Animal and Plant Health Agency

ET248 Quick reference guide for exporters and certifiers for EHCs signed by an APHA Veterinarian

September 2026

Change notice

The following change has been made to Version 4:

- Certifier: Cancel and Replace section has been updated, the exports@apha.gov.uk Outlook mailbox has been replaced by a link to the APHA online contact form.

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Submitting and managing applications for EHCs signed by an APHA Veterinarian

This quick reference provides guidance for Exporters and Certifiers in obtaining an Export

1. Health Certificate (EHC) online that is required to be signed by an APHA Veterinarian. It includes process steps for:
   - the exporter submitting an application
   - the certifier completing prechecks and

- recording the decision for the certificate
- cancelling and replacing a certificate

2. The following EHCs are required to be signed by an APHA Veterinarian:

- 3496EHC
- 5185EHC
- 5716EHC
- 5798EHC
- 5993EHC
- 6038EHC
- 6055EHC
- 6086EHC
- 6122EHC
- 6864EHC
- 7001EHC
- 7289EHC
- 7414EHC
- 7709EHC
- 8108EHC
- 8509EHC
- 8687EHC
- 8727EHC
- 8774EHC
- 8778EHC
- 8857EHC
- 8866EHC

Exporter: Complete a new application

1. Open a web browser (ideally google chrome) and open Form Finder using the following URL https://www.gov.uk/export-health-certificates.

2. You will then need to search for the EHC that you require for your consignment.

3. You should always check the Export Health Certificate (EHC) and Notes for Guidance (NFG) and then scroll to the bottom of the page and click **Start Now**.

4. Sign into your Government Gateway account by entering your Government Gateway User ID and Password and then click **Sign In**.

5. Click **Start New Application** on the application dashboard.

6. You are now presented with a task list to complete for the application, with four sections to complete.

7. Click on the **blue hyperlink** for each task and answer each question with the required details. It is important that you complete as many fields as possible. Click **Save and Continue** to record the answers for each task.

8. The status on the right-hand side of the task will change to **Completed**, for each task that is completed.

9. In Section 4 **Additional Documents** you will need to attach:

- an Import Permit (if applicable)
- a manufacturer's declaration, and
- an authorised signatory declaration

10. Click on the link in Section 5 **Check your answer and submit your application**, to review all of your answers.

11. You can update the answer to any question, by clicking the blue hyperlink **Change**. Amend the information and then click **Save and Continue**. You can do this for each answer you wish to update.

12. Click on the blue hyperlink **Specimen Certificate** to preview your answers on the specimen certificate.

13. Click **Continue** to view the declaration. Check the Declaration tick box and click **Submit Application**. You have now completed the application and will be presented with an APHA reference number and guidance on what happens next.

14. Click on the blue hyperlink **View your applications** to view the application on your dashboard.

15. You can view the status in the dashboard, which will be **Certifier Action** for newly submitted applications that require pre-certification. Your application has been sent direct to your certifier for a pre-check.

16. You will receive an email notification to the email address that was registered on your organisation, confirming that the application has been submitted to your certifier and guidance on what happens next.

17. Once the certifier has completed their pre-checks and approved the certificate, the status of the application will change to **Processing**, until the Centre for International Trade - Carlisle (CITC) complete their checks and dispatch the certificate.

18. You will receive a further email notification to the email address that was registered on your organisation, informing you that CITC has dispatched the EHC. The status of the application will be **Dispatched**, and the certificate is **Approved**.

19. Once the certifier has completed the certification and closed the case in the Certifier Portal, the certificate status is updated to **Certified**.

Exporter: Clone an existing application

Note: If you wish to submit an application that is similar to an application that you have in draft or have already submitted, you can clone that application. Cloning an application creates a copy of the same EHC application.

1. Open a web browser (ideally google chrome) and open Form Finder using the following URL https://www.gov.uk/export-health-certificates.

2. You will then need to search for the EHC that you require for your consignment.

3. You should always check the EHC and NFG and then scroll to the bottom of the page and click **Start Now**.

4. Sign into your Government Gateway account by entering your Government Gateway User ID and Password and then click **Sign In**.

5. Find the certificate you wish to clone in your application dashboard and click on the blue hyperlink **Clone**.

6. Select the option **Yes, clone this application** and click **Continue**.

7. You will be taken to the Review your answers page. You can update the answer to any question, by clicking the blue hyperlink **Change**. Amend the information and then click **Save** and **Continue**. You can do this for each answer you wish to update.

