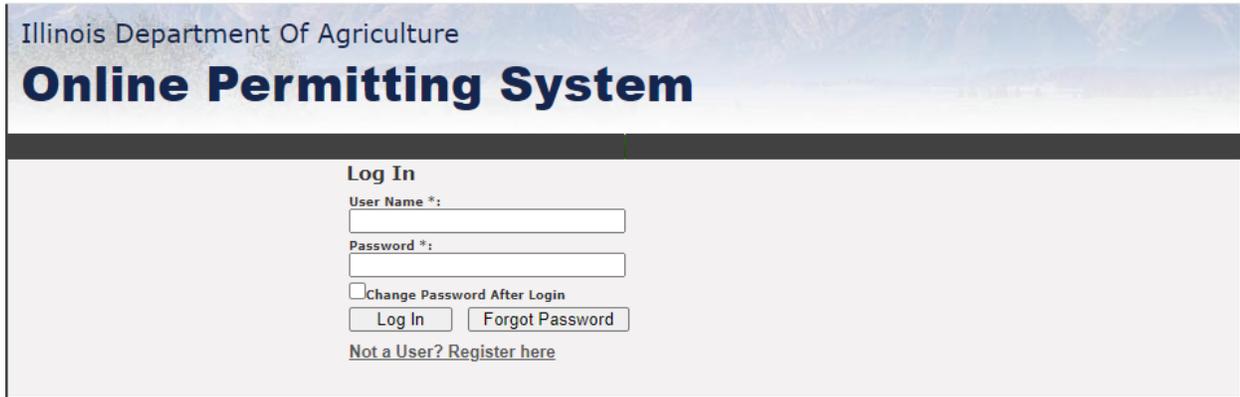


How to Enter Information in the Online Permitting System:

- 1.) Each veterinarian who has not obtained an Illinois Permit Number since July 2022 will need to register for a new username and password.



Illinois Department Of Agriculture
Online Permitting System

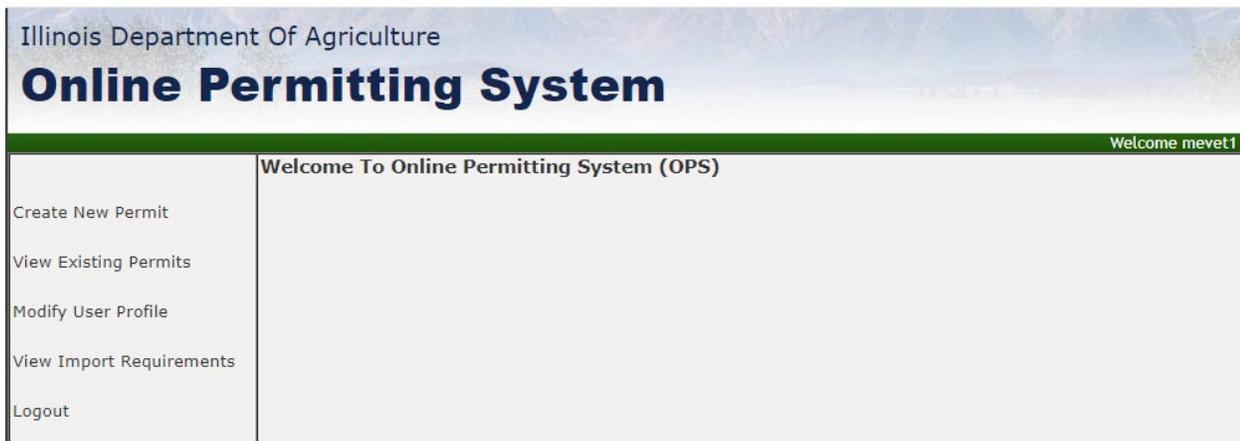
Log In
User Name *:

Password *:

 Change Password After Login

[Not a User? Register here](#)

- 2.) Once Registration is completed, you are set to obtain a permit number, by clicking on the **CREATE NEW PERMIT**.



Illinois Department Of Agriculture
Online Permitting System

Welcome mevet1

Welcome To Online Permitting System (OPS)

Create New Permit	
View Existing Permits	
Modify User Profile	
View Import Requirements	
Logout	

- a.) **PERMIT** tab: In the CVI (Certified Veterinarian Inspection) Number box, you will need to put the Health Certificate number you are using to obtain a Permit number.
(If you are using Global Vet Link for a CVI, and need a Permit Number BEFORE submitting, you can SAVE your information, and that will give you the draft number of your CVI)
Fields with an asterisk (*) are required and must be completed before clicking the **NEXT** tab on the bottom of the screen. Anything that has an asterisk (*) next to it, you will need to complete before clicking the tab **NEXT** on the bottom of the screen

Illinois Department Of Agriculture
Online Permitting System

Welcome mevet1 *Required +One or other is Required

Create Permit

Permit Number : **Pending Completion**

CVI Nbr * CVI Inspection Date *(mm/dd/yyyy) Arrival Date (mm/dd/yyyy)

Purpose* Product*

Notes

b.) **CONSIGNOR/SOURCE** tab: On the LEFT side column, fill in the owner/seller's address, if the animal location is the same as the owner/seller's address, then on the upper RIGHT corner you can click the box that says **Same as physical address of animal's origin** this will automatically fill in the RIGHT column, and you will be able to click **NEXT** to proceed.

