

# **BAHFSA**

## **Pet Import Permits**

Step-by-Step User Guide for Click2Clear Applications

Prepared by the Bahamas Agricultural Health and Food Safety Authority



**BAHFSA**  
THE BAHAMAS AGRICULTURAL HEALTH & FOOD  
SAFETY AUTHORITY

## Introduction

The Bahamas Agricultural Health and Food Safety Authority (BAHFSA) safeguards the nation's biosecurity by regulating the safe importation of animals and agricultural goods.

This step-by-step guide was designed to help applicants confidently complete the Pet Import Permit process for cats and dogs using the Click2Clear online platform. Whether you're a returning resident, a visitor, or a first-time importer, the instructions and visuals in this guide will help you navigate the process with clarity and ease.

For assistance, contact the BAHFSA Helpdesk at 1-242-424-1826, 1-242-424-8296, 1-242-422-3920, 1-242-424-1006, 1-242-376-0424 or email [itd@bahfsabahamas.com](mailto:itd@bahfsabahamas.com).

## 2. Application Preparation Checklist

Before starting your application, ensure you have the following ready:

- Click2Clear account login credentials
- Animal's Personal Information such as name, breed, sex, age, and color
- Vaccination record (Inclusive of Rabies, Distemper, Hepatitis, Leptospirosis, Parvovirus, and Adenovirus)
- Microchip identification (if applicable)
- Port of arrival and travel information
- Credit and/or debit card for payment

## Step 1: Access Click2Clear

Visit <https://bahfsabahamas.com/>, click “Learn More” next to “ePermitting Pet Import”.



**Ensuring Safety in the Bahamas.**

Committed to the protection of foods, plants, and animals against threats to food safety and quality, public health, environmental health, and economic sustainability.

[Learn More About BAHFSA](#)

**We're Here to Help**

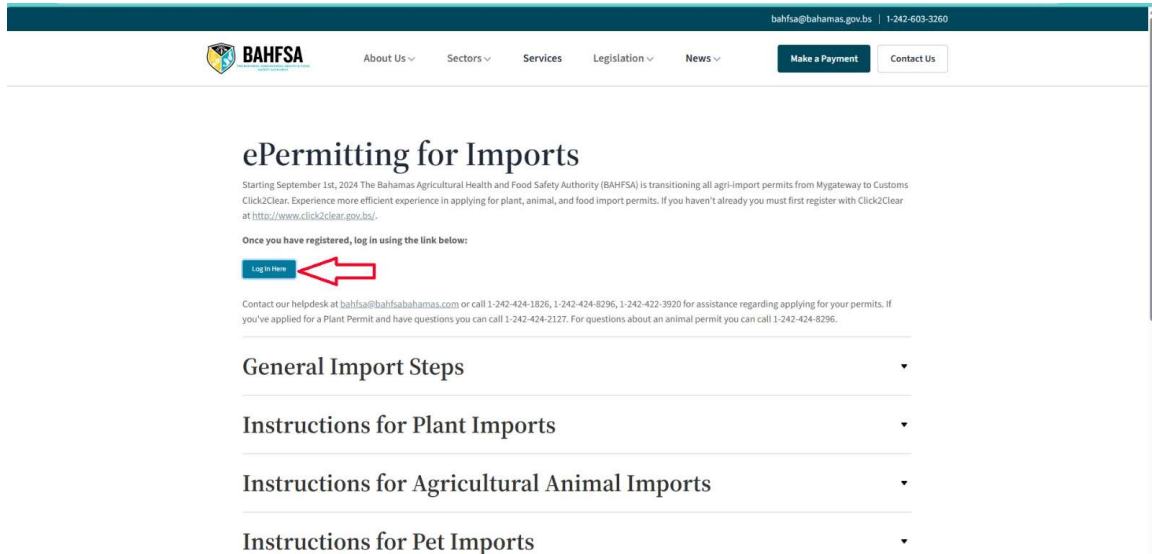
Learn more about ePermitting, inspection and Trade Facilitation with BAHFSA and access online tools to help you navigate these processes quickly and efficiently.

**ePermitting Pet Imports**  
Instructions on importing pets

[Learn More](#)

## Step 1a: Access Click2Clear cont'd

Click the “Log In Here” tab on the page, which will send you directly to the Click2Clear site.



**ePermitting for Imports**

Starting September 1st, 2024 The Bahamas Agricultural Health and Food Safety Authority (BAHFSA) is transitioning all agri-import permits from Mygateway to Customs Click2Clear. Experience more efficient experience in applying for plant, animal, and food import permits. If you haven't already you must first register with Click2Clear at <http://www.click2clear.gov.bs/>.

Once you have registered, log in using the link below:

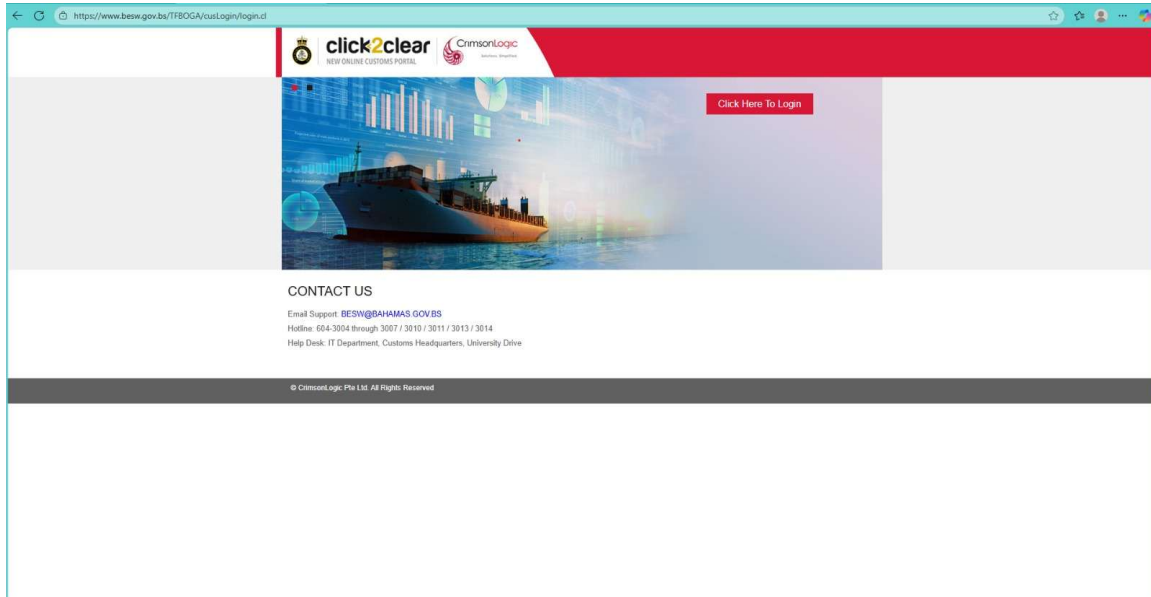
[Log In Here](#)

