



How do I search for a Permit?

When you have active import permits, you can view the permit via BICON External Web. This task card demonstrates how to search for and view a permit.

1. Login to BICON

Enter your email and password, then select [Login](#) to log into BICON, or [select register for a new account](#) to register.

Refer to the relevant **'How to Register...?'** task card for assistance in registering.

The screenshot shows the BICON Login page. At the top left, there is a red shield icon followed by the text "Login". Below this, a message reads: "Please login to your account below, or you can register for a new account." The main area contains two input fields: "Email" and "Password". Below the "Password" field, there is a link for "Forgotten password?" with a right-pointing arrow icon, and a blue "Login" button with a right-pointing arrow icon.

2. View Permit Overview

2.1 My Permit Workspace

Select the **Permits** tab from the top menu on the home page.

The screenshot shows the BICON Permits page. At the top, there is a navigation menu with tabs: Home, Import Conditions, Permits (highlighted with a mouse cursor), Alerts & Changes, News, Contact Us, and Help. Below the menu, there is a "Welcome to BICON" section with a brief description of the database. Underneath is a "Search for Import Item" section with a search box and a "Search" button. Below the search box, there are tabs for "Quick Search", "Scientific Name", and "Tariff Code". At the bottom, there is a search input field with the placeholder text "What are you importing?", a "Search" button, and a link for "Advanced Search".



2.2 Search Permits

Select .

Permit Type / Commodity Search	Manage Permits	Correspondence	Invoices
Are you looking for a Permit, Application or Variation Request? <input type="text" value="Permit"/>			
Identification Number:	<input type="text"/>	Status:	<input type="text" value="All"/>
Permit Type:	<input type="text" value="All"/>	Importer:	<input type="text" value="All"/>
Commodity:	<input type="text" value="All"/>	Importer Contact:	<input type="text" value="All"/>
			Reset All <input type="button" value="Search"/>

Issue Date	Expiration	Notify	Permit ID	Importer	Status	Permit Type	Commodities
22/05/2015	22/05/2017	90 days	0000160185	Nelson, Willie	Active	Biological products (Standard goods)	Untanned hides and skins
20/05/2015	20/05/2017	90 days	0000160135	Brown, Zac	Active	Biological products (Non-standard goods)	Stock feed (non-plant based)
20/05/2015	20/05/2017	90 days	0000160171	Doubtfire, Joyce	Active	Plant and Plant Products (Non-standard goods)	Seed or plant material for processing into pet food

You will be able to view your issued permits.

2.3 Select Permit

Select the permit ID for the permit for which you wish to view. This will take you to the **Permit Overview** screen.

Permit Overview

Import Permit: 0000301168 Permit Status: Active [View Issued Permit](#)

[View Permit Lifecycle](#)

This permit is valid for multiple consignments between 29 September 2015 and 29 September 2016

This Permit is issued to: **Lara Fife**
765 Pickles Rd
Port Melbourne Vic 3207
Australia

[Vary My Permit](#)

Notify me prior to permit expiration:

Attention: Ms Naomi Morton

This permit is issued for the import of Live animals (other than cats or dogs).

Exporter details: Specific exporter/s
Country of export: Germany

This permit includes the following commodity(ies):

1. Goats

Animal details: Anglo-Nubian goat
Identification number/s:
Permit Conditions: [Goat embryos \(Click to view Permit Conditions\)](#)

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From the **Permit Overview** screen, you can select **View Issued Permit** to view the permit in a PDF document.