this date** (located on the laboratory report)

| Day | Month | Year |
|---|---|---|
| | | |

**Titration test result** (located on the laboratory report)

. IU/ML

**Rabies vaccination information:** original vaccination records must be sighted and verified by both the registered veterinarian, and official veterinarian.

| | Vaccination Date | | | Duration of Immunity (tick) | | | Batch Number | Batch Expiry Date | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Day | Month | Year | 1 year | 2 years | 3 years | | Day | Month | Year |
| Vaccination 1[1] | | | | | | | | | | |
| Vaccination 2 | | | | | | | | | | |

[1] If the animal has only had a primary rabies vaccination, this was given **between six and twelve months** prior to arrival, when the animal was at least three (calendar) months old.
If your animal has had **two or more** valid rabies vaccinations (not lapsed) include the **two most recent**. The last one must have been given **less than 12 months prior to entry.**

If the registered vet and the official vet are the same They must sign in both places

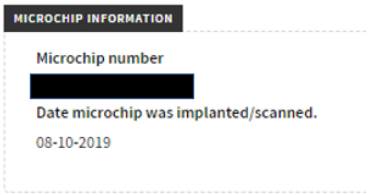
If the vet stamp is embossed (raised from page) shade lightly with a pencil so it can be seen

The name of the laboratory that reported the test results must be displayed on the OVD

The microchip number must be on all documentation related to tests, treatments and vaccinations related to import

Include second microchip if the animal has two microchip numbers

The microchip must have been implanted or scanned prior to the rabies vaccination(s) used for import, and blood sampling date. Whatever date is on the OVD must be the date used for the online application.




The rabies titration test is valid from 3 months after the blood draw date. Ensure you factor this in when preparing your pet for export to NZ

Ensure the duration of immunity has been ticked for each vaccination

You will either record one or two vaccinations – this will depend on the rabies vaccination history of the animal. Read the footnotes of the OVD for full details

## 4.2 Laboratory result form for the rabies titration test

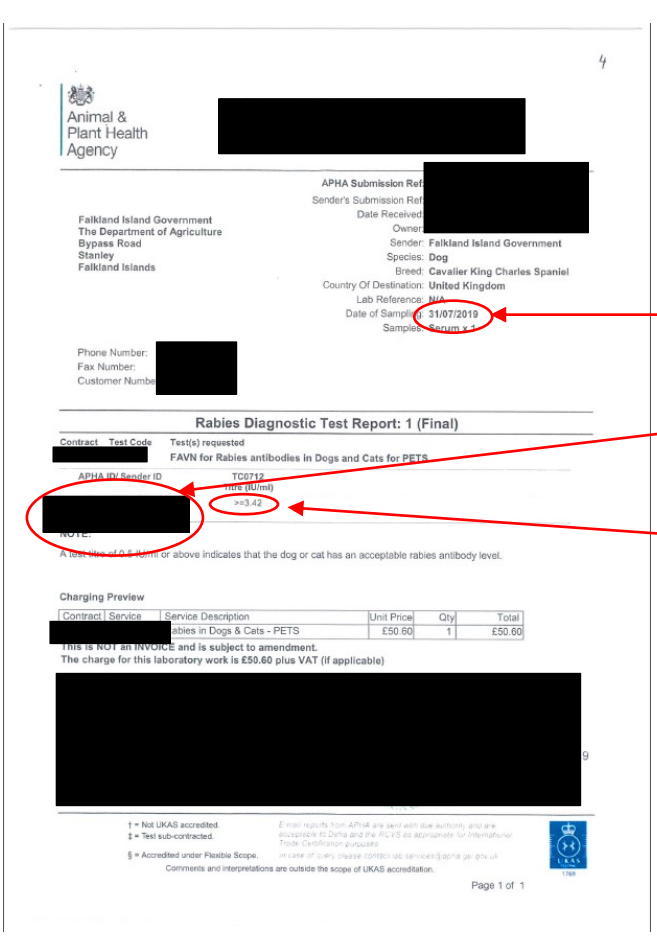
(1) Your vet will draw blood from your pet to have it tested for a rabies titration level. The result shows the level of protection against rabies. If it is below 0.5 IU/mL, then the animal will need to be revaccinated for rabies and have the test repeated. This test is valid from three months after the blood draw date.