Contact our helpdesk at [bahfba@bahfsabahamas.com](mailto:bahfba@bahfsabahamas.com) or call 1-242-424-1826, 1-242-424-8296, 1-242-422-3920 for assistance regarding applying for your permits. If you've applied for a Plant Permit and have questions you can call 1-242-424-2127. For questions about an animal permit you can call 1-242-424-8296.

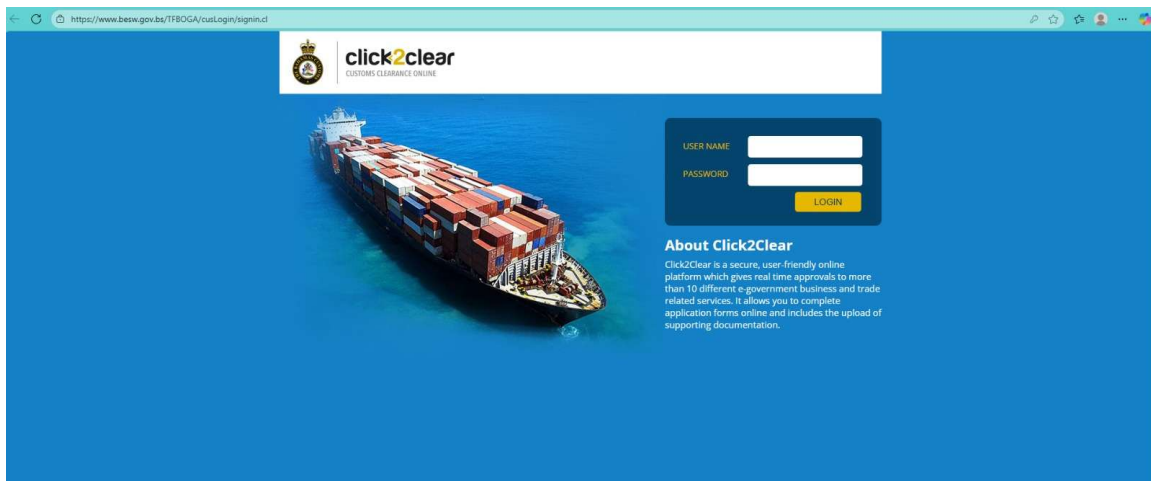
- [General Import Steps](#)
- [Instructions for Plant Imports](#)
- [Instructions for Agricultural Animal Imports](#)
- [Instructions for Pet Imports](#)

## Step 1b: Access to Click2Clear

Once on the site click the tab “**Click Here To Login**” and login using your credentials

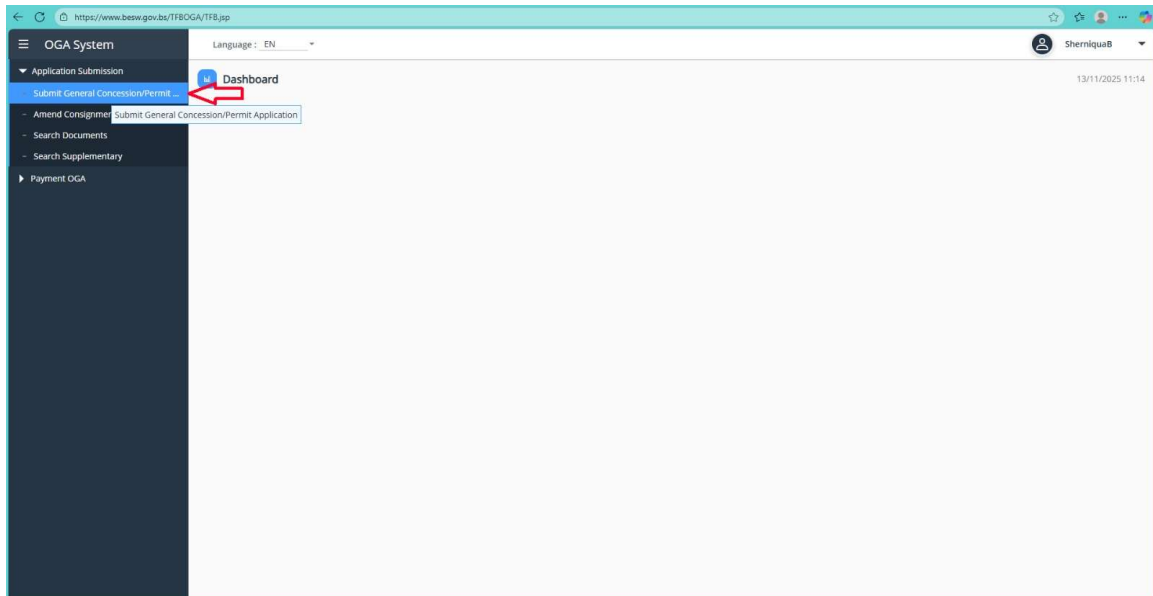
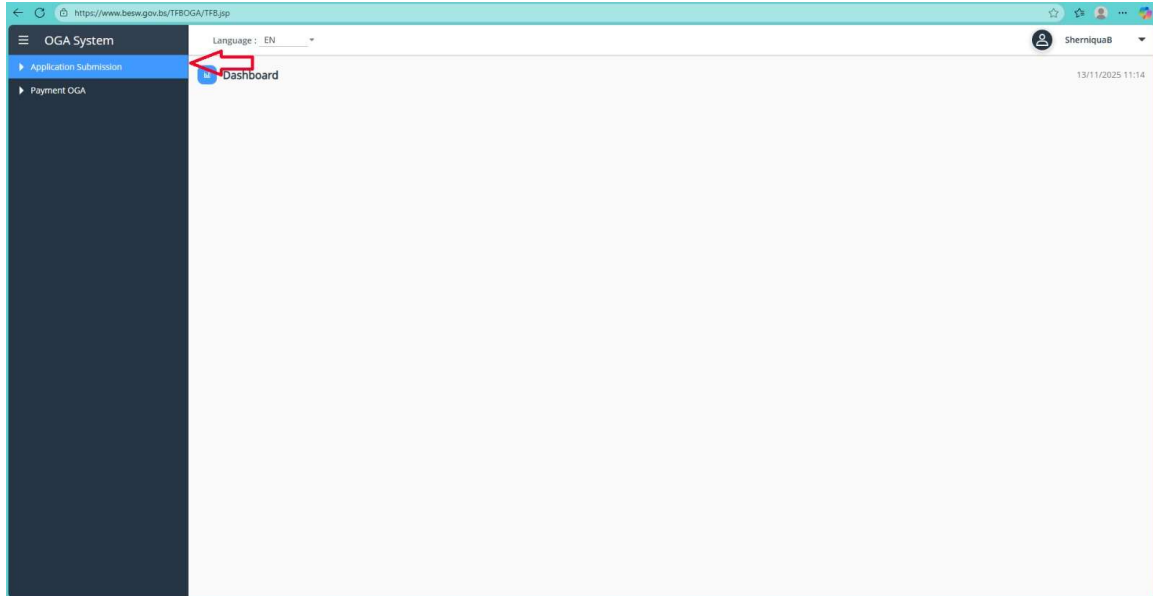