8. In **Supporting Documents** you will need to attach:

- an Import Permit (if applicable)
- a manufacturers declaration, and
- an authorised signatory declaration

9. Click on the blue hyperlink **Specimen Certificate** to preview your answers on the specimen certificate.

10. Click **Continue** to view the declaration. Check the Declaration tick box and click **Submit Application**. You have now completed the application and will be presented with an APHA reference number and guidance on what happens next.

11. Click on the blue hyperlink **View your applications** to view the application on your dashboard.

12. You can view the status in the dashboard, which will be **Certifier Action** for newly submitted applications that require pre-certification. Your application has been sent direct to your certifier for pre-checks.

13. You will receive an email notification to the email address that was registered on your Organisation, confirming that the application has been submitted to your certifier and guidance on what happens next.

14. Once the certifier has completed their pre-checks and approved the certificate, the status of the application will change to **Processing**, until CITC complete their checks and dispatch the certificate.

15. You will receive further email notification to the email address that was registered on your organisation, informing you that CITC has dispatched the EHC. The status of the application will be **Dispatched**, and the certificate is **Approved**.

16. Once the certifier has completed the certification and closed the case in the Certifier Portal, the certificate status is updated to **Certified.**

Application hints and tips

1. The following are useful hints and tips when completing the online application:

- **Create a Reference Number**

  You have the option when completing an Application to include a reference number up to a maximum length of 20 characters. This could be a reference number you chose to add to support internal business processes and help identify consignments within your organisation.

- **Who will certify this Certificate?**

  In order to submit an online application, you will need to select your Certifier from our database. If your Certifier Practice is missing from the list of Certifying Organisations, you will need to notify the practice. If the Certifier Practice wishes to be added as a certifying organisation, they will need to register with APHA. If the practice does not wish to register as a certifying organisation you will need to arrange for the certification to be undertaken by an alternative certifying practice. You cannot choose a Certifier from the list speculatively, you will need an established commercial relationship with them.

- **Is this the right delivery address for your certificate?**

  Select **No, deliver to a different address** then manually enter your establishment address. For EHC's that are signed by an APHA Veterinarian we **do not** require an authorising declaration to have been submitted by the Certifier Practice to CITC.

- **You do not have to answer every question**.

  Check the tick box **I've answered as many questions as I can on this page**, to skip questions if you do not have the information right now. You can fill in any blanks before you submit, or leave them for your certifier to fill in. This option is not available for mandatory questions, such as who is sending the consignment.

- **Saving your application as draft**.

  You can click the blue hyperlink **Save and Continue later**, when completing the task list, which will save your answers. You can then exit the page or sign out. Your application will then be saved as a Draft.

- **Supporting Documents**.
  To attach documents, click on the **Add supporting documents**. There are instructions on screen that tell you what criteria the documents must fulfil:
  - click the white button **Choose file**, browse your computer and select the relevant document
  - enter a file description into the text box to tell us what the document is
  - click the blue hyperlink **Upload**
  - you can **View** or **Delete** any documents uploaded by clicking on the appropriate blue hyperlink next to the appropriate file name and description.

Certifier: Pre-Certification

1. You will receive an email notification sent to the email address that was registered on your Organisation, informing you about a new certification request that requires action.

2. Open a web browser (ideally google chrome) and enter the following URL to open the EHC certification portal Certify an export health certificate - GOV.UK (www.gov.uk)

3. Sign into your Government Gateway account by entering your Government Gateway User ID and Password and then click **Sign In**.

4. You will be taken to the Case Management Dashboard. Click on the blue hyperlink **Cases to Pre-Check** to view the list of applications that require pre-checks prior to CITC being able to process and dispatch the certificate.

5. Click the blue hyperlink **Summary** next to the case to view the details of the case and then in **Manage Case** click the blue hyperlink **Continue**.

6. You will be taken to the Review your answers page, where you can view the information pre-populated by the Exporter. You can populate any data entry fields that are blank, or update the data entered by the Exporter by clicking the blue hyperlink **Change**. Click **Save and Continue** when complete. You can do this for each answer you wish to update. You must ensure that there is data present in every data entry field.

7. Click on the blue hyperlink **Specimen Certificate** to preview the specimen certificate.

8. The Specimen Certificate will be used as the OV signed pre-certificate. Therefore, once you are sure that all the answers have been completed correctly you will need to print the Specimen Certificate, then sign and stamp it. **If any handwritten amendments are made to the signed pre-certificate then you must return to the Review your answers page and amend the corresponding data entry field**.

