BAHFSA
Pet Import Permits

Step-by-Step User Guide for Click2Clear Applications

Prepared by the Bahamas Agricultural Health and 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, 1-242-424-0106, 1-242-376-0424 or email itd@bahfsabahamas.com.
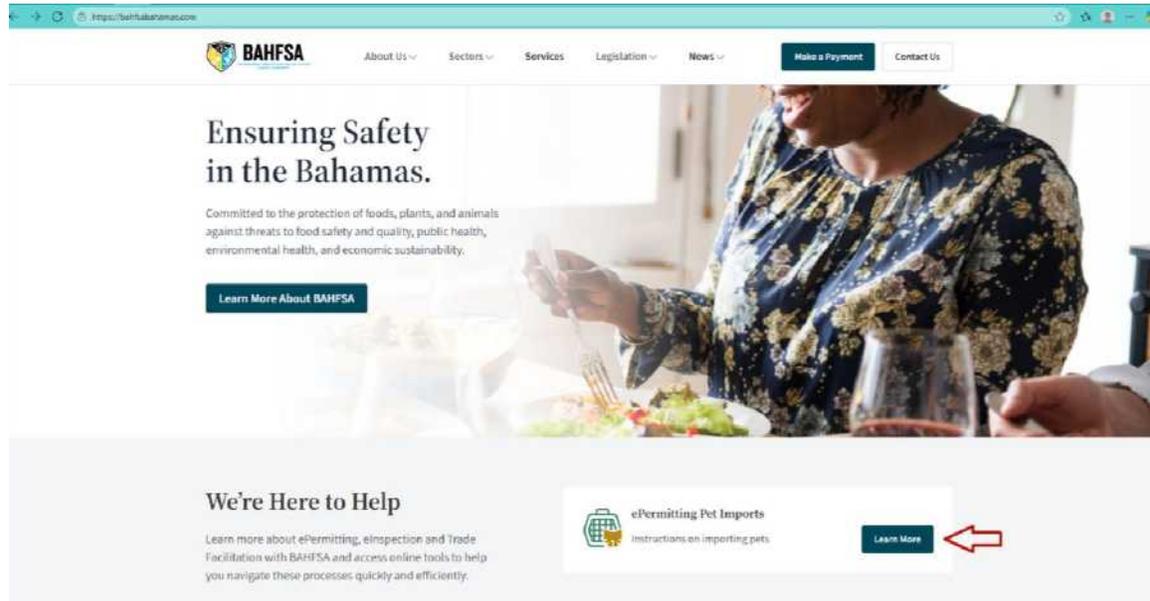
2. Application Preparation Checklist

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

- Click2Clear account login credentials
- Veterinary Health Certificate (issued within required timeframe)
- Animal's Personal Information such as name, breed, sex, age, and color
- Vaccination record
- 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**".