(2) Your vet will send the blood sample to a government approved laboratory. The lab is usually in the country of export, but some vets send the blood sample to an approved lab overseas.

a) Ensure that your vet understands that the sample is to be tested for **travel overseas**. Tests for domestic travel may be different to those used for international destinations. If it is the incorrect test, this will delay entry by three months (titration test is valid three months from the blood draw date).

(3) The lab results must have the following information on it:

a) **Microchip number:** this identifies the animal being tested
b) **Date of sampling:** this is the date the blood was drawn from your animal, and is the date from which the entry date may be calculated from (not including rabies vaccination requirements)
*c)* **Result:** the level of antibodies in your animal's blood that show an acceptable level (>= 0.5IU/ml) of protection against rabies.



Animal & Plant Health Agency

[redacted]

Falkland Island Government
The Department of Agriculture
Bypass Road
Stanley
Falkland Islands

APHA Submission Ref: [redacted]
Sender's Submission Ref:
Date Received:
Owner:
Sender: Falkland Island Government
Species: Dog
Breed: Cavalier King Charles Spaniel
Country Of Destination: United Kingdom
Lab Reference: N/A
Date of Sampling: 31/07/2019
Samples: Serum x 1

Phone Number:
Fax Number:
Customer Numbe [redacted]

**Rabies Diagnostic Test Report: 1 (Final)**

| Contract | Test Code | Test(s) requested | APHA ID/ Sender ID | Titre (IU/ml) |
|---|---|---|---|---|
| [redacted] | | FAVN for Rabies antibodies in Dogs and Cats for PETS | TC0712 [redacted] | >=3.42 |

NOTE:
A test titre of 0.5 IU/ml or above indicates that the dog or cat has an acceptable rabies antibody level.

**Charging Preview**

| Contract | Service | Service Description | Unit Price | Qty | Total |
|---|---|---|---|---|---|
| [redacted] | | abies in Dogs & Cats - PETS | £50.60 | 1 | £50.60 |

**This is NOT an INVOICE and is subject to amendment.**
**The charge for this laboratory work is £50.60 plus VAT (if applicable)**

[redacted]

† = Not UKAS accredited.
‡ = Test sub-contracted.
§ = Accredited under Flexible Scope.
Comments and interpretations are outside the scope of UKAS accreditation.

E-mail reports from APHA are sent with due authority and are acceptable to Defra and the RCVS as appropriate for International Trade Certification purposes.
In case of query please contact ids.services@apha.gsi.gov.uk

Page 1 of 1

Redacted information is for privacy reasons

This is the date the blood was drawn. The titration test is valid 3 months from this date.
This date goes on the OVD

Microchip number must be present on the form and correct [redacted for privacy reasons]

Result must be >= 0.5 IU/ml for entry into NZ.
If the result is less than this the animal will need to be revaccinated and the titration test repeated.
This will delay entry.

## 4.3 Rabies vaccination records

(1) There are 3 rabies vaccination record samples below. They represent 3 of the 4 types of vaccination records we accept from around the world. Although there are many different styles, the information presented, and required, is the same regardless of country of origin, or style used.

(2) If the animal has only been vaccinated for rabies once, this must have been at lease 6 months prior to import into New Zealand and no more than 12 months.

(3) If the animal has had two or more rabies vaccinations, the two most recent should be recorded on the OVD, and stated in the online application. The most recent cannot be more than 12 months prior to import.

a) **Note:** if the previous rabies vaccination has lapsed, then the one after it becomes the primary and is valid when the six months requirement has been fulfilled (ie earliest entry is six months after this date).

(4) Identify the example that matches the type of record you have for your pet and ensure that all the information we require is present.

