



Department of  
**Agriculture, Environment  
and Rural Affairs**  
[www.daera-ni.gov.uk](http://www.daera-ni.gov.uk)

# DECOL

**DAERA EXPORT HEALTH CERTIFICATION ON LINE**



**SYSTEM GUIDANCE AND  
USEFUL INFORMATION**

**FOR EXPORTERS OF ANIMALS  
AND ANIMAL PRODUCTS  
FROM NORTHERN IRELAND**

## EXPORTING ANIMALS AND ANIMAL PRODUCTS FROM NORTHERN IRELAND

Live animals e.g. cattle, sheep, cats and dogs and animal products e.g. meat, milk products and germplasm **must** be accompanied by an Export Health Certificate (EHC) signed by an authorised Veterinarian.

An EHC is an official document that confirms your export meets the health requirements of the destination country.

You can obtain an EHC from the Department of Agriculture Environment and Rural Affairs (DAERA) using the online application process outlined in this booklet.

You can access the most up to date animal / animal product export information and guidance, including [Frequently Asked Questions](#), on the [DAERA website](#).

The guidance in this booklet is intended to provide an overview of the current process to apply online for an Export Health Certificate (EHC).

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# INTRODUCING DECOL

## What is DECOL?

DECOL is the new online application system for Export Health Certificates in Northern Ireland.

It has been developed and introduced to underpin the Export Health Certification (EHC) service provided by the Department of Agriculture, Environment and Rural Affairs (DAERA).

An EHC is an official document confirming that an export meets the health requirements of the destination country, supporting local industry in the export of animal and animal products from Northern Ireland.

## Why use DECOL?

- DECOL is the new digital service for Export Health Certificate applications, supporting your export;
- DECOL puts you in control of your export application;
- DECOL uses the Animal and Plant Health Agency (APHA) [Form Finder](#), a unique online resource providing access to regularly updated Export Health Certificate templates, reflecting the requirements of many EU and Non-EU exports;
- DECOL forms part of Northern Ireland preparations for EU Exit.

## Export Application Process – An Overview

- Animal or product export requirements identified from [DAERA Website](#);
- Export Health Certificate (EHC) obtained using [APHA Form Finder](#) or [DAERA Website](#);
- EHC downloaded then completed with unique export details;
- Exporter creates a DECOL application, uploading their completed EHC in Portable Document Format (PDF) along with associated supporting documents;
- Applications are administered by DAERA Customer Services Branch (CSB) at regional offices across Northern Ireland;
- Application details and supporting documents are provided to the relevant Certifying Officer for review and certification;
- EHC is made available to the exporter or their [nominated Authorised Veterinary Inspector \(AVI\)](#) to certify export.

**NOTE:** From 18 September 2019 all exporters are required to provide **a minimum of 1 full working days' notice** of the intended date of dispatch of the consignment from the dispatching premises.

This change is reflected within the **Date of Loading** section when submitting your online application.

# APPLYING FOR A NEW EXPORT HEALTH CERTIFICATE

Navigate to the [DAERA Website](#) for full information and guidance on what you will need to have available **before** you start your application.

To create a new application for your export, follow the instructions below:

- Search **Animal and Plant Health Agency (APHA) [Form Finder](#)** to find an appropriate Export Health Certificate application in Portable Document Format (PDF).

## Find an export health certificate

From: [Animal and Plant Health Agency](#)

Find the export health certificate (EHC) and supporting documents you need to export a live animal or animal product like food and germplasm. The latest versions of the certificates are always here.

You must nominate an official vet or local authority inspector to sign the certificate. Find out more about [getting an export health certificate](#).

Search

17 export health certificates [Subscribe to feed](#)

**Of type**  Animal products including food

**Containing**  Taiwan

**Destination country**

- Afghanistan
- Albania
- Algeria
- Andean Community of Peru, Bolivia, Colombia,

**Commodity type**  
1 selected

- Animal products including food
- Equine

**Export feathers to Taiwan: certificate 3222**  
Destination: Taiwan Commodity: Animal products including food Certificate status: Active

**Export dairy products to Taiwan: certificate 6676**  
Destination: Taiwan Commodity: Animal products including food Certificate status: Active

**Export pig meat to Taiwan: certificate 8084**  
Destination: Taiwan Commodity: Animal products including food Certificate status: Active

**Export pet food to Taiwan: certificate 6682**  
Destination: Taiwan Commodity: Animal products including food Certificate status: Active

**Export wet salted or dried hides to Taiwan: certificate 1642**  
Destination: Taiwan Commodity: Animal products including food Certificate status: Active

**Export foot and mouth disease vaccine to Taiwan: certificate 7196**

Use this interactive tool to search for the most up to date certificates by:

- Commodity (i.e. pigs/poultry/animal products, including food), or;
- Importing country (i.e. Barbados)

Typing either of these in the 'Search' box or selecting from the available drop down menus\* will help to focus your search and present all relevant EHCs.

Click on the certificate you require.

\* ' Animal products including food ' includes all dairy and meat EHCs.

Each certificate has its own page, providing the EHC and useful information on completing and submitting it.

### What you need to do

#### Part 1: Export health certificate (EHC) and notes for guidance (NFG)

Download and fill in the EHC application.

- [Export dairy products to Taiwan: certificate 6676, version 3](#)

Download the NFG.

The NFG document outlines checks the official veterinarian (OV) or authorised veterinarian inspector must carry out before signing the certificate.

- [Guidance notes for certificate 6676, version 3: Export dairy products to Taiwan](#)
- [6676 COP](#)

#### Part 2: Export application form (EXA)

Exporters in England, Scotland and Wales must download and fill in the EXA.

- [EXA07 Meat, Dairy, Miscellaneous products, fish and fishery products](#)

Exporters in Northern Ireland must check the relevant [commodity section of the DAERA website](#) for any other mandatory forms.

#### Part 3: Submit your application forms

Exporters in England, Scotland and Wales should email their completed documents to:

- Application processing team [processingteam@apha.gov.uk](mailto:processingteam@apha.gov.uk)
- If you have questions call the helpline: 03000 200 301

Exporters in Northern Ireland should submit their completed documents using the [DAERA online application system](#).

If you have questions call the DAERA helpline: 02877442060

Once you have sourced the relevant EHC, save a copy to your desktop / local storage drive for completion.

You will need to have access to this completed EHC and any other relevant supporting documents for upload to DECOL.

