



How do view and I manage my issued Permits?

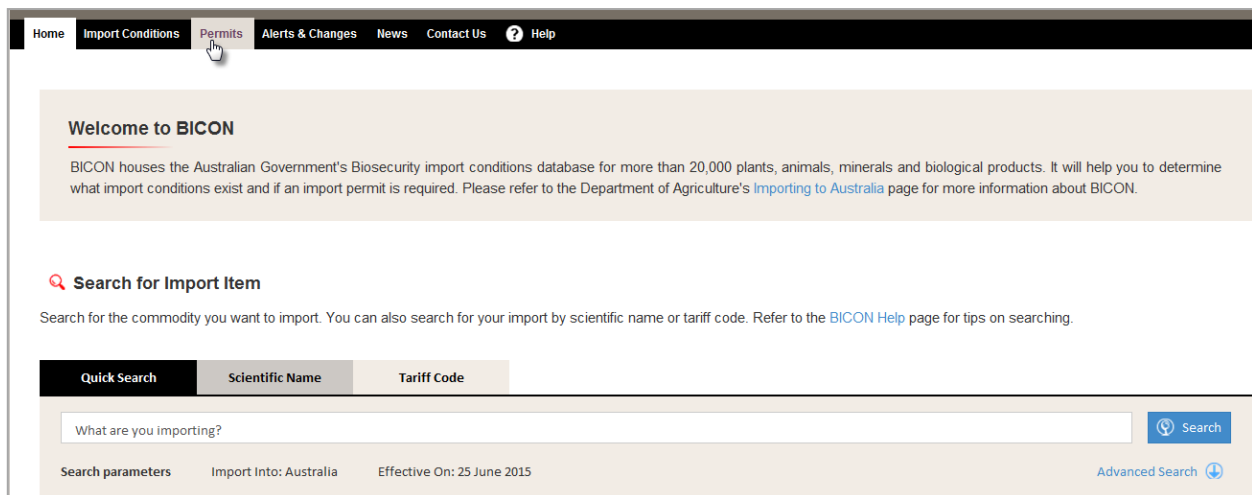
This task card demonstrates how to:

1. Search for import permits and export the results
2. View permit details, the issued permit and the permit lifecycle
3. Vary import permits
4. Update expiry notifications and change their default settings

1. Search Permits

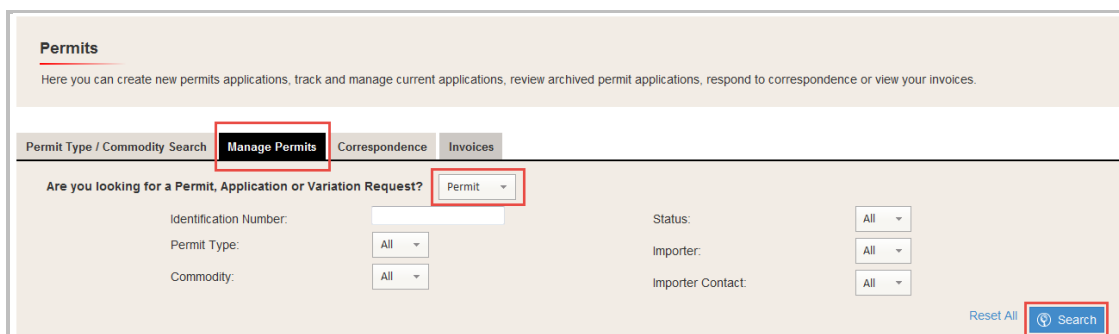
1.1 My Permit Workspace

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



1.2 Search Permits

Select  .



You will be able to view your issued permits including:

- Issue Date
- Expiration Date
- Notification Period
- Permit ID
- Importer
- Status (Active, Expired, Suspended, Revoked or Superseded)
- Permit Type
- Commodities



1.3 Export Results

In the **Manage Permits** tab, you are able to export your results to an Excel (.csv) file. Select **Export Results**. You can choose to open or save the document.

The export will include all permits you currently have in the system whether they are visible on the results page or not

Permits

Here you can create new permit applications, track and manage current applications, review archived permit applications, respond to correspondence or view your invoices.

Permit Type / Commodity Search **Manage Permits** Correspondence Invoices

Are you looking for a Permit, Application or Variation Request? Permit ▾

Identification Number:

Permit Type: All ▾

Commodity: All ▾

Status: Active ▾

Importer: All ▾

Importer Contact: All ▾

Reset All 🔍 Search

Issue Date	Expiration	Notify	Permit ID	Importer	Status	Permit Type	Commodities
01/10/2015	01/10/2017	90 days	0000300656	Whittaker, Georgina	Active	Plant and Plant Products (Non-standard goods)	Food items for human consumption
26/08/2015	26/08/2017	90 days	0000300660	Whittaker, Georgina	Active	Biological products (Non-standard goods)	Food for pet fish

Showing 1 - 2 Results of 2 Results per page: 10 ▾

Export Results

2. View Permit

2.1 Select Permit

Select the [Permit ID](#) to view the permit.

Permits

Here you can create new permits applications, track and manage current applications, review archived permit applications, respond to correspondence or view your invoices.