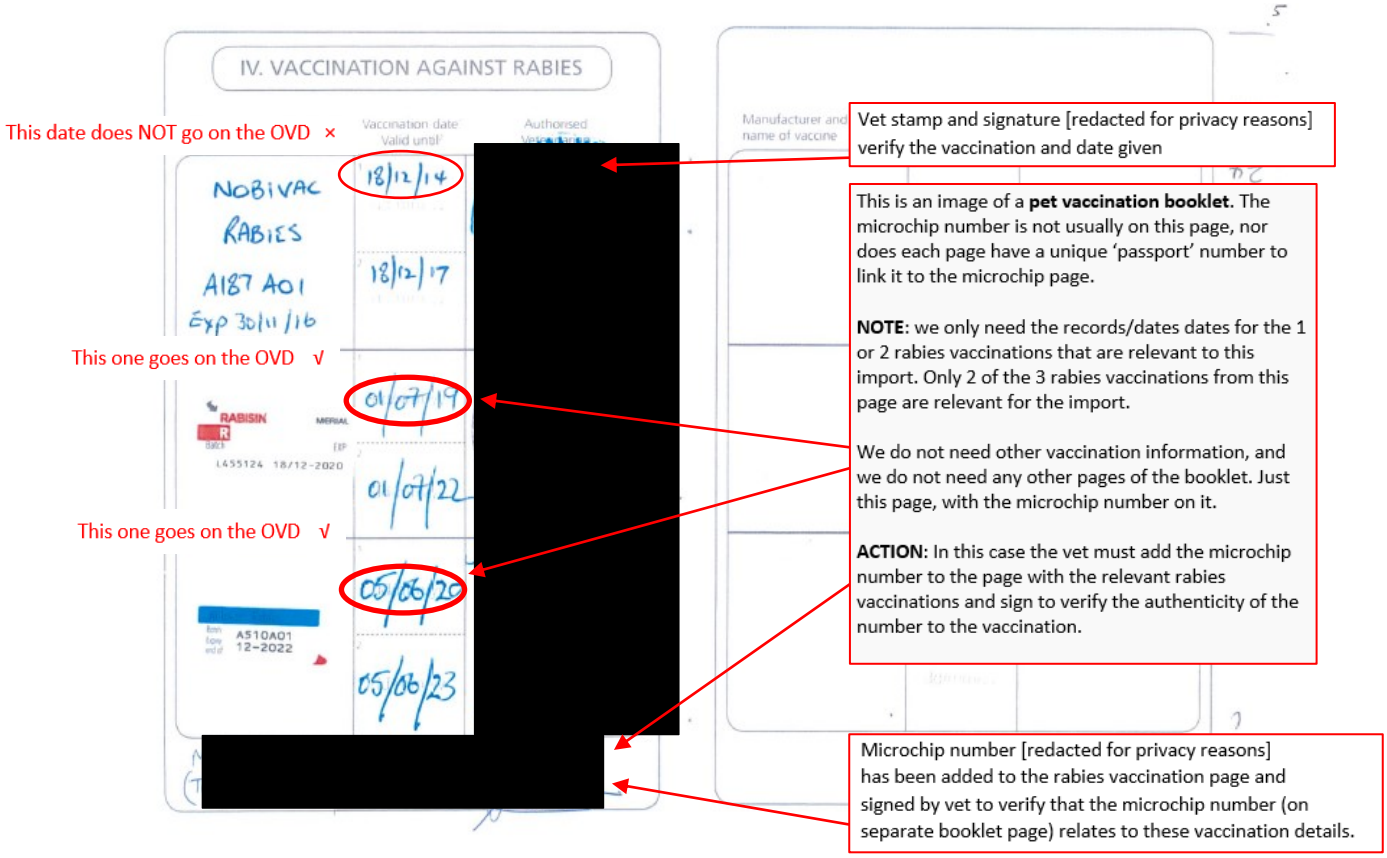
(5) If you do not have a record that resembles the examples below, the **4th option** is to get your vet to write a letter on vet letterhead detailing the rabies records of your pet. The letter must state the following (as with all other record types):

a) Microchip number of your animal
b) Rabies vaccination details:

i) Date the vaccination was administered
ii) Duration of immunity (1, 2 or 3 years)
iii) Batch number
iv) Expiry date of vaccination batch