**“LOGIN SCREEN”**



## Step 2: Application

Select **“Application Submission”** then **“Submit General Concession/Permit Application”**.



## Step 2a: Complete Header Tab

Fill in all fields under the Header tab marked with a **red asterisk (\*)**.

Language: EN

Dashboard > Submit Consignment Document

Header Party Transport Invoice Upload Items Item UPC Codes Documents Additional Charges Queries Approval Summary

\* Owner:

Trader Pin:

Master Reference No.:

\* OGA Code:

\* Document Type:

\* Document:

Provisional Ref. No.:

UCR Number:

:

Reference Document Type: UCR

Document Category: Consignment Document

Name:

\* OGA Office:

Regime:

UCR Number:

Version:

☒ Agreed

Save Reset

## Step 2b: Complete Header Tab

Fill in the **“Owner”** box, if not already filled, by selecting the box and typing in your name.

Language: EN

Dashboard > Submit Consignment Document

Header Party Transport Invoice Upload Items Item UPC Codes Documents Additional Charges Queries Approval Summary

\* Owner:

Trader Pin:

Master Reference No.:

\* OGA Code:

\* Document Type:

\* Document:

Provisional Ref. No.:

UCR Number:

:

Reference Document Type: UCR

Document Category: Consignment Document

Name:

\* OGA Office:

Regime:

UCR Number:

Version:

☒ Agreed

Save Reset

Name	Category	PIN
Shermiqua Lindsay	IND	
Shermita Ann Patrice Smith	IND	
Shermiqua Nicole Crawley	IND	
Shermiecia Danyel Subanne ...	IND	
Shermiqua Jeana Johnson	IND	
SHERNIQUA Belle	IND	

## Step 2c: Complete Header Tab

For OGA Code select “BAHFSA- Bahamas Agricultural and Health Food Safety Authority”

Language: EN

Dashboard > Submit Consignment Document

13/11/2025 13:00

Header Party Transport Invoice Upload Items Item UPC Codes Documents Additional Charges Queries Approval Summary

Owner: SHERNIQUA Belle

Trader Pin: 11345

Master Reference No:

OGA Code: BAHFSA

OGA Name: Bahamas Agricultural and Health Food Safety Authority

Document Category: Consignment Document

Name: SHERNIQUA Belle

OGA Office:

Document Type: BAHFSA

Document: BAHFSAADMIN

Provisional Ref. No: CEDOGA

UCR Number: DEHOGA

MOEA

MOF

Reference Document Type: UCR

Agreed

Save Reset

## Step 2d: Complete Header Tab

Select the drop-down arrow on the “Document Type” box and select “Permit”.

Language: EN

Dashboard > Submit Consignment Document

13/11/2025 13:00

Header Party Transport Invoice Upload Items Item UPC Codes Documents Additional Charges Queries Approval Summary

Owner: SHERNIQUA Belle

Trader Pin: 1134

Master Reference No:

OGA Code: BAHFSA-Bahamas Agricultural a

OGA Office: BAHFSA-Bahamas Agricultural H

Document Type: Permit

Document Type Code: 2

Document Type Name: Permit

Provisional Ref. No:

UCR Number:

Reference Document Type: 2

Agreed

Save Reset

## Step 2e: Complete Header Tab

Click “Document” then “BAHFSA-Pets (BAHFSA-PERMIT TO IMPORT CATS AND DOGS)”

Language: EN

Dashboard > Submit Consignment Document

13/11/2025 13:00

Header Party Transport Invoice Upload Items Item UPC Codes Documents Additional Charges Queries Approval Summary

Owner: SHERNIQUA Belle  
Trader Pin: 113  
Master Reference No:  
OGA Code: BAHFSA-Bahamas Agricultural a  
Document Type: 2-Permit  
Document: BAHFSA - Pets  
Provisional Ref. No:  
UCR Number:  
Reference Document Type:  
Document Code  
Document Name  
BAHFSA - Equine  
BAHFSA - Equine Import Permit  
BAHFSA - Dairy  
BAHFSA - Dairy Import Permit  
BAHFSA - Skins  
BAHFSA - PERMIT TO IMPORT ANIMAL SKINS  
BAHFSA - Fish  
BAHFSA - PERMIT TO IMPORT LIVE FISH/CRUSTACEAN/MO...  
BAHFSA - Plant  
BAHFSA - PERMIT TO IMPORT PLANTS AND PLANT PROD...  
BAHFSA - Bovine  
BAHFSA - PERMIT TO IMPORT BOVINE AND BOVINE PROD...  
BAHFSA - Pork  
BAHFSA - PERMIT TO IMPORT PORK AND PORK PRODUCTS  
BAHFSA - Poultry  
BAHFSA - PERMIT TO IMPORT POULTRY AND POULTRY PR...  
BAHFSA - Rabbits  
BAHFSA - PERMIT TO IMPORT RABBITS  
BAHFSA - Sheep  
BAHFSA - PERMIT TO IMPORT SHEEP AND GOAT PRODUCTS  
BAHFSA - Pets  
BAHFSA - PERMIT TO IMPORT CATS AND DOGS  
BAHFSA - Birds  
BAHFSA - PERMIT TO IMPORT COMPANION BIRDS (NON-C...  
BAHFSA - Exotic  
BAHFSA - PERMIT TO IMPORT TERRESTRIAL EXOTIC ANIM...  
BAHFSA - Bee  
BAHFSA - Bee and Bee Products Import Permit