**You must use Adobe Reader to fill in your EHC.** Adobe Reader is a program that allows you to read and complete fields within a PDF document.

You can [download the latest version of Adobe Reader](#) for free – it only takes a few minutes.

***TIP:*** You need to download and save the certificate to your local file storage facility before completing it, to begin your application using the DECOL system.

The associated Guidance Notes provide information to exporters and Official Veterinarians on the requirements of the certificate, including where additional copies are required for export.

Complete all available sections, shown in blue highlight – see below:

DEPARTMENT FOR ENVIRONMENT, FOOD AND RURAL AFFAIRS  
SCOTTISH GOVERNMENT  
WELSH GOVERNMENT  
DEPARTMENT OF AGRICULTURE, ENVIRONMENT AND RURAL AFFAIRS-NORTHERN IRELAND

ORIGINAL NO: .....

EXPORT OF DAIRY PRODUCTS TO TAIWAN  
HEALTH CERTIFICATE  
EXPORTING COUNTRY: UNITED KINGDOM  
FOR SIGNATURE BY: OFFICIAL VETERINARIAN

I. IDENTIFICATION OF CONSIGNMENT

(a) Description of the products:

(b) Type and number of packages:

(c) Net weight of consignment:

(d) Identification marks:

(e) Seal number(s):

(f) Date of Manufacture:

II. ORIGIN OF PRODUCTS

(a) Name and address of exporter:

(b) Name, address and official approval number of place of production:

III. DESTINATION OF PRODUCTS

(a) The product will be despatched from: UNITED KINGDOM  
to: (country and place of destination)

(b) Name and address of consignee:

**TIP:** If any section is **not** relevant to your application, you should make this clear by inserting **N/A** where appropriate.



Navigate to the [DECOL application webpage](#):

Department of  
**Agriculture, Environment  
and Rural Affairs**  
www.daera-ni.gov.uk

Export Application

**System Message**

Welcome to DECOL. Please note the following information notices:

[Introduction of Minimum Notice Period from 18 September 2019](#)  
Please see above link for essential information on a change to this application process.

[Changes to UK Establishment Approval Codes for Third Country Approval Lists](#)  
Please see above link to view information regarding Establishment Approval Codes.

Please have your EHC pdf application from the [DEFRA Form Finder](#) or [DAERA Website](#) ready to upload before you proceed.

All amendments to current live applications should be made using the url link in the confirmation email you received on initial application rather than making a separate application for a replacement certificate.

Yes - Certificate complete and ready to upload  
 Yes - Replacement certificate complete and ready to upload  
 No - Certificate not available on DEFRA form finder or DAERA website

Next

Click **‘Yes – Certificate complete and ready to upload’**.

Use this where you have been able to source, download and then complete the relevant EHC from Form Finder.

Click **Next**.

***Need a Replacement Certificate?***

*Follow the guidance at page 19*

***Can't find an EHC for your export?***

*Follow the guidance at page 31*

## Step 1 of 3 – Export Certificate Application Details

You will then be prompted to enter details about your consignment.

This is essential to creating a DECOL record so DAERA can begin processing your application.

All details marked \* are mandatory – you **must** enter these to progress to the next stage.



Export Application

### Export Certificate Application Details

Step 1 of 3

Please have your EHC pdf export application form downloaded from DEFRA EHC Form Finder or DAERA Website. In addition to this, please upload any other documentation to support your application, including (where relevant) an [AVI Nomination Form](#) when applying to export all live animals including pets, Animal By Products (to include Hides and Skins) and germplasm.

On submission of your application, we will issue an email receipt with your unique reference number. Please retain this and quote this to us in any further correspondence.

The email receipt will also contain a live web-link to allow you to provide additional documentation, after your initial application, but before the date of loading.

However, incomplete or late submissions may delay processing of your application.

\* Requesting Exporter

Requesting Exporter

\* Email Address

Email Address

\* Dispatch Premises

\* Commodity

Please select an option

Animal By-product  
Beef  
Dairy (bulk milk)  
Dairy (butter)  
Dairy (cheese)  
Dairy (milk powder)  
Dairy (miscellaneous)  
Equine  
Fish (China only)  
Germplasm  
Hides  
Lamb  
Live Animal  
Pet  
Pork  
Poultry Meat

**TIP:** Destination field is a search box – begin typing the country of destination to display available choices.

\* Destination

- Azerbaijan
- Jamaica
- Japan
- Svalbard and Jan Mayen Islands

\* Date of Loading

Date of Loading Pick a Date

Date of loading from premises of dispatch

Exporter Reference

Comments

Go Back Next

**TIP:** The Date of Loading is the date on which the product is loaded onto the transport vehicle at the premises of dispatch.

**NOTE:** From 18 September 2019 all exporters are required to provide a **minimum of 1 full working days' notice** of the intended date of dispatch of the consignment from the dispatching premises. This change is reflected within the Date of Loading field.

## Comments Box

The **Comments** section allows entry of additional information relating to the application.

You should use this to provide (amongst others):

- important information to support your application;
- detail of any essential documents that are not available when you submit your application.

It is vital that **all** essential information in support of your application is provided to DAERA as soon as it becomes available. Failure to do so will have an impact on the ability to issue export certification.

**TIP:** You will have a limited opportunity to provide essential information and documents after your initial application has been submitted.

See page 18 for details.

If any mandatory field has been left out, DECOL will highlight the missing areas – you will not be able to progress to Step 2 until all required details have been entered.

**TIP:** Please check all details of your application to ensure they are correct. Your application will be delayed if details are incorrect.

When you are happy all details are entered and are correct, click **Next**.

---

\* Processing Office

Armagh ▼

Only those processing offices that handle the selected commodity will be displayed

\* Date of Loading

Date of Loading 📅 Pick a Date

Date of loading from premises of dispatch

Exporter Reference

Exporter Reference

Comments

Go Back Next

See the next page for Step 2.

## Step 2 of 3 – Supporting Documents

You are asked to upload your completed EHC along with any supporting documents from your desktop / local storage drive.

Department of  
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and Rural Affairs**

Export Application

Supporting Documents

Step 2 of 3

Please use the "Add File" button to upload your completed export application and supporting documentation.