c) Name and signature of your vet

### 4.3.1 Example 1 - Vaccination booklet for your pet



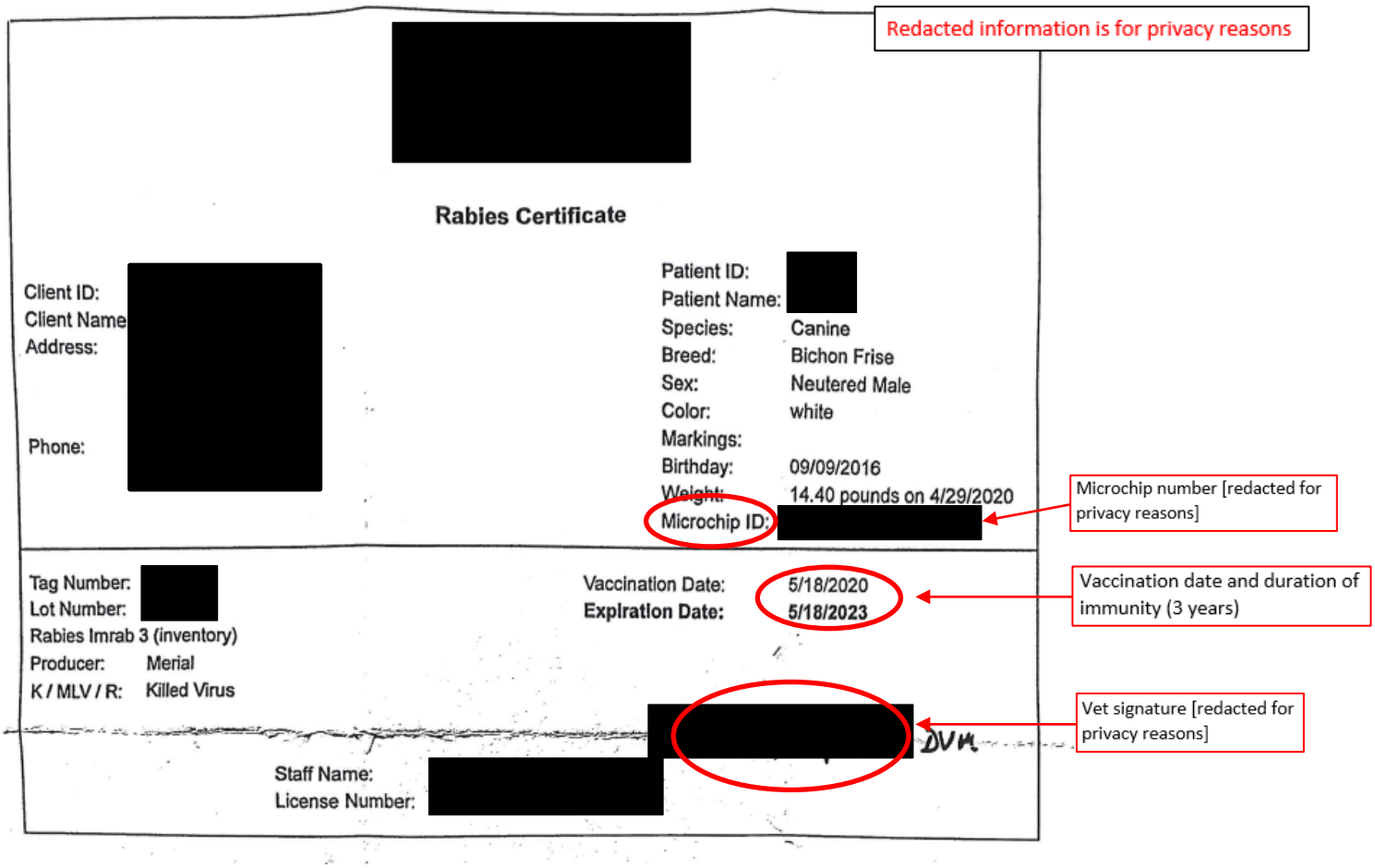
### 4.3.2 Example 2 - Rabies vaccination certificate

(1) A rabies **certificate** is often a stand-alone document that has the rabies vaccination information on it and is signed by the vet at the time of issue.

