How do I copy a permit application?

This task card demonstrates how to copy an existing Import permit application and allow you to use it as a template. For when you would like to import the same or similar goods you have previously held permits for.
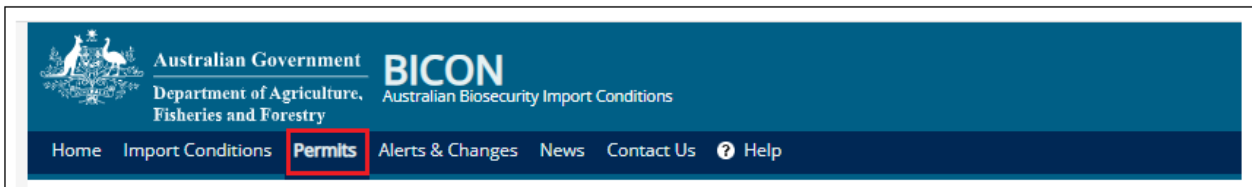
Copy existing application

Log into your BICON account.

Select **Permits** from the top menu bar.

Select **Application** from the question drop down.

Select **Search**.

Select existing application

Select the checkbox of the application that you want to copy.

Select the **Please select an action** dropdown.

Select **Copy selected application.**

The **Apply for New Permit** screen will display.

Review the contacts and select **Next.**

> *NOTE: The contact details will be pre-populated, however you are required to review the information before submitting the application*

Review previous application

The permit types and commodities will be pre-populated from the previous application. The **Incomplete** icon will appear against each permit type and commodity. Details provided in the copied application will be populated but you must review the details before submitting the application.

Permit types and commodities

Review the permit types and commodities listed on the application to ensure they are required. Add or remove as appropriate.

Application details

Select each commodity to view the details copied from the previous application.

Expand each section to verify that the details provided are correct for this new application.

Once reviewed, select **Save and Return.**

Submit application

Once you have completed the application form(s) each permit type should be marked as **Ready to Submit.**
Select **Next** to continue to the payment and submit process.