Add Files

Please select a file to upload

Go Back

Next

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\* *Relevant supporting documents will vary.*

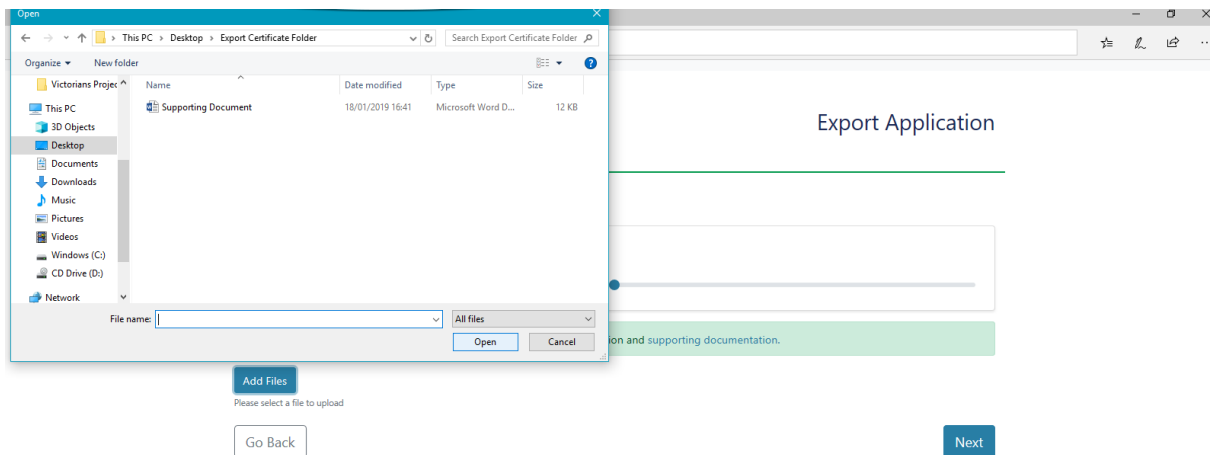
*Depending on the destination and type of export - you **may** be required to provide information such as:*

- *confirmation of country of birth;*
- *disease declarations;*
- *manufacturer declarations;*
- *export schedule (used only if there is not enough space for full product details on the EHC form).*

**NOTE:** This is **not** an exhaustive list.

**Before** you apply, you should check the [Form Finder](#) 'Notes for Guidance' document associated with your export application and, where applicable, the [DAERA Website](#) for export product specific requirements.

Click **Add Files** to browse for your EHC application and supporting documents




**TIP:** DECOL can facilitate upload of multiple documents at once – hold down the Control (Ctrl) key and click each document you wish to upload.



The upload status bar will indicate successful uploading of each document.

You can check that the correct documents have uploaded using the **View** icon



In the event that an incorrect document has uploaded, you can delete it using the **Dustbin** icon  then click Add Files to upload the correct document.





Supporting Documents

Step 2 of 3

Please use the "Add File" button to upload your completed export application and supporting documentation.

**Add Files**

Please select a file to upload

3783EHC - Sheep to Barbados.pdf	 	100%
Travel ID Document.pdf	 	100%

[Go Back](#) [Next](#)

Once all necessary documents have been uploaded successfully, click **Next**.

**TIP:** You will not be able to progress to Step 3 until documents have uploaded successfully.

## Step 3 of 3 - Declarations

### Confirmation of Exporter Declaration



Export Application

#### Declarations

Step 3 of 3

I, the exporter, certify that the information provided in the export application and supporting documentation (where required) is accurate.

I understand and accept that:

- any Export Health Certificate provided by the Department of Agriculture, Environment and Rural Affairs is provided on the understanding that it may not wholly comply with the requirements of the importing country;
- it is the responsibility of the exporter to check the certificate against any relevant import permit or any advice provided by the competent authority in the importing country;
- DAERA will not be held responsible for any losses incurred if, subsequently, it should be found that this certificate is not accepted by the importing country;
- in the event of suspicion or confirmation of disease after certification, it may be necessary for DAERA to withdraw or cancel the health certificate without notice. No liability for losses incurred can be accepted by DAERA should these circumstances arise.

\* I confirm I have read and understand the above statements.

Go Back

Submit

Before you submit your application, you **must** confirm your understanding and acceptance of the conditions under which DAERA will provide your Export Health Certificate.

To accept these conditions and submit your application, click the box then click **Submit**.



## Confirmation of Application Receipt



Export Application

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### Application Submitted

Ref: 19/3/00089

Your application has been submitted successfully.

Please click below if you wish to submit another application

[Start new application](#)

On successful submission of your application, DECOL will provide your unique reference number.

**This is important – it will be referenced in any communication about your application.**

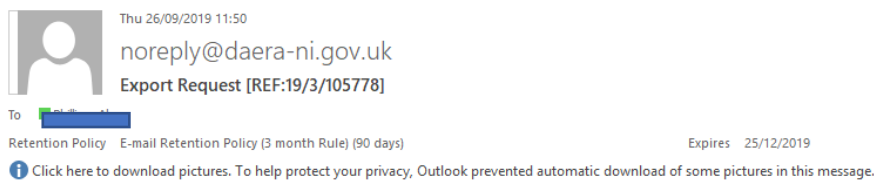
***TIP:*** The number you receive will be reflected on your completed Export Health Certificate.

## Email Confirmation

DECOL will also issue an email receipt (to the address entered in Step 1) providing your unique reference number and a summary of the application.

**TIP:** *The email receipt also contains a live web-link to allow you to provide (where appropriate) additional information and / or documentation that was not available at the time of your online application.*

*You will be permitted to do this from your initial application date up until the date of loading.*



Thank you for your application (Unique Ref number:19/3/105778) which has been submitted for processing.

If you have to contact us about your application or submit further information please contact [DAERA Direct Regional Office](#) quoting this unique reference number. Should we require any further information relating to this application we will also contact you quoting this unique reference number.

You can submit additional information up until the date of loading at the following [link](#).

### Details of your application

**Exporter Reference:** AN 1234  
**Commodity:** Pork  
**Product details:** Shoulder  
**Dispatch premises:** Newry  
**Destination:** Japan  
**Processing office:** Armagh  
**Date Submitted:** 26 September 2019

We will aim to process Pork applications within 3 working days

Regards  
DAERA Customer Services Branch

## REQUESTING A REPLACEMENT EXPORT HEALTH CERTIFICATE

DAERA recognise that, on occasion, errors may occur in the information provided or certain important details used to produce an Export Health Certificate may change.

However, once the EHC is issued by a certifying officer to the exporter, any further changes, such as a change of consignee after date of export and issue, will require an application for a Replacement EHC using DECOL.

Navigate to the [DAERA website](#) for full information and guidance on what you will need to have available **before** you start your application.