(2) The certificate should have the following information for import purposes:

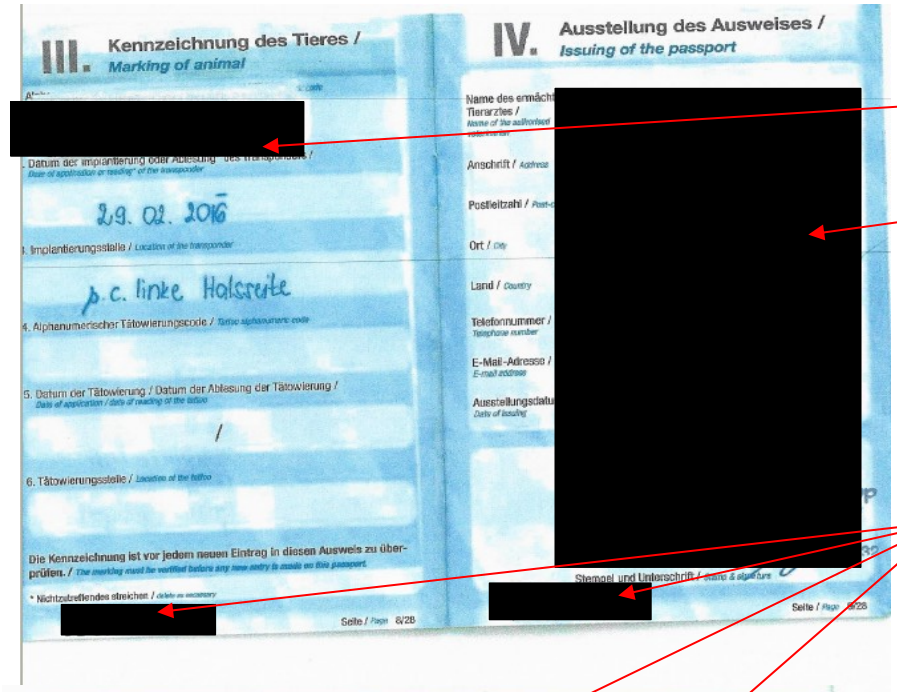
a) Microchip number
b) Date of rabies vaccination
c) Duration of immunity (usually 1, 2 or 3 years – in case of this example the duration of immunity is 3 years, from 2022 to 2025)
d) Signature of vet, and details of registration or qualifications

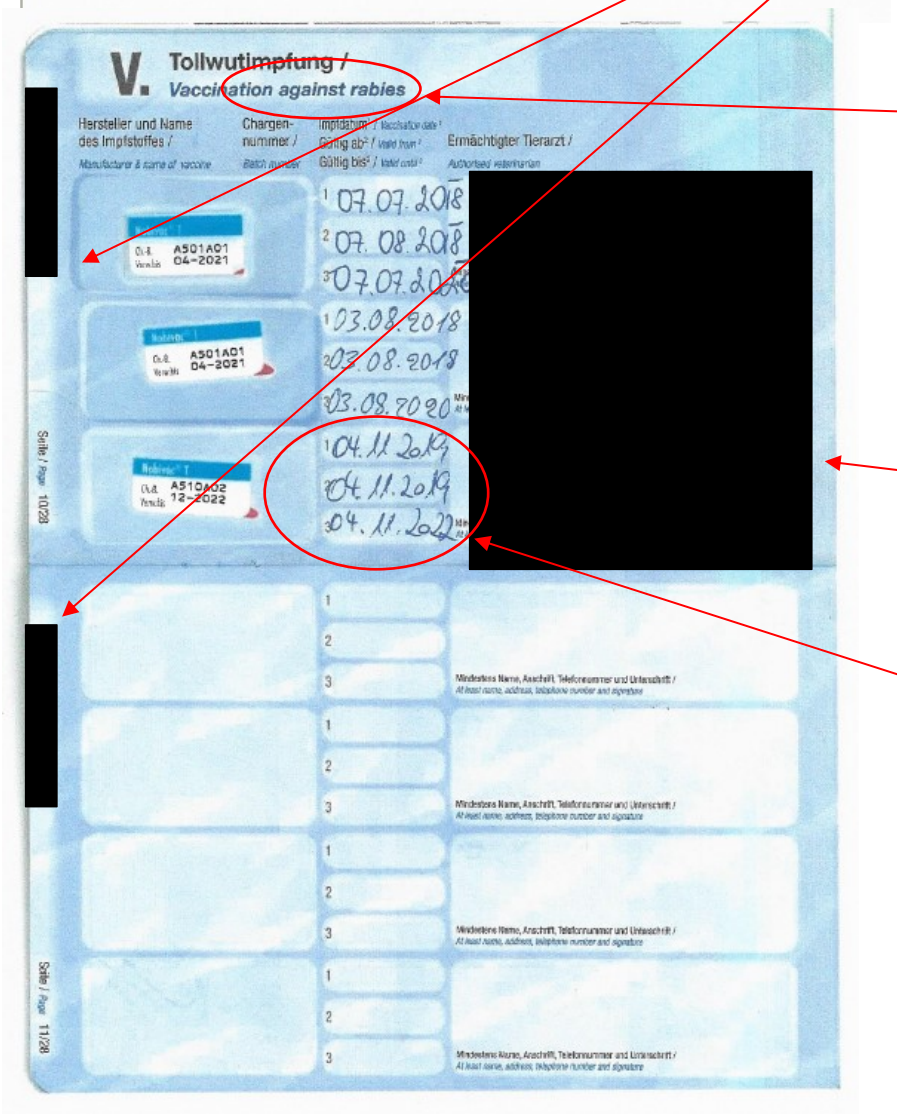
(3) If the microchip is not present on the certificate, the vet must add the number and sign **in full** to authenticate. The certificate is **only valid for import if the microchip was implanted prior to or at the time of the vaccination**. You may be asked for evidence of implantation date.