Step 1a: Access Click2Clear cont'd

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

Step 1b: Access to Click2Clear

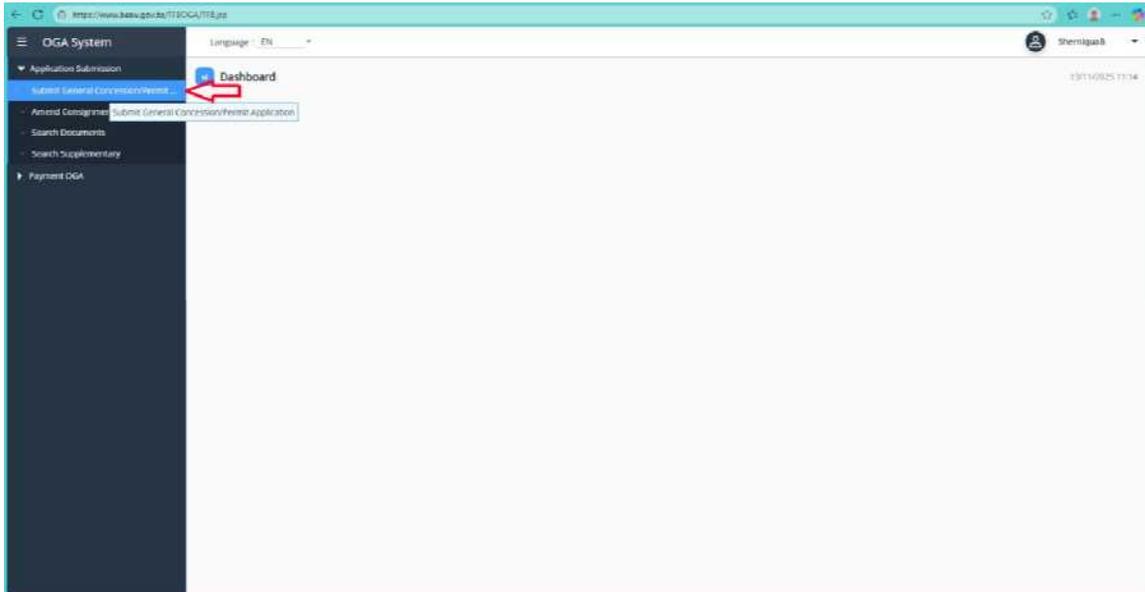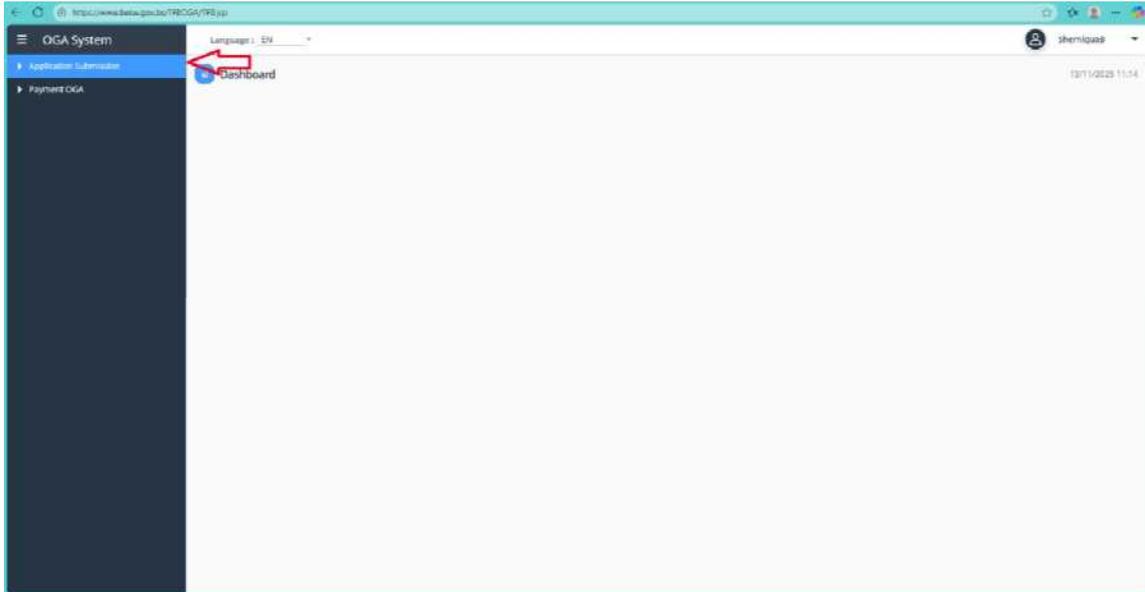Once