Document Category: Consignment Document  
Name: SHERNIQUA Belle  
OGA Office: BAHFSA-Bahamas Agricultural H  
Regime:  
Agreed

Save Reset

## Step 2f: Complete Header Tab

Press “Save”. Your “Provisional Ref. No” will be provided. **SECURE IT FOR LATER!**

Language: EN

Dashboard > Submit Consignment Document

13/11/2025 13:00

Header Party Transport Invoice Upload Items Item UPC Codes Documents Additional Charges Queries Approval Summary

Owner: SHERNIQUA Belle  
Trader Pin: 1134  
OGA Code: BAHFSA-Bahamas Agricultural a  
Document Type: 2-Permit  
Document: BAHFSA - Pets-BAHFSA - PERMIT  
Provisional Ref. No: PROV2025DOC0000096504  
UCR Number:  
Reference Document Number:  
Version:  
Agreed

Save Reset

Language: EN

Dashboard > Submit Consignment Document

13/11/2025 14:42

Header Party Transport Item UPC Codes Documents Summary

Owner: SHERNIQUA Belle  
Trader Pin: 1134  
OGA Code: BAHFSA-Bahamas Agricultural a  
Document Type: 2-Permit  
Document: BAHFSA - Pets-BAHFSA - PERMIT  
Provisional Ref. No: PROV2025DOC0000096504  
Reference Document Number: 129202  
Version:  
Agreed



### Step 3: Complete Party Tab

Select the **'Party'** tab, click the **three dots (...)** beside your name/email and choose **'Edit.'**

The screenshot shows the 'Party' tab in the OGA System. The breadcrumb trail is 'Dashboard > Submit Consignment Document'. The 'Party' tab is selected, and a red arrow points to the three dots menu icon next to the first record in the 'PARTY LIST' table. The table has columns: SI N., Party Type, PIN, Name, Telephone, Fax, Email, and Actions. The first record is for an 'Importer' with PIN 1134, Name SHERNIQUA Belle, Telephone 12345, and Email SHERNIQUABELLE@BAHAMAS.GO... The total record count is 1.

SI N.	Party Type	PIN	Name	Telephone	Fax	Email	Actions
1	Importer	1134	SHERNIQUA Belle	12345		SHERNIQUABELLE@BAHAMAS.GO...	⋮

This screenshot shows the same 'Party' tab, but with the three dots menu open for the first record. A red arrow points to the 'Edit' option in the dropdown menu. The dropdown menu also includes 'View' and 'Print' options. The table data remains the same as in the previous screenshot.

SI N.	Party Type	PIN	Name	Telephone	Fax	Email	Actions
1	Importer	11345985	SHERNIQUA Belle-Sands	12345		SHERNIQUABELLE@BAHAMAS.GO...	⋮ Edit View Print

### Step 3a: Complete Party Tab

Fill all required fields. If any field does not apply, enter '00000'. Click 'Update' to save.

Language: EN

Dashboard > Search Document Application > Submit Document

13/11/2025 15:53

Header Party Transport Invoice Item UPC Codes Documents Additional Charges Queries Approval Summary

▲ PARTY LIST

Party N...	Party Type	PIN	Name	Telephone	Fax	Email	Ac...
1	Importer	1134	SHERNIQUA Belle	12345	00000	SHERNIQUA.BELLE@BAHAMAS.GO	

Total records: 1

▲ PARTY

Party Type: Importer

Others

PIN: 1134

Physical Address

City: New Providence

Street: Fritz Lane

Telephone: 12345

Email: SHERNIQUABELLE@BAHAMAS.GO

Country: BS-BAHAMAS

Postal Code: 00000

Fax: 00000

Update Close

### Step 4: Complete Transport Tab

In the 'Transport' tab dropdown, choose **Air Transport** or **Maritime Transport**.

Language: EN

Dashboard > Search Document Application > Submit Document

14/11/2025 09:19

Header Party Transport Invoice Item UPC Codes Documents Additional Charges Queries Approval Summary

TRANSPORT

Transport Mode: [Dropdown]

Shipment Date: [Date]

BU/AWB: 1

Port of Arrival: 4

Customs Office: [Dropdown]

Voyage Number: [Text]

Manifest Number: [Text]

Departure Date: Nov 14 2025

Port of Departure: [Dropdown]

Vessel Name: [Text]

Save Reset Close

## Step 4a: Complete Transport Tab

Fill in the “**Shipment Date**” and “**Departure Date**”. The date may differ depending on area.

Language: EN

Dashboard > Search Document Application > Submit Document

Header Party Transport Invoice Item UPC Codes Documents Additional Charges Queries Approval Summary

TRANSPORT

Transport Mode: 4-Air Transport

Shipment Date: Nov 14 2025

BL/AWB:

Port of Arrival: NAS-NEW PROVIDENCE

Customs Office: NASLPI-LYNDEN PINDING INTE

Voyage Number:

Manifest Number:

Departure Date: Nov 14 2025

Port of Departure: USFOA-Florida

Vessel Name:

Save Reset Close

## Step 4b: Complete Transport Tab

Input the “**Port of Arrival**” along with the “**Customs Office**” of the destination for your pet.

Language: EN

Dashboard > Search Document Application > Submit Document

Header Party Transport Invoice Item UPC Codes Documents Additional Charges Queries Approval Summary

TRANSPORT

Transport Mode: 4-Air Transport

Shipment Date: Nov 14 2025

BL/AWB:

Port of Arrival: NAS-NEW PROVIDENCE

Customs Office:

Code	Description(English)
MHHLTA	LEONARD M THOMPSON INTERNATIONAL AIRPOR...
NASLCM	LYFORD CAY MARINA, NASSAU
NASLPI	LYNDEN PINDING INTERNATIONAL AIRPORT, TER...
RSOLHP	Lighthouse Point, Eleuthera

Voyage Number:

Manifest Number:

Departure Date: Nov 14 2025

Port of Departure:

Vessel Name:

## Step 4c: Complete Transport Tab

Fill in “**Departure Date**” and “**Port of Departure**” for when/where the pet is coming from.