### 4.3.3 Example 3 - Pet passport – unique passport number on each page (like a human passport)

(1) The following is a pet passport. It is similar to a human one in that each page has a unique passport number on it. We use this to link the page with the microchip number to the rabies vaccination page. **These are the only two pages we need to verify the rabies vaccination information**. The microchip number therefore does not need to be added to the rabies vaccination page and we do not require any other pages from the passport.




Microchip number [redacted for privacy reasons]

Animal and owner information [redacted for privacy reasons]

Unique 'passport' number on each page [redacted for privacy reasons]

Only the rabies vaccinations are required for the purposes of applying for the permit. No other vaccination information, or other passport pages are required (apart from the page with the microchip on it)

Name of vet practice, and signature of vet [redacted for privacy reasons]

Vaccination date, date vaccination valid from, and date the duration of immunity (3 years) lapses. The animal will need another booster before 4 November 2022

# 4.4 Quarantine booking confirmation letter

(1) Once you have contacted the quarantine facility in New Zealand that you have chosen for your animal, they will send you a booking confirmation letter similar to the one below. The letter confirms the dates the facility is keeping space free for your animal. It is signed by the operator of the facility.

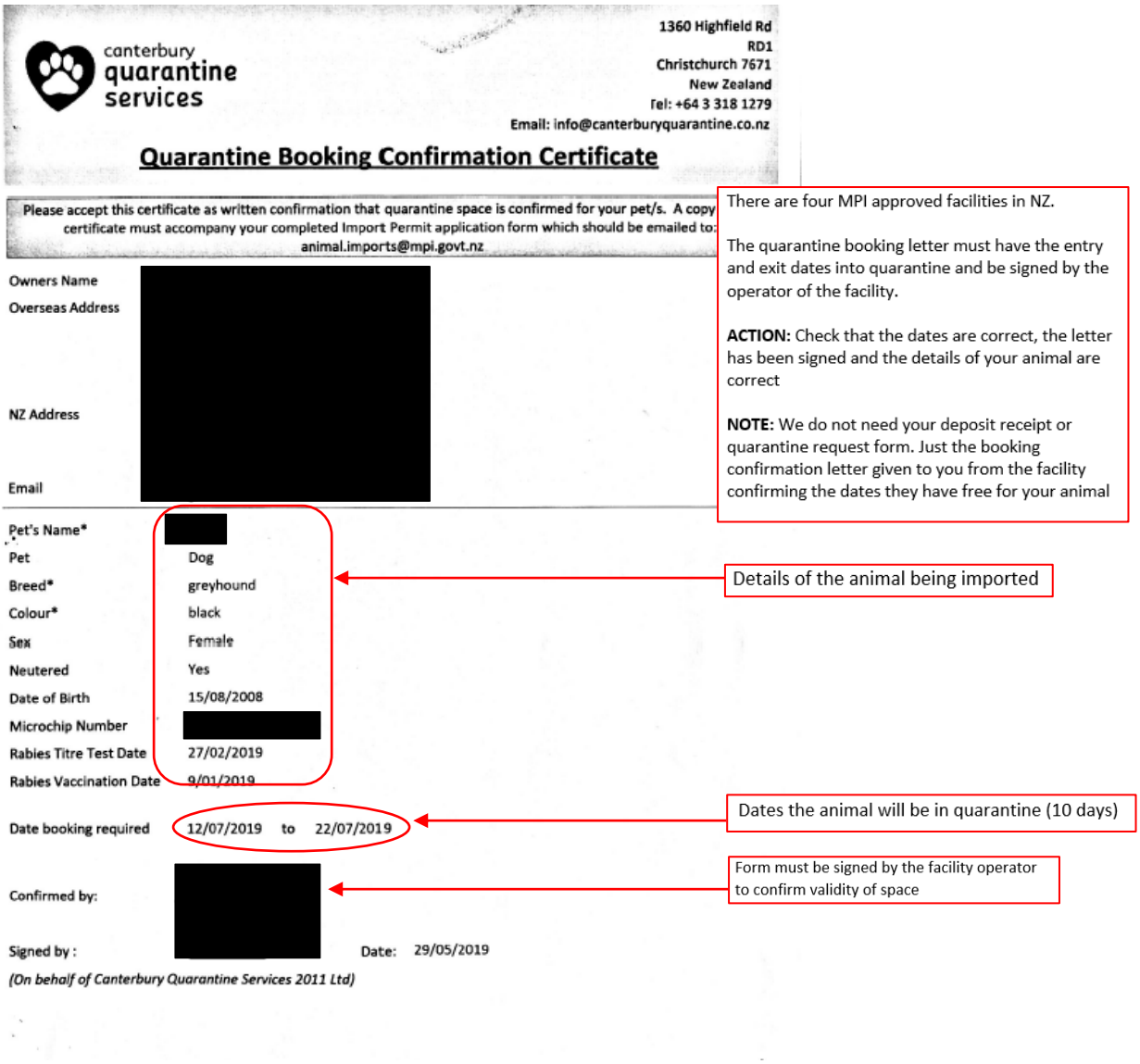
## 4.4.1 Change of entry date

(1) If your entry dates change you must contact the facility and ensure they have space available for the new dates.

(2) If your current import permit is **not valid for the new dates**, you will need to apply for a new permit (at current cost for a permit). Email us at animal.imports@mpi.govt.nz with the following information when requesting an updated entry date:

