



<b>EXPORT ADVISORY NOTICE – 2007-01</b>			<b>January 2007</b>
<b>Title:</b>	<b>Reissuing health certificates.</b>		
<b>Species:</b>	<b>Livestock</b>		
<b>Country:</b>	<b>N/A</b>	<b>File No.</b>	<b>2006/05176</b>
<b>Relevant to:</b>	<b>AQIS Live Animal Export Officers</b> <b>Livestock Exporters</b> <b>Livecorp</b>		

### **Purpose**

To clarify the process when an exporter requests to reissue an AQIS health certificate.

### **Instructions**

If an exporter wishes to have a health certificate reissued, the following process must be completed:


1. The exporter (license holder) applies in writing either to the regional office who issued the health certificate or to AQIS LAE Canberra and include the requested changes and reasons for the changes. All applications to the regional office to reissue an AQIS health certificate must be referred to AQIS LAE Canberra by the AQIS regional office.
2. AQIS LAE Canberra will assess the application to reissue the health certificate and forward the decision either to give approval or not to approve the application to the AQIS regional office. If approval is given, the regional office will reissue the health certificate to the exporter. The AQIS regional officer may contact the AQIS LAE Canberra by phone to seek approval.

The person applying for the reissuance of the health certificate must be listed in management and control in the Operations and Governance Manual of the exporter.

AQIS regional officers must not reissue any health certificate for livestock unless approval is received from Canberra. The delegation powers for approving the revoking and reissuing of export certification under Part 2 of the *Export Control (Animals) Order 2004* is located in Canberra.

An hourly charge applies to reissue a health certificate unless the reason for the reissuance of the health certificate is to correct an error by an AQIS officer. The time to assess and process the application to reissue a health certificate must be recorded and sent to AQIS LAE Canberra for invoicing. Exporters need to consider that the process of assessment and communication of an application for the reissue of a health certificate will take variable lengths of time depending on the extent of the changes proposed. An expectation to reissue a health certificates in a short time frame may not be met.

The phone contact for AQIS LAE Canberra if regional officer is not available is 0407 972 779.



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