



CVI Checklist

The following checklist is based on the most common “paperwork” errors made on CVI’s. These errors are violations of your accreditation standards and can cause certificates to be disapproved by the state of destination. They can also cause problems for your client while the animal is in transit or when it arrives. Please make sure that your paperwork is complete and accurate.

Is all information on the certificate legible?

Is the certificate signed by the veterinarian who inspected the animals? (No rubber stamp signatures)

Is the certificate properly dated? (Use date of inspection or exam)

Are the clinic name, address, and veterinarian name provided and clearly legible?

Is the full mailing address of the shipper/consignor included?

Is the physical address of the origin included if different?

Is the phone number of the shipper/consignor included?

Is the full mailing address of the receiver/consignee included?

Is the physical address of the destination included if different?

Is the phone number of the receiver/consignee included?

Is the purpose of the shipment indicated?

Were state-of-destination’s current import requirements confirmed?

Was an import permit obtained, if required?

Are number, age, breed, and sex of animal(s) in the shipment indicated?

Is official identification listed for eligible animals?

Is brucellosis vaccination status indicated for female cattle? Whether vaccination is required or not, vaccination status must be provided.

Are rabies vaccination details indicated for dogs and cats? (manufacturer & serial number of vaccine, date of vaccination, date for revaccination).

Is rabies vaccination current? Many states require **annual** vaccination regardless of vaccine used.

If testing was required, you must indicate: Date sample was taken, individual ID of tested animals, test results, and name & location of the lab which performed the test(s).