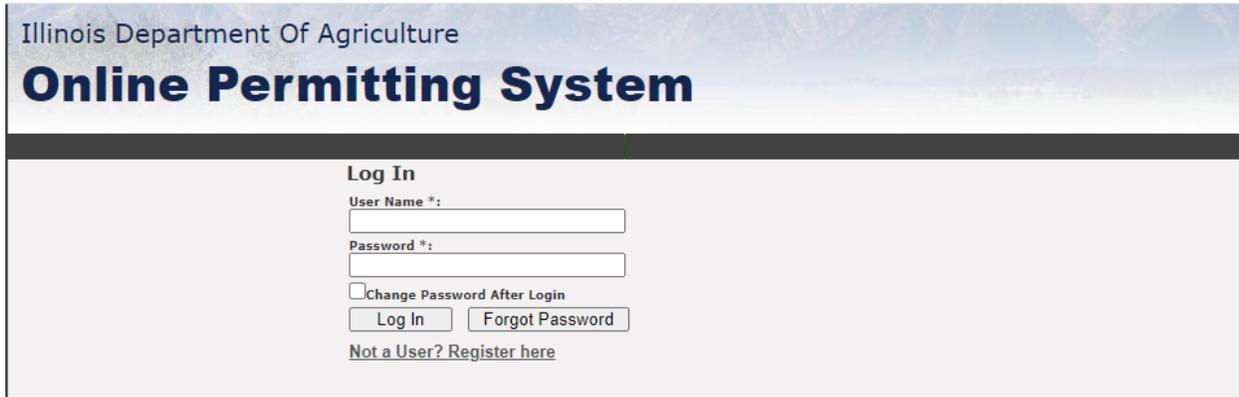


How to Enter Information in the Online Permitting System:

- 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

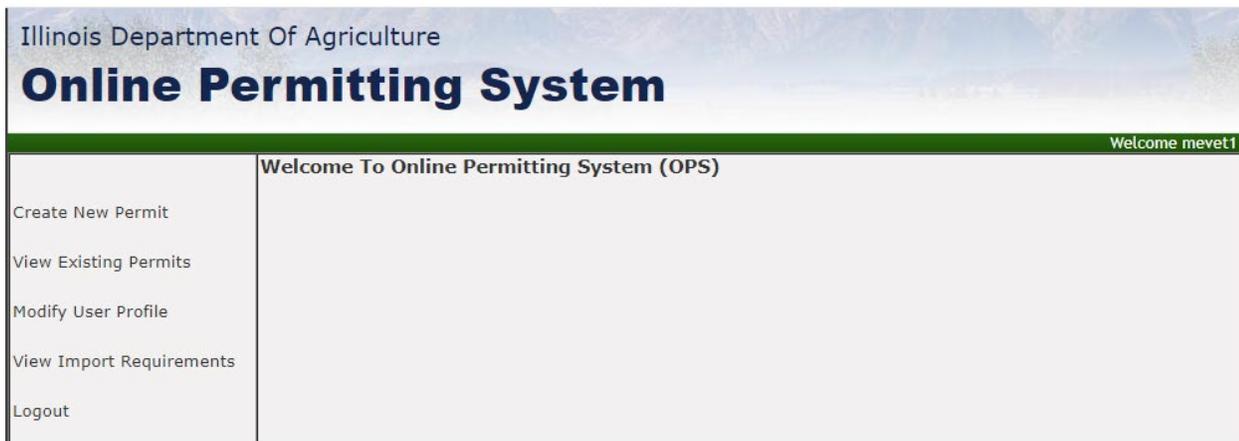
Log In
User Name *:

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.

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

Destination of Animals

Premises ID
 Search Illinois Premises Search My Destinations

Name + (First Name Last Name)

Business Name +

Physical Address Line 1*

Physical Address Line 2

City*

State*
 ILLINOIS

Country*
 UNITED STATES

ZipCode*

County*

Phone Number

Consignee Same as physical address of destination

Premises ID
 Search Illinois Premises Search My Consignees

Name + (First Name Last Name)

