

Department of Agriculture, Fisheries and Forestry



How do I search for a permit?

This task card demonstrates how to search for and view import permits within your BICON account.

Locating a permit within your permit workspace

Select the **Permits** tab from the top menu on the home page. This will take you to the Permit Overview screen.

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From the dropdown list under Are you looking for a Permit or Application? select Permit, then select Search.

Manage Permits Permit Validity Check Correspondence Invoices Are you looking for a Permit, Application or Variation Request? Permit: v							
Identification number	Status						
	All						
Permit type	Importer						
All 🗸	All						
Commodity	Importer contact						
All 🗸	All						
	Reset All Search						
		Arrange columns					
Permit ID Status Expiry Date Importer	Importer Contact	Commodities					
0007662438 Active 08/12/2023 SIMPSON, BART	Simpson, BART	Dog (other than the first cat or dog in a consignment)					
0007662437 Active 08/12/2023 SIMPSON, BART	Simpson, BART	Cat (the first cat or dog in a consignment)					
0007662436 Active 08/12/2023 SIMPSON, BART	Simpson, BART	Cat (the first cat or dog in a consignment)					
Showing 1 - 3 results of 3 Results per page 30 v							
		Export results					

The search results will return all previously applied for permits. Results may be further refined by using the additional search/filter options.

Permit ID	<u>Status</u>	Expiry Date	Importer	Importer Contact	Commodities	
0007662438	Active	08/12/2023	SIMPSON, BART	Simpson, BART	Dog (other than the first cat or dog in a consignment)	
0007662437	Active	08/12/2023	SIMPSON, BART	Simpson, BART	Cat (the first cat or dog in a consignment)	
0007662436	Active	08/12/2023	SIMPSON, BART	Simpson, BART	Cat (the first cat or dog in a consignment)	
Showing 1 - 3 results of 3 Results per page 30 🗸						
					Export results	

To open a permit, select the blue hyperlink ID.

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



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Permit Overview						
Import Permit 0007662438						
This permit is valid for a single o	insignment between 08 December 2022 and 08 D	ecember 2023				
	-					
		Permit status: Active	View Issued Permit View Permit Lifecycle			
This Permit is issued to	BART SIMPSON 123 TESTING ST TEST TAS 1111 Australia		Vary My Permit Notify me prior to permit expiration			
Attention	Miss BART Simpson					
This permit is issued for the import of Cat or dog.						
Exporter contact						
Country of export United States of America						
This permit includes the following commodity(les):						
1. Dog (other than the first cat or dog in a consignment)						
Animal name Breed Microchip number	Fluffy Border collie 111 222 333 444 555					
Permit conditions	Live domestic dogs from a group 3 country					
Previous						