To create an application for your export, follow the instructions below:

- Search **Animal and Plant Health Agency (APHA) [Form Finder](#)** to find the appropriate Export Health Certificate application in Portable Document Format (PDF).

### Find an export health certificate

From: [Animal and Plant Health Agency](#)

Find the export health certificate (EHC) and supporting documents you need to export a live animal or animal product like food and germplasm. The latest versions of the certificates are always here.

You must nominate an official vet or local authority inspector to sign the certificate. Find out more about [getting an export health certificate](#).

The screenshot shows the APHA Form Finder search results for Taiwan. The search bar contains 'Taiwan'. The results are filtered by 'Of type' (Animal products including food) and 'Containing' (Taiwan). There are 17 export health certificates listed. The first few are:

- Export feathers to Taiwan: certificate 3222**  
Destination: Taiwan Commodity: Animal products including food Certificate status: Active
- Export dairy products to Taiwan: certificate 6676**  
Destination: Taiwan Commodity: Animal products including food Certificate status: Active
- Export pig meat to Taiwan: certificate 8084**  
Destination: Taiwan Commodity: Animal products including food Certificate status: Active
- Export pet food to Taiwan: certificate 6682**  
Destination: Taiwan Commodity: Animal products including food Certificate status: Active
- Export wet salted or dried hides to Taiwan: certificate 1642**  
Destination: Taiwan Commodity: Animal products including food Certificate status: Active
- Export foot and mouth disease vaccine to Taiwan: certificate 7196**

Use this interactive tool to search for the most up to date certificates by:

- Commodity (i.e. pigs/poultry/animal products, including food), or;
- Importing country (i.e. Barbados)

Typing either of these in the 'Search' box or selecting from the available drop down menus\* will help to focus your search and present all relevant EHCs.

\* **'Animal products including food'** includes all dairy and meat EHCs.

Click on the certificate you require.

Each certificate has its own page, providing the EHC and useful information to help when completing and submitting it.

#### What you need to do

##### Part 1: Export health certificate (EHC) and notes for guidance (NFG)

Download and fill in the EHC application.

- [Export dairy products to Taiwan: certificate 6676, version 3](#)

Download the NFG.

The NFG document outlines checks the official veterinarian (OV) or authorised veterinarian inspector must carry out before signing the certificate.

- [Guidance notes for certificate 6676, version 3: Export dairy products to Taiwan](#)
- [6676 COP](#)

##### Part 2: Export application form (EXA)

Exporters in England, Scotland and Wales must download and fill in the EXA.

- [EXA07 Meat, Dairy, Miscellaneous products, fish and fishery products](#)

Exporters in Northern Ireland must check the relevant [commodity section of the DAERA website](#) for any other mandatory forms.

##### Part 3: Submit your application forms

Exporters in England, Scotland and Wales should email their completed documents to:

- Application processing team [processingteam@apha.gov.uk](mailto:processingteam@apha.gov.uk)
- If you have questions call the helpline: 03000 200 301

Exporters in Northern Ireland should submit their completed documents using the [DAERA online application system](#).

If you have questions call the DAERA helpline: 02877442060

Once you have sourced the relevant EHC, save a copy to your desktop / local storage drive for completion.

You will need to have access to this completed EHC and any other relevant supporting documents for upload to DECOL.

**You must use Adobe Reader to fill in your EHC.** Adobe Reader is a software program that allows you to read and complete fields within a PDF document.

You can [download the latest version of Adobe Reader](#) for free – it only takes a few minutes.

**TIP:** You must download and save the certificate to your local file storage facility before completing it, to begin your application using the DECOL system.

The associated Guidance Notes provide information to exporters and Official Veterinarians on the requirements of the certificate, including where additional copies are required for export.

Complete **all** available sections, shown in blue highlight – see below:

DEPARTMENT FOR ENVIRONMENT, FOOD AND RURAL AFFAIRS  
SCOTTISH GOVERNMENT  
WELSH GOVERNMENT  
DEPARTMENT OF AGRICULTURE, ENVIRONMENT AND RURAL AFFAIRS-NORTHERN IRELAND

ORIGINAL NO: .....

EXPORT OF DAIRY PRODUCTS TO TAIWAN  
HEALTH CERTIFICATE  
EXPORTING COUNTRY: UNITED KINGDOM  
FOR SIGNATURE BY: OFFICIAL VETERINARIAN

I. IDENTIFICATION OF CONSIGNMENT

(a) Description of the products:

(b) Type and number of packages:

(c) Net weight of consignment:

(d) Identification marks:

(e) Seal number(s):

(f) Date of Manufacture:

II. ORIGIN OF PRODUCTS

(a) Name and address of exporter:

(b) Name, address and official approval number of plant of production:

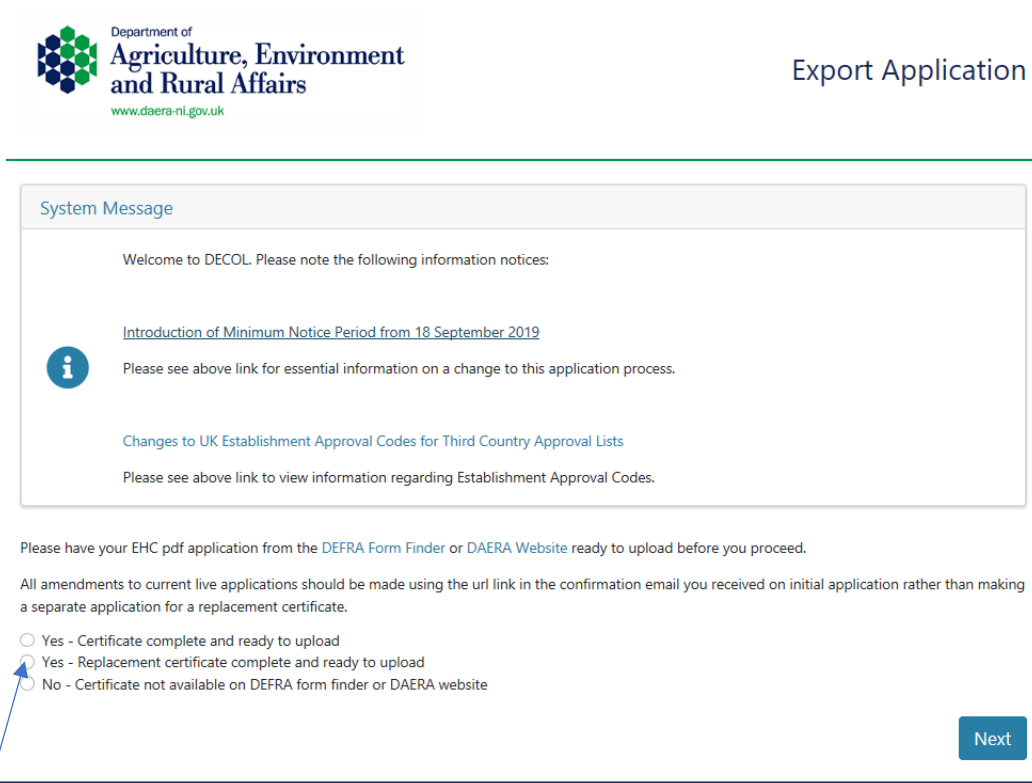
III. DESTINATION OF PRODUCTS

(a) The product will be despatched from: UNITED KINGDOM  
to:  
(country and place of destination)

(b) Name and address of consignee:

**TIP:** If any section is **not relevant** to your application, make this clear by inserting **N/A** where appropriate.

Navigate to the [DECOL application webpage](#):



The screenshot shows the 'Export Application' page of the Department of Agriculture, Environment and Rural Affairs (DAERA). At the top left is the DAERA logo and name, with the website address www.daera-ni.gov.uk. The page title is 'Export Application'. A 'System Message' box contains the following text: 'Welcome to DECOL. Please note the following information notices: Introduction of Minimum Notice Period from 18 September 2019. Please see above link for essential information on a change to this application process. Changes to UK Establishment Approval Codes for Third Country Approval Lists. Please see above link to view information regarding Establishment Approval Codes.' Below the message box, there is a paragraph: 'Please have your EHC pdf application from the DEFRA Form Finder or DAERA Website ready to upload before you proceed. All amendments to current live applications should be made using the url link in the confirmation email you received on initial application rather than making a separate application for a replacement certificate.' This is followed by three radio button options: 'Yes - Certificate complete and ready to upload', 'Yes - Replacement certificate complete and ready to upload', and 'No - Certificate not available on DEFRA form finder or DAERA website'. A blue arrow points from the 'Yes - Replacement certificate complete and ready to upload' option to the 'Next' button, which is a blue rectangular button with the text 'Next' in white.

Click **'Yes – Replacement certificate complete and ready to upload'**.

Use this where you have been able to source, complete and download the relevant EHC from Form Finder.

Click **Next**

***See next page for Step 1.***

## Step 1 of 3 – Export Certificate Application Details

You will be prompted to enter details about your consignment.

All details marked \* are mandatory – you must enter these to progress to the next stage. Entry of these details is required to populate the DECOL database and ensure processing of your application can begin.

Step 1 of 3

**PLEASE NOTE: THE DECOL EXPORT HEALTH CERTIFICATE APPLICATION SYSTEM HAS BEEN UPGRADED. AS A RESULT, THERE ARE REVISED EXPORTER ENTRY FIELD REQUIREMENTS:**

**'DATE OF EXPORT' HAS BECOME A NEW MANDATORY FIELD AND CHANGES HAVE BEEN TO THE 'DESTINATION' FIELD ENTRY DETAILS.**

**IN ADDITION, YOU CAN NOW ENTER COMMENTS FOR THE ATTENTION OF DAERA STAFF WHEN MAKING YOUR APPLICATION.**

**UPDATED DECOL USER INSTRUCTIONS WILL BE AVAILABLE ON THE DAERA WEBSITE AS SOON AS POSSIBLE.**

Please have your completed EHC pdf export application form downloaded from DEFRA Form Finder ready to upload using this facility. In addition, please upload all supporting documentation relevant to your application, including your AVI Nomination template for applications for export of all live animals including pets, Animal By Products (including Hides and Skins), and germplasm.

Any outstanding documentation may be submitted by email to your selected processing office: DAERA Regional Offices, quoting your reference number.

Incomplete submission of this information may delay your application.

**FOR REPLACEMENT CERTIFICATE APPLICATIONS, YOU MUST STATE THE REASONS FOR REQUESTING A REPLACEMENT CERTIFICATE.**

**PLEASE DO SO IN THE COMMENTS BOX BELOW, SPECIFYING CLEARLY THE DETAILS THAT HAVE CHANGED.**

On submission of your application, we will issue an email receipt with your unique reference number.

Please retain this and quote this to us in any further correspondence.

\* Requesting Exporter

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**TIP:** The Destination field is a search box – begin typing the country of destination to display available choices.

\* Destination

ja

- Azerbaijan
- Jamaica
- Japan
- Svalbard and Jan Mayen Islands

For Replacement Certificate applications, you must:


- enter the number of the original EHC you are applying to replace, and;
- enter the original date of issue.

\* Original EHC Serial Number

Enter the serial number of the certificate you are trying to replace


\* Date of Issue of Original Certificate

Date of Issue of Original Certificate

 Pick a Date

\* Date of Loading

Date of Loading

 Pick a Date

Date of loading from premises of dispatch

Exporter Reference

Exporter Reference

\* Comments

Please state the reason for this replacement certificate request

Go Back

Next

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**NOTE:** From 18 September 2019 all exporters are required to provide a **minimum of 1 full working days' notice** of the intended date of dispatch of the consignment from the dispatching premises. This change is reflected within the Date of Loading field.

## Comments Box

The **Comments** section allows entry of additional information relating to the application.

You should use this to:

- state clearly the reason for replacement;
- provide important information to support your application;
- provide detail of any essential documents that are **not** currently available but will follow.

It is vital that **all** essential information in support of your application is provided **as soon as it becomes available**. Failure to do so will have an impact on the ability to issue export certification.



If any mandatory field has been left out, DECOL will highlight the missing areas – you will not be able to progress to Step 2 until **all** required details have been entered.

When you have entered all the required details, click **Next**.