Business Name +

Address Line 1*

Address Line 2

City*

State*
 ILLINOIS

Country*
 UNITED STATES

ZipCode*

County*

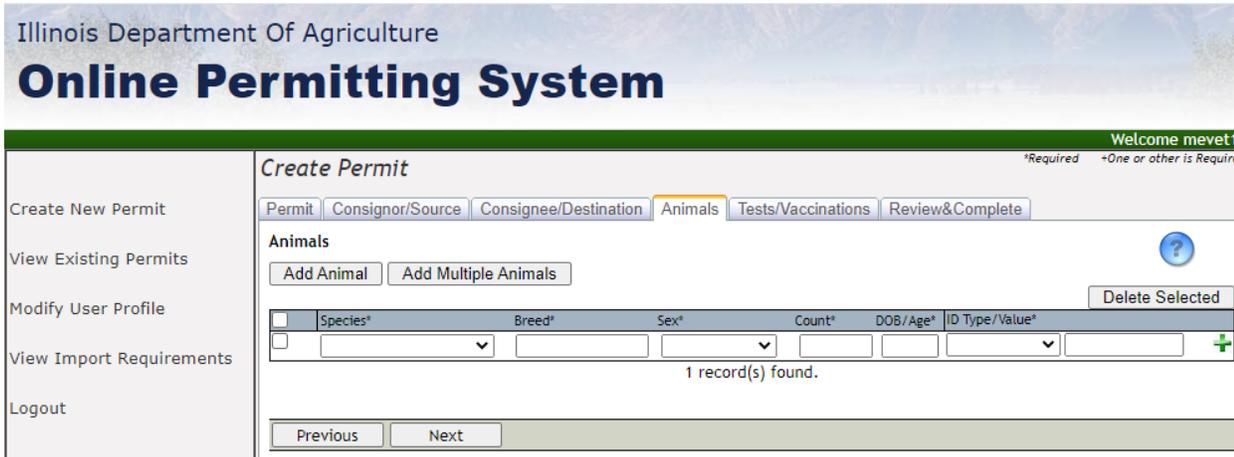
Phone Number

Previous Next

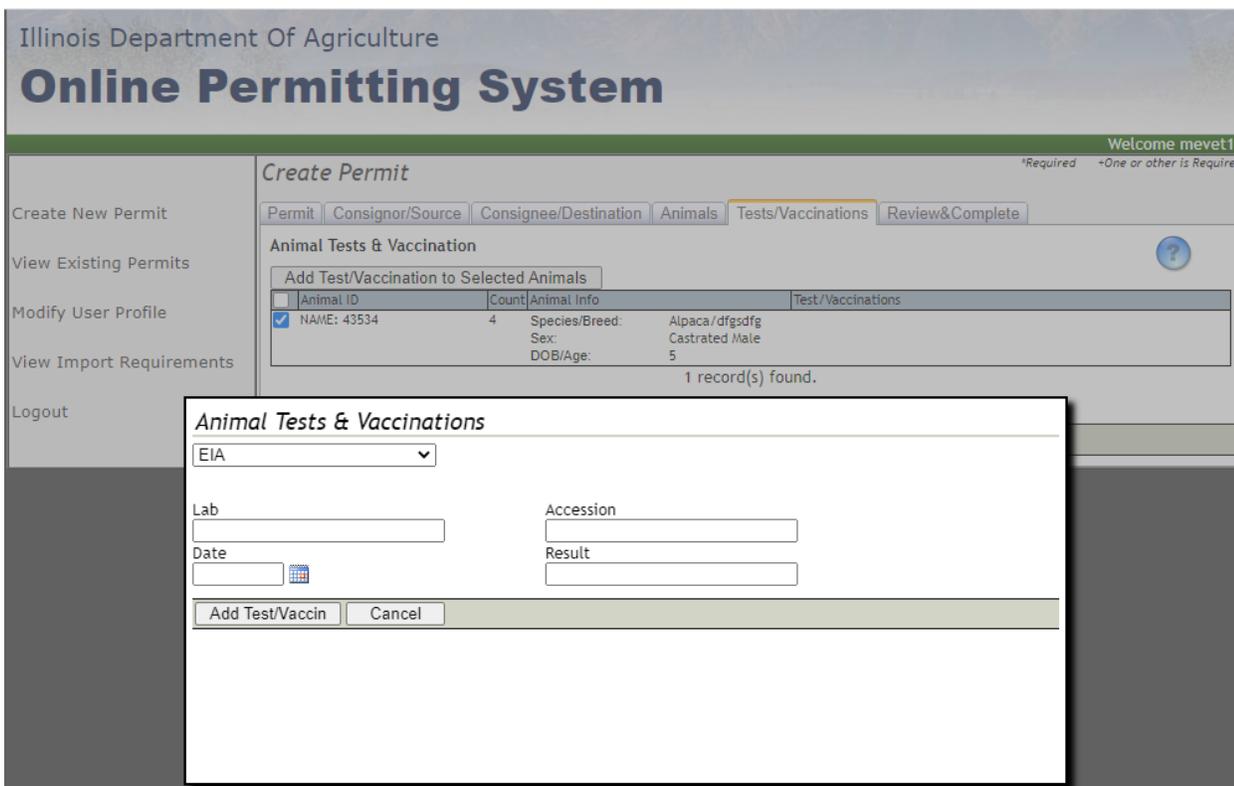
d.) **ANIMALS** tab: If you had put a Health Certificate number and/or draft Health Certificate number in the first box in the PERMIT Tab (a), you do NOT need to put anything in this Tab and proceed to click **NEXT**.

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**.



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



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.