

# Application for Permit to Import

## Cats & Dogs from Rabies Free Countries Category 2

Ministry for Primary Industries  
Manatū Ahu Matua



### INSTRUCTIONS FOR COMPLETING PERMIT APPLICATION FORM – Please read

Please keep these notes. Detach prior to sending the rest of the application to MPI.

1. A signed and completed import application must be submitted a **minimum of 20 working days** in advance of the date you require the permit. Please submit all the required documentation with your application (see checklist on page 2). Where an application is not provided 20 working days in advance, the permit may not be processed in time. A late fee may also apply.
2. Original documents are not required to issue the permit. The permit is issued pursuant to the Biosecurity Act, 1993.
3. Send your application and documents via email attachment(s) where possible, although fax and post are acceptable. Use only one method as this will prevent import application duplication. Please print clearly – any errors may result in delayed processing or reissue of permit at importer's cost.
4. Ensure you have **read and understood** both the [Import Health Standard: Cats and Dogs](#) and the [Guidance Document for Cats and Dogs](#).
5. We have included the following table to help you when completing the permit application form.

<b>Importer details</b> The importer details <b>must be the address where you intend to reside</b> in New Zealand. <b>Email:</b> Your permit will be emailed to the provided email address(es). An email copy is acceptable for importation into New Zealand.
<b>Description of animal(s)</b> Multiple pets that are travelling and arriving at the same time can be listed on one import permit. Please ensure the microchip number is listed correctly on the import application, tests and treatment results. If your pet has more than one microchip, please list all microchips in the 'microchip number' field.
<b>Exporter details</b> The exporter details must be <b>your</b> international residential address. <b>Country of export:</b> The country your pet(s) has continuously resided in for six months prior to export to New Zealand.
<b>Pet Transporter Company Details (if applicable)</b> Please complete only if you are using a pet exporter (this is recommended).
<b>Payment details &amp; Importer Declaration</b> <b>Payment details</b> must be signed by the cardholder. <b>Importer declaration</b> must be signed by the importer (not the agent).
<b>How long is my permit valid for?</b> The import permit is valid for 10 days from the entry date. The entry date is based on the quarantine booking confirmation. Hence, you have a 10 day window to import your pet(s) provided all the tests and treatments are valid at the time of export to New Zealand.  Should your pet(s) be rescheduled to arrive earlier than the entry date or after the expiration date listed on the import permit, then you will need to apply for a new permit. If this is required, please send an email request for MPI to process a new permit. This email should include: <ul style="list-style-type: none"><li>- An updated booking confirmation with the new arrival date.</li><li>- A copy of your existing permit.</li><li>- The payment details page of the permit application form (costs are detailed in payment section of application).</li></ul>

#### 6. If you are importing an assistance or guide dog

Please read the Import Health Standard and "Assistance Dogs" section in the Guidance Document.

The Importer details on the import application should be the address where your assistance dog will be home quarantined. Hence, it is recommended your home quarantine location is arranged prior to submitting your application. You will need to contact MPI should the address change.

There is no charge for an assistance dog import permit. Your import permit will be valid for 30 days from the entry date.

## APPLICATION CHECKLIST – Please read

### Cats and dogs from category 2 countries

- Quarantine booking confirmation**  
Please include **only** the booking confirmation letter – this can be obtained from one of the MPI-approved quarantine facilities listed on this form (page 5). The facility will issue you a letter confirming availability of space for the animal(s) at the time of importation.

### Assistance dogs

- For assistance dogs**  
Official documentation from a member school of the International Federation of Guide Dog Schools or from a recognised and accredited assistance organisation that states that the dog has been in the service of its handler at and/or under the supervision of the school for at least six months prior to the date of importation.

### Submitting your application form

Once you have all the requested documentation please submit by PDF in one scanned document. Include ONLY the documents requested. Scan in the following order and email to [animal.imports@mpi.govt.nz](mailto:animal.imports@mpi.govt.nz). If we do not receive the PDF in the following order we may request that you resubmit it.

1. Completed, signed application form (do not include these instructions)
2. Quarantine facility confirmation form
3. [Where applicable] assistance dog documentation

# Application for Permit to Import

Cats & Dogs from Rabies Free Countries  
Category 2

Ministry for Primary Industries  
Manatū Ahu Matua



OFFICE USE: DR

DOE

## PERMIT APPLICATION FORM *Please print clearly*

### Importer Details

First name:	
Surname:	
Mobile:	
Physical Address: <i>This must be a New Zealand residence</i>	New Zealand
Importer Email: <i>Must be active in New Zealand</i>	
Email: (Where permit will be sent)	

### Description of Animals

Species <sup>1</sup>	Breed <sup>2</sup>	Microchip Number <sup>3</sup>	Age (years)	M/F <sup>4</sup>	N/E <sup>5</sup>

1. Must be members of the species *Canis familiaris* (domestic dog) or *Felis catus* (domestic cat).
2. Dogs of the following breeds or types (including crosses) cannot be imported into New Zealand: American Pit Bull Terrier, Dogo Argentino, Japanese Tosa, Brazilian Fila, and Perro de Presa Canario.
3. Please include all microchips of each animal if they have more than one implanted
4. Male or Female
5. Neutered or Entire

### Exporter Details *If you have a Pet Transporter their address will be on the permit as 'Exporter'*

Full name:			
Physical Address:	This must be the importer's overseas residential address (not agent address)		
Country of export:		Phone:	
Email:		Mobile:	

**Exporter Details - Pet Transporter Company** (If applicable) *Leave blank if you do not want this address on the permit*

Company name:		Company contact:	
Physical Address:			
Country:			
Email:			

**Payment Details** *Please note* this application will not be processed without a valid signature

**ON PAYMENT THIS BECOMES A TAX INVOICE**  
**MINISTRY FOR PRIMARY INDUSTRIES**  
**GST REG NO: 64-558-838**

**Permit Fee:** NZ\$220.74 (incl. GST)

The permit fee is payable for new permits, amendment requests, and renewals. This fee is associated with the processing of a permit application, **regardless** of issue status and is payable on demand. If processing this application takes longer than 1.5 hours, an additional time-calculated fee may apply. You will be contacted by the Animal Imports team if this fee is applicable.