Go Back

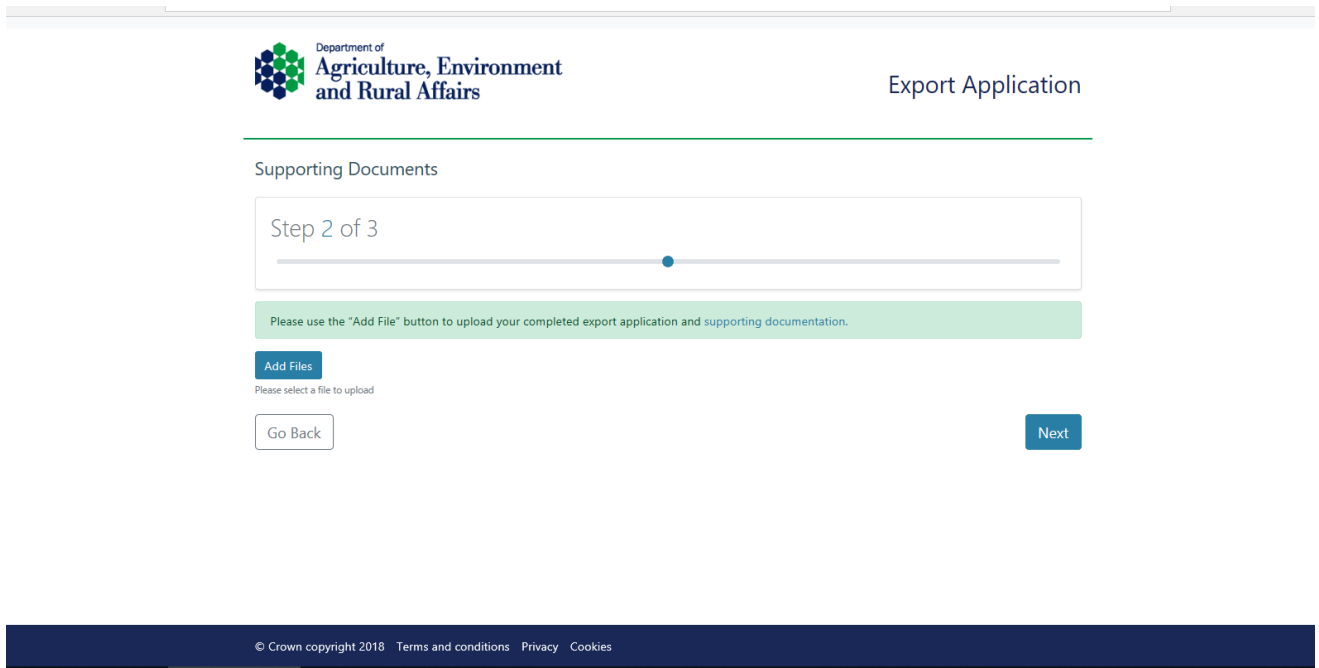
Next

---

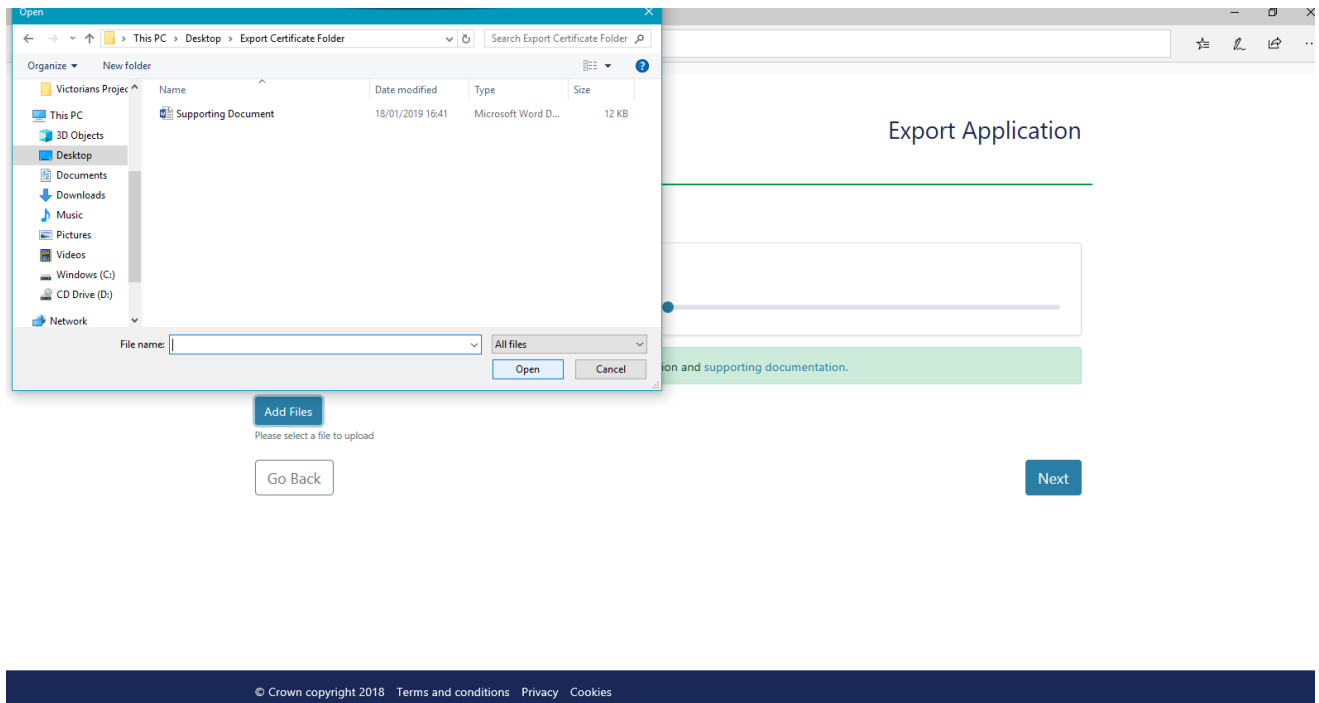
See the next page for **Step 2**.