Language: EN

Dashboard > Search Document Application > Submit Document

Header Party Transport Invoice Item UPC Codes Documents Additional Charges Queries Approval Summary

TRANSPORT

Transport Mode: 4-Air Transport

Shipment Date: Nov 14 2025

BL/AWB:

Port of Arrival: NAS-NEW PROVIDENCE

Customs Office: NASLPI-LYNDEN PINDING INTE

Voyage Number:

Manifest Number:

Departure Date: Nov 14 2025

Port of Departure:

Code	Description(English)	Code	Description(English)
ATDWN	Strasswalchen	AE	UNITED ARAB EMIRATES
ATSZI	Stratzing	GB	UNITED KINGDOM
ATSBG	Strengberg	UM	UNITED STATES MINOR OUTLYING ISLANDS
ATSTL	Strobl	US	UNITED STATES OF AMERICA
ATNIS	Stronsdorf	AT	
ATSUB	Suben	AT	
ATSUL	Sulz	AT	
ATTKI	Talskirchen im Innskreis	AT	

## Step 4d: Complete Transport Tab

Click “Save” and move onto the next tab, which is the “Item”.

The screenshot shows the 'Transport' tab in the OGA System. The left sidebar contains a menu with options: Application Submission, Submit General Concessions/Permit..., Amend Consignment Document, Search Documents, Search Supplementary, and Payment OGA. The main area has a breadcrumb trail: Dashboard > Search Document Application > Submit Document. Below this is a tabbed interface with tabs for Header, Party, Transport (active), Invoice, Item, UPC Codes, Documents, Additional, Charges, Queries, Approval, and Summary. The 'Transport' tab contains several form fields: Transport Mode (4-Air Transport), Shipment Date (Nov 14 2025), BU/AWB, Port of Arrival (NAS-NEW PROVIDENCE), Customs Office (NASLPI-LYNDEN PINDLING INTE), Voyage Number, Manifest Number, Departure Date (Nov 14 2025), Port of Departure (USFOA-Florida), and Vessel Name. At the bottom, there are three buttons: Save (highlighted with a red box), Reset, and Close.

## Step 5: Complete Item Tab

Click the ‘Add New Record’ (+) icon and complete mandatory fields with a red asterik (\*).

The screenshot shows the 'Item' tab in the OGA System. The left sidebar is the same as in the previous screenshot. The main area has the same breadcrumb trail. The 'Item' tab is active, showing an 'ITEM LIST' table with columns: Item Seq No, Internal Product, HS Code, Quantity, Net Weight, Gross Weight, No of Packages, Country of Origin, Invoice Amount, File, Add New Record, and Ac... The table is currently empty, with a message 'No items to show.' below it. To the right of the table, there is a 'Total records: 0' and a '+ Add New Record' button, which is highlighted with a red arrow. Below the table, there is an 'ITEM' section with tabs for Item, Invoice, and Additional Info - Document. The 'Item' tab is active, showing a form with fields: Item Seq No, Description, Country of Origin, Quantity UOM, Gross Weight UOM, Package Type, Description Others, HS Code, Commercial Name (Other), Quantity, Gross Weight, No of Packages, Intended Use, and Age. The 'Add New Record' button is highlighted with a red arrow.

## Step 5a: Complete Item Tab

Type in the **HS Code** to indicate whether the pet is a **Dog (01061910)** or a **Cat (01061920)**.

Language: EN

Dashboard > Search Document Application > Submit Document

Header Party Transport Invoice **Item** UPC Codes Documents Additional Charges Queries Approval Summary

ITEM LIST

Item Seq No	Internal Product	HS Code	Quantity	Net Weight	Gross Weight	No of Packages	Country of Origin	Invoice Amount	File Upload	Ac...
No items to show.										

0 0 0 0 0

ITEM

Item Seq No: [ ]

Description: Other live animals - Mammals - Other - Cats This box is pre-filled automatically

Country of Origin: [ ]

Quantity UOM: [ ]

Gross Weight UOM: LB-POUND

Package Type: [ ]

Age: [ ]

HS Code: 01061920

Commercial Name (Other): [ ]

Quantity: [ ]

Gross Weight: [ ]

No of Packages: [ ]

Intended Use: [ ]

Bahfa Quantity UOM: [ ]

Save Reset

Language: EN

Dashboard > Search Document Application > Submit Document

Header Party Transport Invoice **Item** UPC Codes Documents Additional Charges Queries Approval Summary

ITEM LIST

Item Seq No	Internal Product	HS Code	Quantity	Net Weight	Gross Weight	No of Packages	Country of Origin	Invoice Amount	File Upload	Ac...
No items to show.										

0 0 0 0 0

ITEM

Item Seq No: [ ]

Description: Other live animals - Mammals - Other - Dogs This box will pre-fill automatically

Country of Origin: [ ]

Quantity UOM: [ ]

Gross Weight UOM: LB-POUND

Package Type: [ ]

Age: [ ]

HS Code: 01061910

Commercial Name (Other): [ ]

Quantity: [ ]

Gross Weight: [ ]

No of Packages: [ ]

Intended Use: [ ]

Bahfa Quantity UOM: [ ]

Save Reset

Language: English

Dashboard > Submit Consignment Document

Header Party Transport **Item** UPC Codes Documents Summary

ITEM LIST

Item S...	Interna...	HS Code	Quantity	Net We...	Gross ...	No of P...	Count...	Invoice...	File Up...	Ac...
1		12092100	100		1	10	UNITED S...			
			100	0	1	10		0		

ITEM

Gross Weight UOM: LB-POUND

Package Type: BG-bag

No of Packages: 5

Intended Use: Processing

Save Reset

## Step 5b: Complete Item Tab

Fill in the information as shown. Use the example image as a guide and **enter your detail**.

