

65. ISSUANCE OF ANIMAL SHIPPING PERMIT***DESCRIPTION of the SERVICE :***

Animal Shipping Permits, along with Health Certificates are required from shippers before cattle, carabaos, swine and other livestock can be transported outside the city. Health Certificates are issued to certify that the animals to be transported do not have any communicable disease. These are also required for pet dogs and cats before they can be shipped to other areas.

REQUIREMENTS :

- * Vaccination Record
- * Veterinary Health Certificate (from farm veterinarian if the origin of the animal to be shipped comes from a farm),
- * in case of livestock– Authority to Ship Livestock issued by the Bureau of Animal Industry (BAI)

FEES :

- * Chicken/Ducks/Quails/etc. : P 0.50 per head
- * Hogs : P 5.00 per head
- * Cattle/Carabao : P 20.00 per head
- * Horses : P 30.00 per head
- * Goats : P 5.00 per head
- * Fighting Cocks : P 50.00 per head
- * Dogs/Cats : P 50.00 per head

PROCEDURE :

STEPS	PROCESSING/ RESPONSE TIME	PERSON- IN- CHARGE
1. Receives and reviews the requirements submitted and interviews the client for more information	5 minutes	CORAZON MADRID <i>Admin. Aide IV</i> SAM COMIA <i>Asst. City Veterinarian</i>

STEPS	PROCESSING/ RESPONSE TIME	PERSON- IN- CHARGE
2. The client pays the corresponding fee to the CTO collector assigned at the CVO		
3. Prepares and signs the Shipping Permit	5 minutes	ROGELIO MENDOZA <i>City Veterinarian</i> SAM COMIA <i>Assistant City Veterinarian</i>
4. Issues the permit to the client	2 minutes	CORAZON MADRID <i>Admin. Aide IV</i>