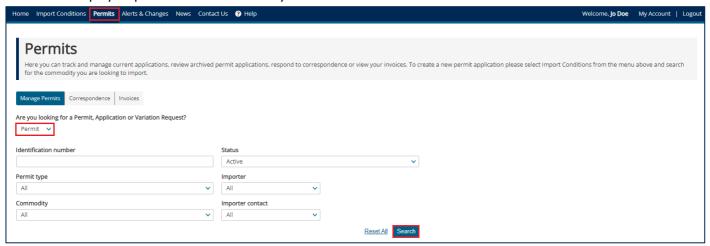# How do I view and manage issued permits?

This task card demonstrates how to search for import permits, export the results, view permit details, view an issued permit, view a permit lifecycle, update expiry notifications and change the default settings.

Search permits

Login to BICON and select **Permits** from the top menu bar.

Select **Permit** from the question drop down menu, then select **Search**.

BICON will display all permits associated with your account.

Export results

In the manage permits tab, you are able to export your results to an Excel (.csv) file. Select **Export results**.

You will be able to view your issued permits and any columns you have selected including:

- Issue date
- Expiration date
- Notification period
- Permit ID
- Importer

- Importer contact
- Status (active, expired, suspended, revoked, varied)
- Permit type
- Commodities
- Permit conditions

TIP: The export will include all issued permits, whether they are visible on the results page or not.
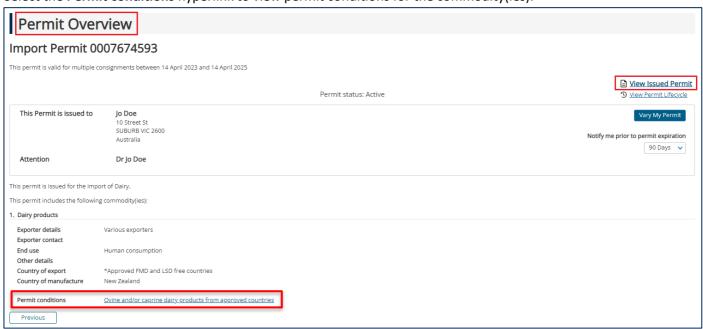
View permit details

Under the Permit ID column, select the permit hyperlink of the permit you wish to view.

Permit ID	Status	Expiry Date	Importer	Importer Contact	Commoditites
0007674593	Active	14/04/2025	Doe, Jo, Dr	Doe, Jo	Dairy products

View Issued Permit

To view the permit, on the **Permit Overview** page select **View Issued Permit**. It will open the permit in PDF format.

Select the **Permit conditions** hyperlink to view permit conditions for the commodity(ies).

Permit Overview

Import Permit 0007674593

This permit is valid for multiple consignments between 14 April 2023 and 14 April 2025

Permit status: Active

⬒ **View Issued Permit**
⟲ View Permit Lifecycle

This Permit is issued to	Jo Doe
	10 Street St
	SUBURB VIC 2600
	Australia
Attention	Dr Jo Doe

Vary My Permit

Notify me prior to permit expiration
90 Days ⌄

This permit is issued for the import of Dairy.

This permit includes the following commodity(ies):

1. Dairy products

Exporter details	Various exporters
Exporter contact	
End use	Human consumption
Other details	
Country of export	*Approved FMD and LSD free countries
Country of manufacture	New Zealand
Permit conditions	Ovine and/or caprine dairy products from approved countries

Previous

View Permit Lifecycle

From the **Permit Overview** page, you can select **View Permit Lifecycle**, to view the process from application, through to import permit, including any variation requests or further processes. If you hover over each process, you will be able to view more details.

If the permit you are viewing is varied, select **Permit (Active)** to see the current active permit overview.

Permit Overview

Import Permit 0007674593

This permit is valid for multiple consignments between 14 April 2023 and 14 April 2025

Permit status: Active
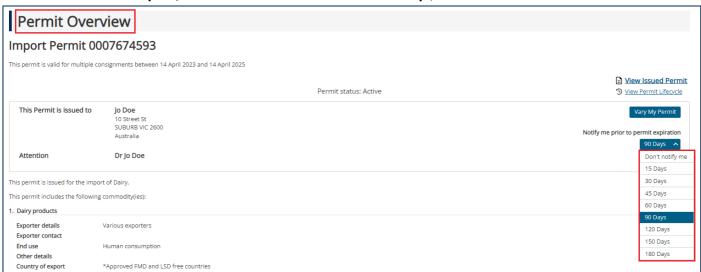
⬒ View Issued Permit
⟲ **View Permit Lifecycle**

*TIP: If you would like to vary your permit refer to the task card – **How do I vary my permit?***

Update expiry notification

Individual permit

You can set an expiry notification for individual permits from the **Permit Overview** page. You will receive an email notification in the days prior to the expiry of the permit. From the drop down menu on the right side of the screen, select either **Don't notify me,** or choose a time between **15 to 180 days**, to receive the notification.

*TIP: If you would like to update your default preference for permit expiry notifications, refer to the task card – **How do I manage my permit expiry notification?***