Language : EN

Dashboard > Search Document Application > Submit Document

Header Party Transport Invoice **Item** UPC Codes Documents Additional Charges Queries Approval Summary

ITEM LIST

Total record(s): 0

Item Seq No	Internal Product	HS Code	Quantity	Net Weight	Gross Weight	No of Packages	Country of Origin	Invoice Amount	File Upload	Ac...
No items to show.										
0	0	0	0	0	0	0	0	0	0	0

ITEM

Item Invoice Additional Info - Document

Description: Other live animals, - Mammals -> Other -> Cats

Country of Origin: US-UNITED STATES OF AMERICA

Quantity UOM:

Gross Weight UOM: LB-POUND

Package Type: EA-EACH

Pet or Service Animal

Description Others:

Commercial Name (Other): Daphne (Persian), Female, 1, White, Microchip # 012132314

Quantity: 1

Gross Weight: 15

No of Packages: 1

Intended Use: Other

Age: 1

Language : EN

Dashboard > Search Document Application > Submit Document

Header Party Transport Invoice **Item** UPC Codes Documents Additional Charges Queries Approval Summary

ITEM LIST

Total record(s): 0

Item Seq No	Internal Product	HS Code	Quantity	Net Weight	Gross Weight	No of Packages	Country of Origin	Invoice Amount	File Upload	Ac...
No items to show.										
0	0	0	0	0	0	0	0	0	0	0

ITEM

Item Invoice Additional Info - Document

Description: Other live animals, - Mammals -> Other -> Cats

Country of Origin: US-UNITED STATES OF AMERICA

Quantity UOM:

Gross Weight UOM: LB-POUND

Package Type: EA-EACH

Pet or Service Animal

Description Others:

Commercial Name (Other): Daphne (Persian), Female, 1, White, Microchip # 012132314

Quantity: 1

Gross Weight: 15

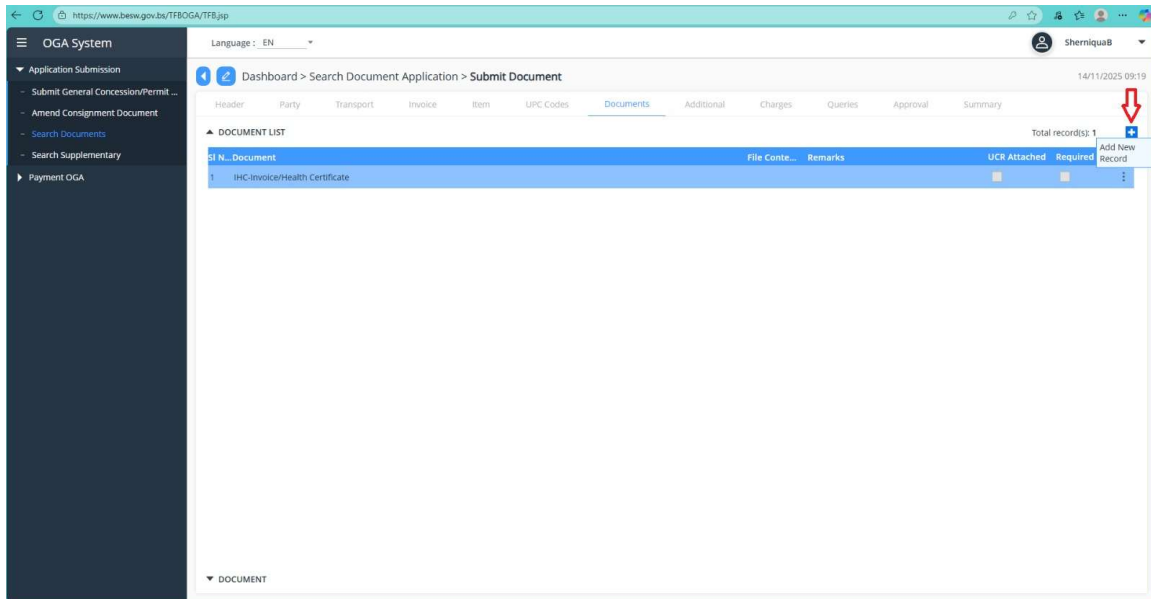
No of Packages: 1

Intended Use: Other

Age: 1

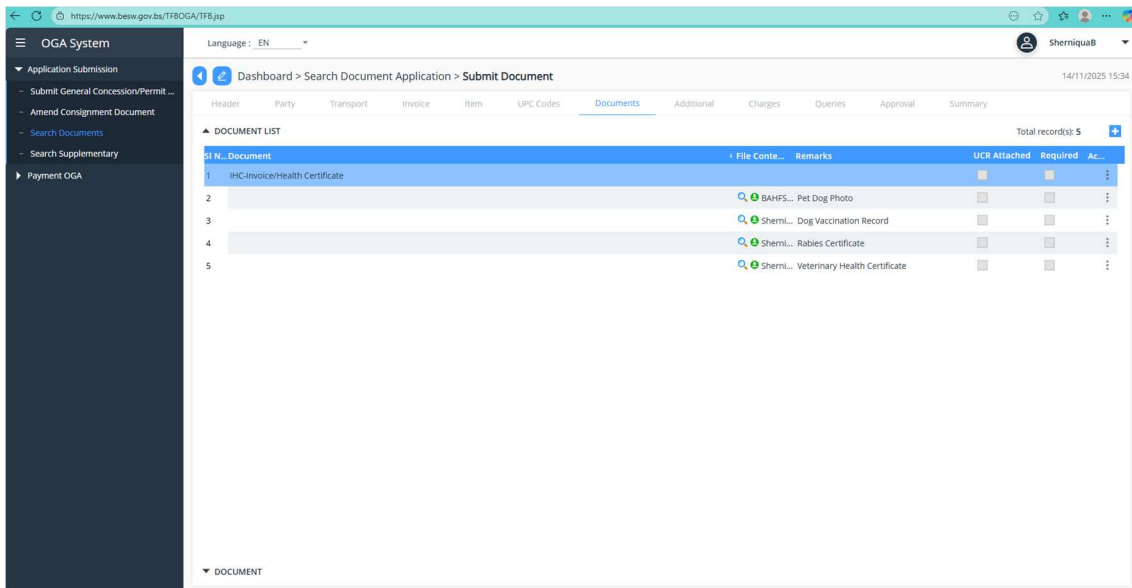
## Step 6: Complete Document Tab

Upload **ALL** documents (Rabies certificate, Vaccination record, Veterinary Health Certificate and Pet Photo)



## Step 6a: Complete Document Tab

Upload the Rabies Vaccination Certificate along with all required dog vaccination records (**Distemper, Hepatitis, Leptospirosis, Parvovirus, and Adenovirus**), as well as a clear photo of the animal and the Veterinary Health Certificate.



## Step 6b: Complete Document Tab

Upload the Rabies Vaccination Certificate along with all required cat vaccination records (**Feline Leukemia, Feline Rhinotracheitis, Feline Calicivirus, Feline Panleukopenia, and Feline Pneumonitis**), as well as a clear photo of the animal and the Veterinary Health Certificate.