## Step 2 of 3 – Supporting Documents

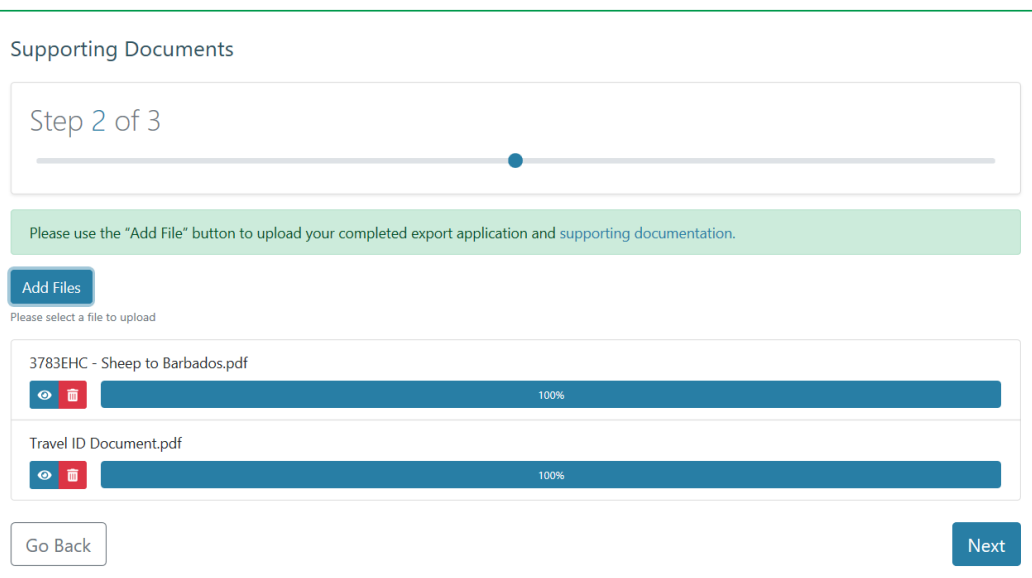
You are asked to upload your completed EHC application and any supporting documents from your desktop / local storage drive.




Click **Add Files** to browse for your application documents




**TIP:** DECOL can facilitate upload of multiple documents – hold down the Control (Ctrl) key while clicking on **all** the documents you wish to upload.



The upload status bar will indicate successful uploading of each document.

You should check that the correct documents have uploaded using the **View** icon. 

In the event that an incorrect document has been uploaded, you can delete it using the **Dustbin** icon  then click 'Add Files' to select and upload the correct document.

Once you are happy that all required documents have been uploaded successfully, click **Next**.

**TIP:** You will **not** be able to progress to **Step 3** until documents have uploaded successfully.

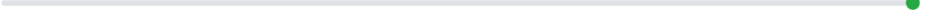
## Step 3 of 3 - Declarations

### Confirmation of Exporter Declaration

Before you complete your application, you must confirm your understanding and acceptance of the conditions under which DAERA will provide your Export Health Certificate.

Declarations

Step 3 of 3



I, the exporter, or agent acting on behalf of the exporter, certify that the information provided in the export application and supporting documentation (where required) is accurate.

I confirm that I have read the requirements for export outlined in the Export Health Certificate and associated Notes for Guidance, and confirm that, to the best of my knowledge, the consignment complies with these requirements.

I understand and accept that:

- any Export Health Certificate provided by the Department of Agriculture, Environment and Rural Affairs is provided on the understanding that it may not wholly comply with the requirements of the importing country and that it is the responsibility of the exporter to check the certificate against any relevant import permit or any advice provided by the competent authority in the importing country;
- DAERA will not be held responsible for any losses incurred if, subsequently, it should be found that this certificate is not accepted by the importing country;
- in the event of suspicion or confirmation of disease after certification, it may be necessary for DAERA to withdraw or cancel the health certificate without notice. No liability for losses incurred can be accepted by DAERA should these circumstances arise.
- the original certificate, which this application is intended to replace, must be returned to DAERA prior to issue of the replacement certificate.

\* I confirm I have read and understand the above statements.

***TIP: For replacement certificate applications, you must return the original certificate to DAERA.***

When you have read these conditions, click the box then click **Submit**.

***TIP: You must click the box to Submit your application.***

## Confirmation of Application Receipt



Export Application

---

### Application Submitted

Ref: 19/3/00089

Your application has been submitted successfully.

Please click below if you wish to submit another application

[Start new application](#)

On successful submission of your application, DECOL will provide your unique reference number.

This is important – you will need to refer to it in any communication about your application.

Equally, we will also use this in any communication we have about your application.

***TIP:*** *The number you receive will be reflected on your completed Export Health Certificate.*

## Email Confirmation

DECOL will also issue an email receipt (to the email address entered in Step 1) providing your unique reference number and a summary of the application.

The email receipt also contains a live web-link to allow you to provide (where appropriate) additional information and / or documentation, **after** your initial application, up to the date of loading.



To [Redacted]

Retention Policy E-mail Retention Policy (3 month Rule) (90 days)

Expires 26/08/2019

If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Thank you for your application (Unique Ref number:19/3/102458) which has been submitted for processing.

If you have to contact us about your application or submit further information please contact [DAERA Direct Regional Offices](#) and quote this unique reference number. Should we require any further information relating to this application we will contact you quoting this unique reference number.

### Details of your application

**Exporter Reference:** AP 4321/19  
**Commodity:** Pork  
**Product details:** Shoulder  
**Dispatch premises:** Newry  
**Destination:** Japan  
**Processing office:** Armagh  
**Original Ehc Serial Number:** 19/3/123456  
**Date Submitted:** 28 May 2019

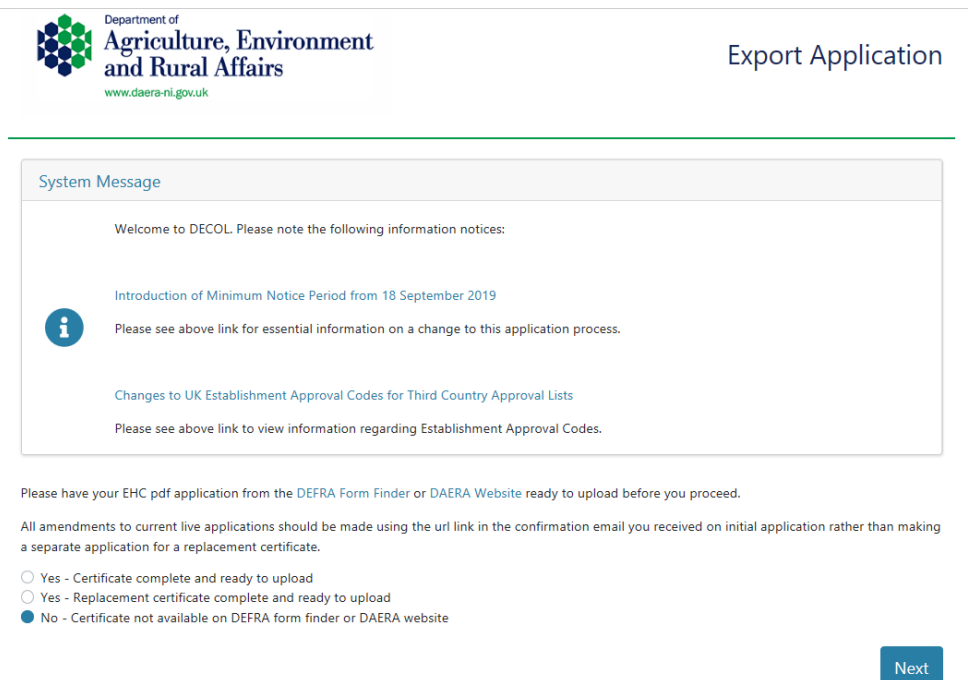
We will aim to process Pork applications within 3 working days

Regards  
DAERA Customer Service Branch

# CAN'T FIND AN EXPORT HEALTH CERTIFICATE FOR YOUR PRODUCT?

If the appropriate EHC application cannot be located on [Form Finder](#) or the [DAERA Website](#), you can still apply for an Export Health Certificate online.