on the site click the tab " **Click Here To Login**" and login using your credentials
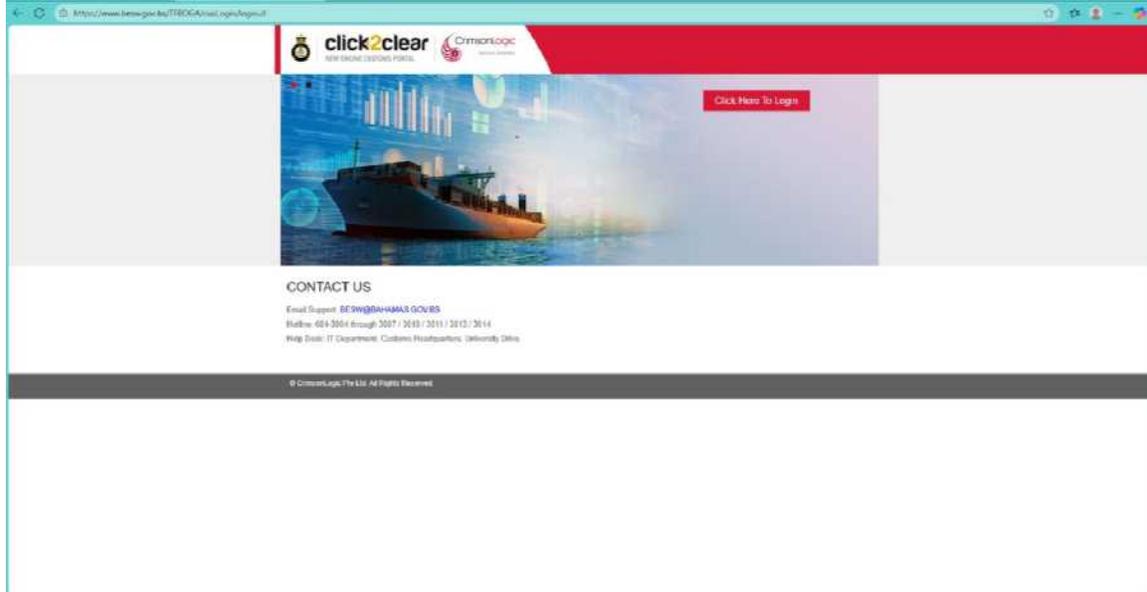
"LOGIN SCREEN"
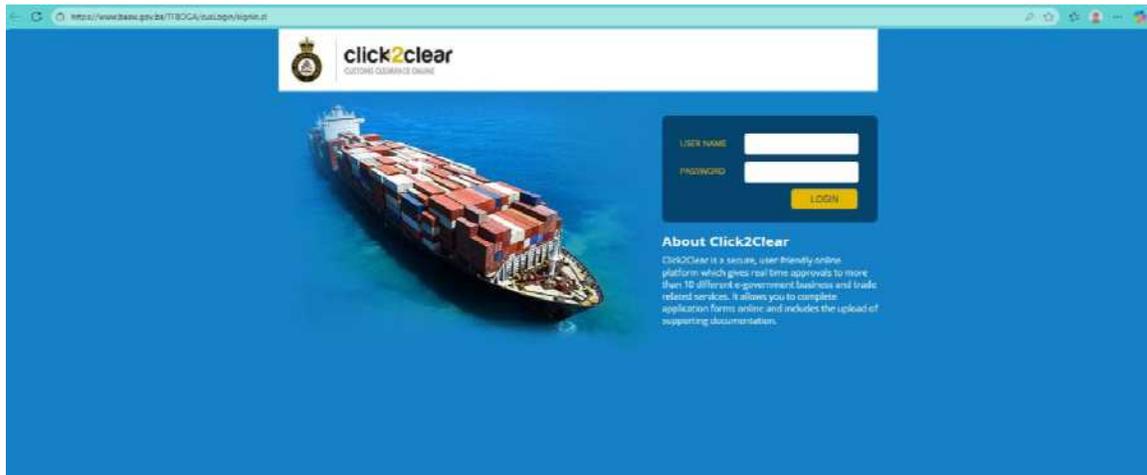
Step 2: Application