*Application form and related documents require a **minimum** of 20 working days (four weeks) to process.*

**Late Charge:** NZ\$176.42 (incl. GST)

Please note that if you require your permit sooner than 20 working days from the date your application form and related documents are submitted, an additional late fee may apply (at a total cost of \$397.16). Although Animal Imports will make every effort to accommodate your request, permits may not be completed in this shorter timeframe. You will be contacted by the Animal Imports team.

**Credit Card number:** Visa or Mastercard ONLY

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<b>Cardholder Signature:</b>	<b>Cardholder Name:</b>	<b>Date:</b>
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**Importer Declaration** *Please note* this application will not be processed without **importer's** signature (not agent's signature)

I/we:

- Declare** that the information provided in this application is true and accurate to the best of my/our knowledge,
- Agree** to pay the permit fee, regardless of issue status, and all costs associated with the importation of the goods listed on this application,
- Agree** to indemnify MPI against all costs, whether commission, legal fees or otherwise incurred by MPI or MPI's duly authorised agents relating to the recovery of any monies, goods or services owed by me/us to MPI,
- Irrevocably authorise** any person or company to provide you with such information as you may require in response to your credit enquiries.
- Authorise** MPI to furnish to any third party details of this application and any subsequent dealings that I/we may have with MPI as a result of this application being actioned by MPI
- I certify** that the animals described in this permit application are **not new or genetically modified organisms**, as defined in the Hazardous Substances and New Organisms (HSNO) Act found at the following website: <http://legislation.govt.nz/>

<b>Importer Signature:</b>	<b>Importer Name:</b>	<b>Date:</b>
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## Submitting your application form

Please submit by PDF in one scanned document. Include ONLY the documents requested. Scan in the following order and email to [animal.imports@mpi.govt.nz](mailto:animal.imports@mpi.govt.nz). If we do not receive the PDF in the following order we may request that you resubmit it

1. Completed, signed application form (do not include these instructions)
2. Quarantine facility confirmation form
3. [Where applicable] assistance dog official documentation

## QUARANTINE FACILITIES

**Please note:** Cats and dogs must be quarantined at one of these MPI approved facilities. Other than officially recognised assistance dogs, there are no exceptions from this requirement

### For both cats and dogs:

#### Qualified Pet Services

150 Airfield Road  
Takanini  
Auckland  
New Zealand  
Proprietors: Carol O'Neill  
Ph +64 9 299 9539  
Fax +64 9 299 9539  
E-mail [qualifiedpetservices@gmail.com](mailto:qualifiedpetservices@gmail.com)  
Website [www.qualifiedpet.co.nz](http://www.qualifiedpet.co.nz)

#### Pethaven Quarantine Services

71a Homestead Road  
RD 1 Pokeno  
Auckland  
New Zealand  
Proprietor: Robyn van den Brink  
Ph + 64 9 233 6301  
Fax +64 9 233 6302  
E-mail [pethaven@xtra.co.nz](mailto:pethaven@xtra.co.nz)  
Website [www.pethavenkennels.co.nz](http://www.pethavenkennels.co.nz)

#### Canterbury Quarantine Services Ltd

Highfield Road  
Aylesbury  
PO Box 23158  
Christchurch  
New Zealand  
Proprietors: Mark and Karen Bayliss  
Ph +64 3 318 1279  
Fax +64 3 318 1289  
Email [wumba@xtra.co.nz](mailto:wumba@xtra.co.nz)  
Website [www.canterburyquarantine.co.nz](http://www.canterburyquarantine.co.nz)

#### Auckland Quarantine Limited

235 Brookby Road  
Rd 1  
Manurewa  
Auckland  
New Zealand  
Proprietor: Graeme Bell  
Telephone: 09 216 6012  
Email: [info@aucklandquarantine.co.nz](mailto:info@aucklandquarantine.co.nz)  
Website: [www.aucklandquarantine.co.nz](http://www.aucklandquarantine.co.nz)

## IMPORTER INFORMATION

### Privacy Act 1993

The information on this form is required to enable the Director-General of the Ministry for Primary Industries, or a duly authorised delegate, to consider whether or not to issue a permit under the Biosecurity Act 1993.

The agency collecting and holding this information is: Animal Imports, Animal & Animal Products Directorate, Ministry for Primary Industries, Pastoral House, 25 The Terrace, PO Box 2526, Wellington 6140. Ph: +64 4 894 0100, Fax: +64 4 894 0733.

You have rights of access to, and correction of, personal information supplied in this form as provided by the information privacy principles in section 6 of the Privacy Act 1993. In addition, it is your responsibility to ensure that your consignments comply with the Hazardous Substances & New Organisms Act 1993, Convention of International Trade in Endangered Species requirements, and New Zealand Customs Service requirements.