



# DAERA authorised Private Veterinary Practitioner: Guidance on use of official stamps and completing pet passports

**Information Bulletin: aPVP 09/22**

**Issued 10 August 2022**

**Audience: DAERA authorised Private Veterinary Practitioners**

**Subject:**

1. Guidance on which official stamps to use on official certification
2. Guidance on stamping EU pet passports
3. Use of Notes for Guidance for TracesNT certification available on DAERA website

## Content

### 1. Guidance on which official stamps to use and which not to use.

During ongoing DAERA review and verification of issued official certification, in line with the requirements of Official Controls Regulation, it has come to our attention that some aPVPs are still using old, invalid official stamps to endorse official certification.

**aPVP official stamps are only valid and should only be used if they comply with one of the following two formats:**

- A. Contains a central unique code with an SP prefix, **first two letters of user's surname** and a **unique numerical code (can be 2 or 3 digits)**. The code (without the SP prefix) matches the user's **APHIS log in code**.  
e.g. SP **XY 01**
- B. Contains a central unique code with NI prefix and a **3 digit numerical code**.  
e.g. NI **001**

Any stamps which contain the words **Authorised Veterinary Inspector, Department of Agriculture for NI, 'AVI' and/or 'DANI'** are **no longer valid and must be destroyed** by the aPVP or sent to DAERA Trade Programme for disposal.

- If this is the only stamp you currently have in your possession then please contact [DAERATradeExports@daera-ni.gov.uk](mailto:DAERATradeExports@daera-ni.gov.uk) immediately to organise a replacement stamp.
- All newly authorised aPVPs are automatically issued with an official stamp, (in format B above) by Trade Programme.
- All existing aPVPs who lose their stamp must inform Trade Programme immediately so that the assigned unique number can be decommissioned. A new stamp (in format B) will be issued by Trade Programme, as required.
- Similarly, if an existing stamp becomes damaged, please contact Trade Programme to arrange for a replacement stamp to be issued.
  - Please keep all official stamps in a secure location at all times.
  - You must use official stamps only on official documentation issued on behalf of DAERA and not for private certification.
  - If you no longer require your stamp for official certification please inform Trade Programme.

## 2. Guidance on how to sign and stamp EU pet passports

[www.daera-ni.gov.uk/publications/eu-pet-travel-scheme-how-complete-pet-passports](http://www.daera-ni.gov.uk/publications/eu-pet-travel-scheme-how-complete-pet-passports)

To avoid any issue at EU Border Control Posts the **address and details of the Northern Ireland** Certifying Vet must be clearly evident in the passport.

In the **New Style** pet passports, in **Section V: Vaccination against Rabies**, the aPVP should sign this section and must enter their name, address, telephone number and aPVP Code as per Pet Passport Guidelines. A **practice stamp** with these details can be used. The aPVP stamp **must not** be used in this section.

In the **Old Style** pet passports (issued prior to December 2014) an aPVP stamp is required in Section V, so in this case aPVP is to annotate in the **Notes Section: Rabies Vaccination administered in Northern Ireland**. aPVP must enter their name address, date and sign.

## 3. Reminder to refer to Notes for Guidance when completing TNT certificates

[Live animals exports | Department of Agriculture, Environment and Rural Affairs \(daera-ni.gov.uk\)](http://www.daera-ni.gov.uk/live-animals-exports)

Notes for Guidance are now titled as “NOTES FOR GUIDANCE – Template XXXXX”

Examples of how they appear on the web page as follows:



[NOTES FOR GUIDANCE - Template POU-INTRA-DOC](#)

PDF (420 KB)



[NOTES FOR GUIDANCE – TEMPLATE INTRA-BOV-X](#)

PDF (372 KB)

If you have any queries regarding the information in this bulletin please contact [DAERATradeExports@daera-ni.gov.uk](mailto:DAERATradeExports@daera-ni.gov.uk)

### Trade Programme

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