- Navigate to the [DECOL application webpage](#):



The screenshot shows the 'Export Application' page for the Department of Agriculture, Environment and Rural Affairs. A 'System Message' box contains the following text:

Welcome to DECOL. Please note the following information notices:

- Introduction of Minimum Notice Period from 18 September 2019**  
Please see above link for essential information on a change to this application process.
- Changes to UK Establishment Approval Codes for Third Country Approval Lists**  
Please see above link to view information regarding Establishment Approval Codes.

Below the message box, there is a note: 'Please have your EHC pdf application from the DEFRA Form Finder or DAERA Website ready to upload before you proceed.' and another note: 'All amendments to current live applications should be made using the url link in the confirmation email you received on initial application rather than making a separate application for a replacement certificate.'

There are three radio button options:

- Yes - Certificate complete and ready to upload
- Yes - Replacement certificate complete and ready to upload
- No - Certificate not available on DEFRA form finder or DAERA website

A blue 'Next' button is located at the bottom right of the form area.

Click **'No – Certificate not available on DEFRA form finder or DAERA website'**.

Click **Next**.

## Step 1 of 2

You will then be prompted to enter details of your consignment.

Entry of these details is required to populate the DECOL database and ensure processing of your application can begin.

Export Form Request Details

Step 1 of 2

Please use this facility when you have been unable to locate an EHC export application form on the [DEFRA Form Finder](#) or [DAERA Website](#).  
We will issue you with an email receipt with your unique reference number on submission of this request.  
Please retain and quote this to us in any correspondence.

\* Requesting Exporter

\* Email Address

\* Dispatch Premises

\* Commodity

\* Product details

**TIP:** Destination field is a search box – begin typing the country of destination to display available choices.

\* Destination

Azerbaijan

Jamaica

**Japan**

Svalbard and Jan Mayen Islands

Exporter Reference

Comments

Once you have entered your details, click **Next**.

**TIP:** You will **not** be able to progress to **Step 2** until all mandatory details have been completed.



## Step 2 of 2

### Confirmation of Exporter Declaration



Export Application

#### Declarations

Step 3 of 3

I, the exporter, certify that the information provided in the export application and supporting documentation (where required) is accurate.

I understand and accept that:

- any Export Health Certificate provided by the Department of Agriculture, Environment and Rural Affairs is provided on the understanding that it may not wholly comply with the requirements of the importing country;
- it is the responsibility of the exporter to check the certificate against any relevant import permit or any advice provided by the competent authority in the importing country;
- DAERA will not be held responsible for any losses incurred if, subsequently, it should be found that this certificate is not accepted by the importing country;
- in the event of suspicion or confirmation of disease after certification, it may be necessary for DAERA to withdraw or cancel the health certificate without notice. No liability for losses incurred can be accepted by DAERA should these circumstances arise.

\* I confirm I have read and understand the above statements.

Go Back

Submit

Before you complete your application, you must confirm your understanding and acceptance of the conditions under which DAERA will provide certification services.

To accept these conditions, click the box then click **Submit**.

## Confirmation of Application Submission

On successful submission of your replacement certificate application, DECOL will provide a unique reference number.

→ ↻ 🏠 <https://ppt-selfservice.daera-ni.gov.uk/Daera/Forms/#/export> ☆ ☆ ⌂ ↶ ⋮



## Export Application

### Application Submitted

Ref: FR19/3/00091

Your application has been submitted successfully.


Please click below if you wish to submit another application

[Start new application](#)

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## Email Confirmation

You will also receive confirmation, **to the email address entered in Step 1**, including a reference number and a summary of your application details.

Tue 28/05/2019 15:15  
 [noreply@daera-ni.gov.uk](mailto:noreply@daera-ni.gov.uk)  
Export Certificate Request [REF:FR19/3/102432]

To: 

Retention Policy E-mail Retention Policy (3 month Rule) (90 days)

Expires 26/08/2019

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Thank you for your request (Unique Ref number:FR19/3/102432) which has been submitted for processing.

If you have to contact us about your application please contact [DAERA Direct Regional Offices](#) quoting this unique reference number. Should we require any further information relating to this application we will contact you quoting this reference number.

#### Details of your application

**Exporter Reference:** AP 1212/19

**Commodity:** Pork

**Product details:** Shoulder

**Dispatch premises:** Newry

**Destination:** Japan

**Processing office:** Armagh

**Date Submitted:** 28 May 2019

Regards

DAERA Customer Services Branch

**\* Please see next page for important information from DAERA**

## IMPORTANT:

Once your application has been received, DAERA staff will contact you to provide you with:


- a) the appropriate Export Health Certificate to complete and submit as a new application\* or;
- b) further information and guidance on the next steps.

\* You will be required to re-apply via DECOL, this time following the guidance from page 6 of this document (*Submitting a New Application*).

System Message

Welcome to DECOL. Please note the following information notices:

[Introduction of Minimum Notice Period from 18 September 2019](#)

 Please see above link for essential information on a change to this application process.

[Changes to UK Establishment Approval Codes for Third Country Approval Lists](#)

Please see above link to view information regarding Establishment Approval Codes.

Please have your EHC pdf application from the [DEFRA Form Finder](#) or [DAERA Website](#) ready to upload before you proceed.

All amendments to current live applications should be made using the url link in the confirmation email you received on initial application rather than making a separate application for a replacement certificate.

Yes - Certificate complete and ready to upload  
 Yes - Replacement certificate complete and ready to upload  
 No - Certificate not available on DEFRA form finder or DAERA website

Next

**TIP:** *The reference number allocated through your original application will no longer be valid.*

*A **new** reference number will be generated to replace the one provided in your initial application.*