a) Copy of the current permit, or reference ID of the permit
b) Updated booking confirmation letter

(3) As long as the rabies requirements are still valid (for category 3 countries only), a payment request will be sent to you by email from on-line system when the permit amendment is being processed. The email will contain a link. Click on the link to pay for the amendment. You will need your credit card handy.



canterbury quarantine services

1360 Highfield Rd
RD1
Christchurch 7671
New Zealand
Tel: +64 3 318 1279
Email: info@canterburyquarantine.co.nz

**Quarantine Booking Confirmation Certificate**

Please accept this certificate as written confirmation that quarantine space is confirmed for your pet/s. A copy certificate must accompany your completed Import Permit application form which should be emailed to: animal.imports@mpi.govt.nz

Owners Name
Overseas Address
[redacted]
NZ Address
Email

Pet's Name* [redacted]
Pet Dog
Breed* greyhound
Colour* black
Sex Female
Neutered Yes
Date of Birth 15/08/2008
Microchip Number [redacted]
Rabies Titre Test Date 27/02/2019
Rabies Vaccination Date 9/01/2019

Date booking required 12/07/2019 to 22/07/2019

Confirmed by: [redacted]

Signed by : Date: 29/05/2019

*(On behalf of Canterbury Quarantine Services 2011 Ltd)*

There are four MPI approved facilities in NZ.

The quarantine booking letter must have the entry and exit dates into quarantine and be signed by the operator of the facility.

**ACTION:** Check that the dates are correct, the letter has been signed and the details of your animal are correct

**NOTE:** We do not need your deposit receipt or quarantine request form. Just the booking confirmation letter given to you from the facility confirming the dates they have free for your animal

Details of the animal being imported

Dates the animal will be in quarantine (10 days)

Form must be signed by the facility operator to confirm validity of space