The screenshot shows the 'Submit Document' page in the OGA System. The 'Documents' tab is active, displaying a list of documents. The table has columns: Sl N., Document, File Conte..., Remarks, UCR Attached, Required, and Ac... The list contains five entries:

Sl N.	Document	File Conte...	Remarks	UCR Attached	Required	Ac...
1	IHC-Invoice/Health Certificate			<input type="checkbox"/>	<input type="checkbox"/>	...
2		BAHFS... Pet Cat Photo		<input type="checkbox"/>	<input type="checkbox"/>	...
3		Shermi... Cat Vaccination Record		<input type="checkbox"/>	<input type="checkbox"/>	...
4		Shermi... Rabies Certificate		<input type="checkbox"/>	<input type="checkbox"/>	...
5		Shermi... Veterinary Health Certificate		<input type="checkbox"/>	<input type="checkbox"/>	...

## Step 7: Validate and Submit

Go to the Summary tab, double-click your entry, and click '**Validate**'. Then click '**Submit**'

The screenshot shows the 'Submit Document' page in the OGA System, with the 'Summary' tab active. The page displays header details, charges, and terms. The 'Validate' button is highlighted with a red box.

**HEADER DETAILS**

Owner: SHERNIQUA Belle  
Regime:  
Document Type: 2-Permit  
Document: BAHFSA - Pets-BAHFSA - PERMIT TO IMPORT CATS AND DOGS  
Provisional Ref. No: PROV2025DOC000096504  
BAF Kin

Document Category: Consignment Document

**CHARGES**

Sl N.	OGA Code	Charge Description	Initial Amount	Final Amount	Balance Amount	Remarks	Status	Ac...
No items to show.								

**TERMS**

Terms & Conditions: BAHFSA - PERMIT TO IMPORT CATS AND DOGS ☒ Agreed

**Buttons:** Validate, Submit



Step 8: Payment Process

In **Payment OGA**, select **'Pending Payment'**. Use your **Reference #** to locate the application.

OGA System

Application Submission

Payment OGA

Paid or Completed

Pending Payment OGA

Language : EN

ShermiquaB

14/11/2025 15:49

Dashboard > Pending Payment OGA

PENDING PAYMENT LIST

Total records: 1

Sl N.	Payment Reference Num...	Party	Business Transaction Nu...	Business Transaction Type	Total Amount Payable(BS...	Balance Amount	Created ...	Status	Ac...
1	PMT-INSTR-20250002568430	SHERNIQUA Belle	2025DOC0000096503	OGA_LPCD	50.00	50.00	14/11/2025 ...	Pending Pay...	

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OGA System

Application Submission

Payment OGA

Paid or Completed

Pending Payment OGA

Language : EN

ShermiquaB

14/11/2025 15:49

Dashboard > Pending Payment OGA

PENDING PAYMENT LIST

96503

Total records: 1

Sl N.	Payment Reference Num...	Party	Business Transaction Nu...	Business Transaction Type	Total Amount Payable(BS...	Balance Amount	Created ...	Status	Ac...
	PMT-INSTR-20250002568430	SHERNIQUA Belle	2025DOC0000096503	OGA_LPCD	50.00	50.00	14/11/2025 ...	Pending Pay...	

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## Step 8a: Payment Process

Click the application then select the **“Payment”** tab. In **“Payment Mode”** select **Online**.

Language: EN

Dashboard > Edit Payment Instruction Detail

Details Transaction History **Payment**

Payment Instruction Information

Business Transaction Number: 2025DOC0000096503 Total Amount Payable(BSD \$): 50.00  
Additional Amount: Balance Amount: 50.00

Payment Information

Payment Mode: **Online** Payment Transaction Number: PMT-INSTR-20250002568430  
Receipt Number: Amount Paid: 50.00  
Currency: BSD-Bahamian Dollar Credit Notes:  
Remarks: CREACC Credit Account

Submit

## Step 8b: Payment Process

Press **“Online Payment”** and then **“Confirm”** to prompt you to the **“PlugnPay”** window

Language: EN

Dashboard > Edit Payment Instruction Detail

Details Transaction History **Payment**

Payment Instruction Information

Business Transaction Number: 2025DOC0000096503 Total Amount Payable(BSD \$): 50.00  
Additional Amount: Balance Amount: 50.00

Payment Information

Payment Mode: OLP-Online Payment Transaction Number: PMT-INSTR-20250002568430  
Amount Paid: 50.00 Currency: BSD-Bahamian Dollar  
Remarks:

Online Payment

Language: EN

Dashboard > Edit Payment Instruction Detail

Details Transaction History **Payment**

Payment Instruction Information

Business Transaction Number: 2025DOC0000096503 Total Amount Payable(BSD \$): 50.00  
Additional Amount: Balance Amount: 50.00

Payment Information

Online Payment Confirmation

Amount: 50  
Reference No.: 2025DOC0000096503

Confirm

MT-INSTR-20250002568430  
BSD-Bahamian Dollar

## Step 8c: Payment Process

Click “Pay” on the PlugnPay window. Enter credit card information and “Submit Payment”.

SMART Pay

Paypal PlugnPay

The express line to e-commerce

plugnpay

You will be redirect to PlugnPay for login.

Cancel Pay

**IMPORTANT**

- DO NOT close this browser while payment is in progress.
- DO NOT click browser buttons (e.g.: Back, Refresh or Stop) while payment is in progress.

Cancel and return back to Merchant.

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**Order Summary**

\$ Amount Payable:  
**BSD 50**

Payment ID:  
**PMT-INSTR-20240000020507-SMT-2408271284**

Payment Date:  
**27 Aug 2024 01:57:27 AM**

Merchant:  
**Bahamas SEW**

BAHFSA

Payment Summary

Please review the following details for this transaction.

Amount USD 50

Billing Information

Enter your payment details below.