9. To view the supporting documents submitted by the Exporter, you will need to return to the **Manage Case** page and select the **Attachments** tab. Then select the blue hyperlink **Download** against each of the documents that you wish to open.

10. You will then need to upload the signed Specimen Certificate to the Attachments tab. To do this click on the blue hyperlink **Add attachments**.

11. If all your answers are correct, click on **Continue**. You are then taken to the **Decision** and **Confirmation** page.

12. Select **Approved**, complete your Full Name and SP number in **Certifier Details** and click **Accept and Submit**. You will return back to the case where you can see the case status is **Processing**, and the certificate status has changed to **APHA is**

Processing.

13. This will send the fully completed EHC to CITC who will process the EHC which will then be signed by an APHA Veterinarian. The signed EHC will then be sent directly to the Exporter.

14. In the Case Management Dashboard, you will see that the case has moved from **Cases to Pre-Check** to **Upcoming Cases**. The case will be visible in **Upcoming cases** until the case have been processed and dispatched by CITC.

15. Once CITC have completed their checks and processed the EHC, the status of the case changes to **Completed**. The status of the certificate changes to **Certified**.

16. All completed cases can be viewed in the dashboard by clicking the blue hyperlink **All Your Cases**.

Certifier: Cancel and replace

Note: You must apply for a Cancel and Replacement EHC on behalf of the exporter, through the EHC Certification Portal. If you require any support on whether a cancel and replace application is required, please contact APHA for advice on 03000 200 301 or contact APHA using the online contact form.

1. Open a web browser (ideally google chrome) and enter the following URL to open the EHC certification portal Certify an export health certificate - GOV.UK (www.gov.uk)

2. Sign into your Government Gateway account by entering your Government Gateway User ID and Password and then click **Sign In**.

3. You will be taken to the Case Management Dashboard. Click the blue hyperlink **All Your Cases** and find the case that requires a cancel and replace. Click the blue hyperlink **Summary**.

4. Click the blue hyperlink **Cancel and Replace** and read the conditions for applying for a Cancel and Replace. Select **Yes, the certificate meets APHA's criteria for replacement** and then click **Continue** when you are ready to proceed.

5. You will be taken to the Review your answers page, where you can update the answer to any question, by clicking the blue hyperlink **Change**. Amend the information and then click **Save and Continue**. You can do this for each answer you wish to update.

6. Click on the blue hyperlink **Specimen Certificate** to preview the specimen certificate.

7. The Specimen Certificate will be used as the OV signed pre-certificate. Therefore, once you are sure that all the answers have been completed correctly you will need to print the Specimen Certificate, then sign and stamp it.

8. You will then need to attach the:

- signed Specimen Certificate
- Import Permit (if required)
- manufacturer's declaration, and
- authorised signatory declaration to the **Attachments** tab, To do this click on the blue hyperlink **Add attachments**

9. You must also upload a completed Application for the Issue of Cancel and Replacement Export Health Certificate (ET135) to the **Attachments** tab. A copy of the EHC (ET135) can be downloaded from the APHA Official Veterinarian Training.

10. Click **Accept and Submit** to view the declaration. Click **Agree and Submit** when you are ready to submit the request to CITC.

11. In the Case Management Dashboard, you will see that the case has moved to **Upcoming Cases**, and the case status is **Processing**, and a new Case ID has been allocated. The case will be visible in **Upcoming cases** until the case has been processed and dispatched by CITC.

12. You can see that the certificate status is updated to **APHA is processing** and certificate reference has a blue **Replacement** marker, including as blue hyperlink to the original certificate.

13. Once CITC have completed their checks and processed the cancel and replace EHC, the status of the case changes to **Certified**. The status of the certificate is **Completed**. The cancel and replace certificate that has been signed by the APHA Veterinarian will then be sent directly to the Exporter.

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Using and sharing your information

How we use your personal data is set out in our personal information charter and privacy notices:

- https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs/about/personal-information-charter
- https://www.gov.uk/government/publications/animal-and-plant-heath-agency-privacy-notices

APHA is an Executive Agency of the Department for Environment, Food and Rural Affairs and also works on behalf of the Scottish Government, Welsh Government and Food Standards Agency to safeguard animal and plant health for the benefit of people, the environment and the economy.