Permit Type / Commodity Search **Manage Permits** Correspondence Invoices

Are you looking for a Permit, Application or Variation Request? Permit ▾

Identification Number:

Permit Type: All ▾

Commodity: All ▾

Status: All ▾

Importer: All ▾

Importer Contact: All ▾

Reset All 🔍 Search

Issue Date	Expiration	Permit ID	Importer	Status	Permit Type	Commodities
26/02/2015	26/02/2017	0000148139	Brown, Zac	Active	Bulk Commodities (Non-standard goods)	Non-organic fertiliser (bagged and bulk)
26/02/2015	26/02/2017	0000148126	Brown, Zac	Active	Machinery and Military (Standard goods)	Tyres and retreads
26/02/2015	26/02/2017	0000148111	Brown, Zac	Active	Live animals	Horse

Showing 1 - 3 Results of 3 Results per page: 5 ▾

[Export Results](#)



A **Permit Overview** screen will open.

Permit Overview

Import Permit: 0000301168 Permit Status: **Active** **View Issued Permit**

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

This Permit is issued to: **Lara Fife** [Vary My Permit](#)

765 Pickles Rd
Port Melbourne Vic 3207
Australia

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 \(Click to view Permit Conditions\)](#)

[Previous](#)

2.2 View Issued Permit

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

Permit_0000148624[1].pdf - Adobe Reader

File Edit View Window Help

1 / 7 103%

Sign Comment

Australian Government
Department of Agriculture, Fisheries and Forestry

Permit to Import Quarantine Material
This permit is issued under *Quarantine Act 1908 Section 13(2AA)*

Permit: 0000148624

Valid For: single use
between 28 February 2015 and 28 February 2017

This permit is issued to: Ms Emma Summer
28 Sapphire Cres
Merimbula NSW 2548
Australia
Attention: Ms Emma Summer

This permit is issued for the import of Live animals.

Exporter details:	Specific exporter/s
Country of export:	United Kingdom

This permit includes the following product(s). Refer to the indicated page for details of the import requirements:

1. Goats	
Animal details:	Goats
Identification number/s:	225645 black on ear
Permit Conditions(s):	Goat embryos from New Zealand Page 3

NOTE: Where a product has more than one set of biosecurity conditions please read each set to determine which set of biosecurity conditions applies to a specific consignment.

----- **End of Product List** -----



2.3 View Permit Lifecycle

From the **Permit Overview** screen, you can select **View Permit Lifecycle** to see the permit's lifecycle. This will show you the process of application, assessment, permit, variation requests and any further processes. If you hover over each process, you will be able to view more details.

Permits Lifecycle

The Permit Lifecycle allows you to view the progression from Application through to Import Permit. This page includes details of whether a permit has been revoked, superseded, suspended, is expired, or has been created as a result of a permit variation request.

Permit: 0000149331 (Active) [Go to Permit](#)

This permit is currently Active.

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graph LR
    A[Application] --> B[Assessment]
    B --> C[Permit (Active)]
    C --> D[Variation Request]
    C --> E[Application]
    
```

2.4 Vary Permit

From the **Permit Overview** screen, you can request to vary your permit by selecting [Vary My Permit](#).

Permit Overview

Import Permit: 0000149331 (Active) [View Issued Permit](#)
[View Permit History](#)

This permit is valid for multiple consignments between 03 March 2015 and 03 March 2017

This Permit is issued to: Noon
1 Smith
Jerra NSW 2619
Australia

Attention: Ms noon

Notify me prior to permit expiration:

[Vary My Permit](#)

This permit is issued for the import of Live animals.

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

This permit includes the following product(s):

1. Horse
Product Description: fgulf
Animal/commodity details: iyo
Number of animals: yio

Permit Conditions:
AQ - Live - Horses, donkeys and mules - France [View Permit Conditions](#)

[Previous](#)

3. Update Expiry Notification

3.1 Individual Permit

You can set an expiry notification for individual permits. In the **Permit Overview** screen you can select to either have no notifications by selecting **Don't notify me** or one of the following via the drop down window:

- 15 Days
- 45 Days
- 90 Days
- 150 Days
- 30 Days
- 60 Days
- 120 Days
- 180 Days



Permit Overview

Import Permit: 0000154011 (Active) **View Issued Permit**
View Permit History

This permit is valid for multiple consignments between 02 June 2015 and 02 June 2017

This Permit is issued to: Russell Crowe
45 Rabbit Ave
Canberra ACT 2600
Australia

Notify me prior to permit expiration: 90 Days ▾

[Vary My Permit](#)

Don't notify me
15 Days
30 Days
45 Days
60 Days
90 Days
120 Days
150 Days
180 Days

Attention: Dr Henry Doolittle

This permit is issued for the import of Machinery and Military (Standard goods).

Exporter details: Specific exporter/s
Exporter contact: Export it out now!
Country of export: Denmark

This permit includes the following commodity(ies):

1. Tyres and retreads
Commodity Description: Tyres
Proposed end use: Agricultural
Country of origin: United States

Permit Conditions:
Used tyres and retreads on rims [View Permit Conditions](#)

[Previous](#)

3.2 Update Default

You can also update the default expiry notification for all your permits via the **My Account, My Preferences** option:
Select the **Permit Expiry Notification** section heading. Edit the permit expiry using the dropdown and select

[Save & Return](#)

My Preferences

Allows you to change your default settings. These include printing settings as well as providing answers to common questions.

- Default Answers ⊕
- Onshore Outcomes to Present ⊕
- Save/Print Settings ⊕
- Permit Expiry Notification ⊖

Select when you would like to be reminded of your permits expiration: 90 Days ▾

* You may change this reminder for each individual permit, this can be done on the Permit Overview page.

[Cancel](#) [Save](#) [Save & Return](#)

Changes will not be saved Save and continue editing Save and return to My Account