PLEASE DO NOT USE A P.O. BOX FOR AN ADDRESS.

Illinois Department Of Agriculture
Online Permitting System

Welcome mevet1 *Required +One or other is Required

Create Permit

Origin of Animals

Premises ID

Name + (First Name Last Name)

Business Name +

Physical Address Line 1*

Physical Address Line 2

City*

State*

Country*

ZipCode*

County*

Phone Number*

Consignor Same as physical address of animal's origin

Name + (First Name Last Name)

Business Name +

Address Line 1*

Address Line 2

City*

State*

Country*

ZipCode*

County*

Phone Number*

c.) **CONSIGNEE/DESTINATION** tab: On the LEFT side column, fill in the buyer or event to which the animal is going. If the address is the same as the buyer/event, then you can click in the upper RIGHT corner **Same as physical address of animal's destination**, this will automatically fill in the RIGHT column, and you will be able to click **NEXT** to proceed.

PLEASE DO NOT USE A P.O. BOX FOR AN ADDRESS.

The screenshot shows the 'Create Permit' form in the 'Consignee/Destination' tab. The form is divided into two main sections: 'Destination of Animals' and 'Consignee'. The 'Consignee' section includes a checkbox labeled 'Same as physical address of destination'. Both sections have identical input fields: Name + (First Name Last Name), Business Name +, Physical Address Line 1*, Physical Address Line 2, City*, State* (with a dropdown menu currently showing 'ILLINOIS'), Country* (with a dropdown menu currently showing 'UNITED STATES'), ZipCode*, County* (with a dropdown menu), and Phone Number. Search buttons are provided for both sections: 'Search Illinois Premises' and 'Search My Destinations' for the destination side, and 'Search Illinois Premises' and 'Search My Consignees' for the consignee side. At the bottom of the form are 'Previous' and 'Next' buttons. The top of the page displays 'Illinois Department Of Agriculture Online Permitting System' and a user welcome message 'Welcome mevett1'.

d.) **ANIMALS** tab: If you had put a Health Certificate number and/or draft Health Certificate number in the first box in the PERMIT Tab (a), you do NOT need to put anything in this Tab and proceed to click **NEXT**.

However, if you did not enter a health certificate number, then you will need to **ADD ANIMAL**, and enter the **Species, Breed, Sex, Count, DOB, and ID Type/Value**, (In the ID Type/Value, you will want to select **NAME** and fill out the box next to ID Type/Value, example; Name of animal, color of a halter/collar, etc.)

If there are two different species on the CVI, then you will need to select **ADD MULTIPLE ANIMALS** and enter the information asked in the first species. Once completed, you will click **NEXT**.

Illinois Department Of Agriculture
Online Permitting System

Welcome mevet1
*Required +One or other is Required

Create Permit

Permit | Consignor/Source | Consignee/Destination | **Animals** | Tests/Vaccinations | Review&Complete

Animals

Add Animal | Add Multiple Animals | Delete Selected

<input type="checkbox"/>	Species*	Breed*	Sex*	Count*	DOB/Age*	ID Type/Value*	
<input type="checkbox"/>							+

1 record(s) found.

Previous | Next

e.) **TESTS/VACCINATIONS** tab: Information on testing required for entry is entered here. Please click **NEXT** to proceed.

Illinois Department Of Agriculture
Online Permitting System

Welcome mevet1
*Required +One or other is Required

Create Permit

Permit | Consignor/Source | Consignee/Destination | Animals | **Tests/Vaccinations** | Review&Complete

Animal Tests & Vaccination

Add Test/Vaccination to Selected Animals

<input type="checkbox"/>	Animal ID	Count	Animal Info	Test/Vaccinations
<input checked="" type="checkbox"/>	NAME: 43534	4	Species/Breed: Alpaca /dfgsdfg Sex: Castrated Male DOB/Age: 5	

1 record(s) found.

Animal Tests & Vaccinations

EIA

Lab: Accession:

Date: Result:

Add Test/Vaccin | Cancel

f.) **REVIEW & COMPLETE** tab: This will be a summary of the information you have entered. Please review before you click **SUBMIT PERMIT REQUEST**. Once you have clicked the Submit Permit Request, it will provide you with a Permit number.
PLEASE DISREGARD THE PENDING STATUS. Employees will go in and approve the Permit Number if all information is in compliance with our regulations.