Cards Accepted VISA Mastercard DEBIT

Credit Card Details

Full Name as it appears on your Card

Name

Card Number

Select Select Card CVV/CVC

Exp Month Exp Year Exp Card CVV/CVC

Billing Address

Address

Address

Address Line 2

Address Line 3

City Please Select

State/Province

Zip/Postal Code UNITED STATES

Country

E-mail Address

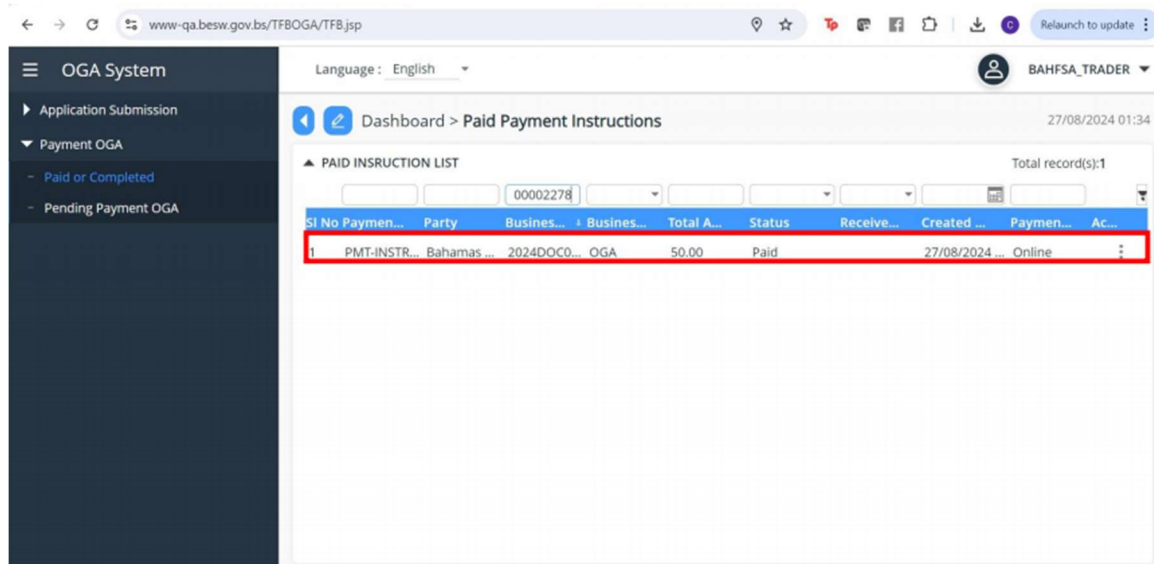
Phone Number

Submit Payment

Terms & Conditions

## Step 8d: Permit Approval and Download

After 24–48 hours, log back into Click2Clear, search for your application under **‘Paid or Completed,’** using your **reference number** and print your permit. You are now authorized to import your pet.



Language: English

BAHFSA\_TRADER

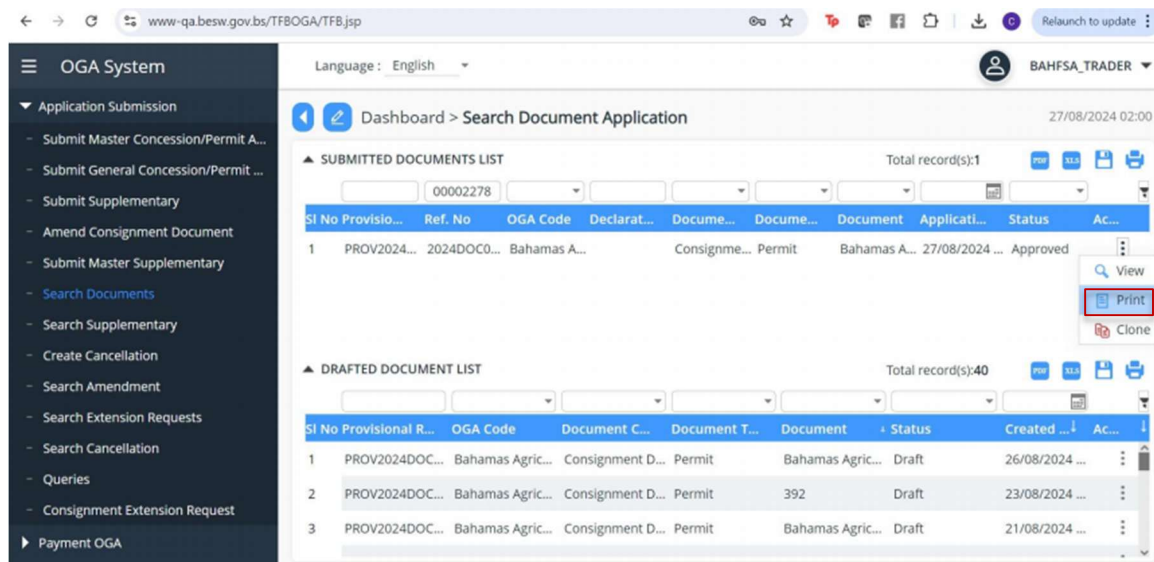
Dashboard > Paid Payment Instructions

27/08/2024 01:34

PAID INSTRUCTION LIST

Total record(s):1

SI No	Payment...	Party	Business...	Business...	Total A...	Status	Receive...	Created ...	Payment...	Ac...
1	PMT-INSTR...	Bahamas ...	2024DOC0...	OGA	50.00	Paid		27/08/2024 ...	Online	



Language: English

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Dashboard > Search Document Application

27/08/2024 02:00

SUBMITTED DOCUMENTS LIST

Total record(s):1

SI No	Provisio...	Ref. No	OGA Code	Declarat...	Docume...	Docume...	Document	Applicati...	Status	Ac...
1	PROV2024...	2024DOC0...	Bahamas A...		Consigme...	Permit	Bahamas A...	27/08/2024 ...	Approved	

DRAFTED DOCUMENT LIST

Total record(s):40

SI No	Provisional R...	OGA Code	Document C...	Document T...	Document	Status	Created ...	Ac...
1	PROV2024DOC...	Bahamas Agric...	Consignment D...	Permit	Bahamas Agric...	Draft	26/08/2024 ...	
2	PROV2024DOC...	Bahamas Agric...	Consignment D...	Permit	392	Draft	23/08/2024 ...	
3	PROV2024DOC...	Bahamas Agric...	Consignment D...	Permit	Bahamas Agric...	Draft	21/08/2024 ...	

Print

You've successfully completed the steps to apply for your Pet Import Permit through the Click2Clear system. By following this process, you've helped ensure a safe, smooth, and compliant entry for your companion animal into The Bahamas.

The Bahamas Agricultural Health and Food Safety Authority (BAHFSA) commend your attention to detail and your cooperation in protecting our nation's animal and public health standards.