Select **"Application Submission"** then **"Submit General Concession/Pemit Application"**.

Step 2a: Complete Header Tab

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

Step 2b: Complete Header Tab

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

Step 2c: Complete Header Tab

For OGA Code,select"**BAHFSA- Bahamas Agricultural and Health Food Safety Authority**"

Step 2d: Complete Header Tab

Select the drop down arrow on the "**Document Type**" box and select "**Permit**".

Step 2e: Complete Header Tab

Click "**Document**" then **"BAHFSA-Pets (BAHFSA-PERMIT TO IMPORT CATS AND DOGS)"**

Step 2f: Complete Header Tab

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

Step 3: Complete Party Tab

Select the '**Party**' tab, click the **three dots (…)** beside your name/email and choose '**Edit**.'
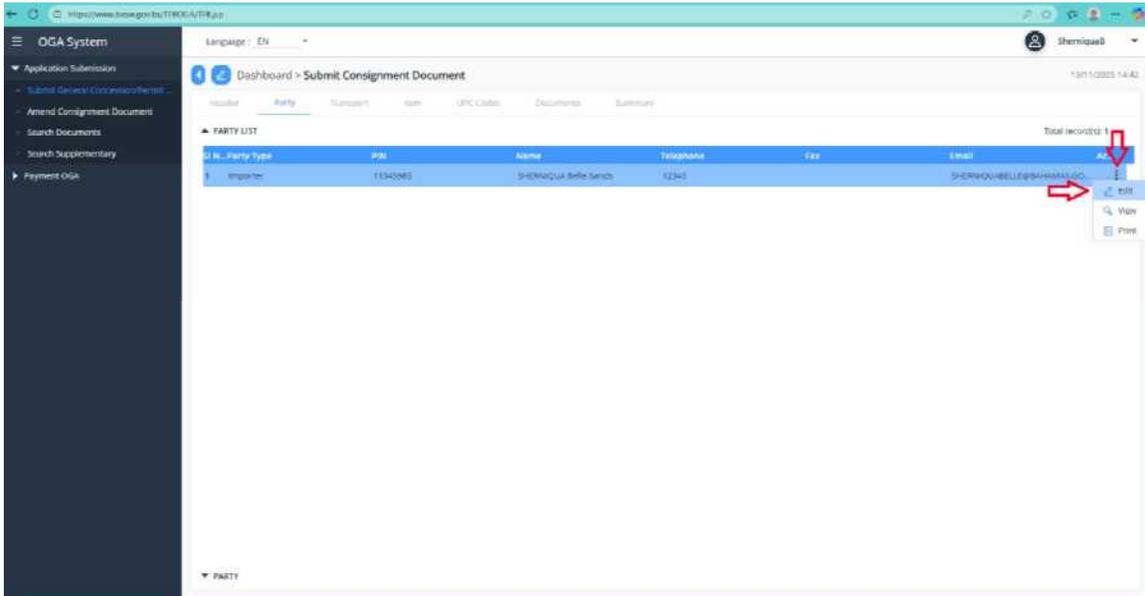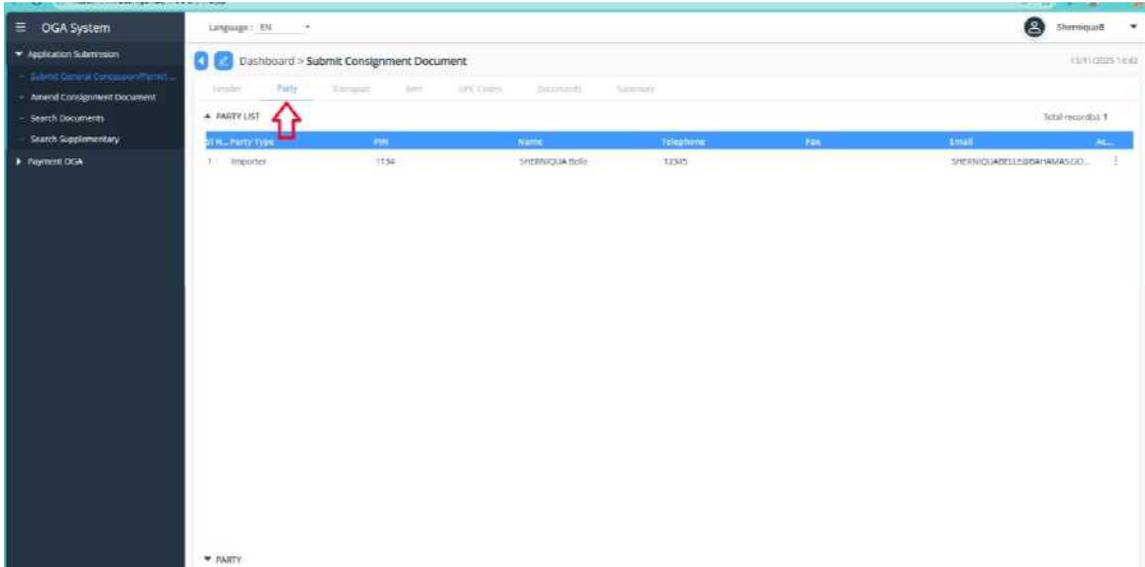
Step 3a: Complete Party Tab

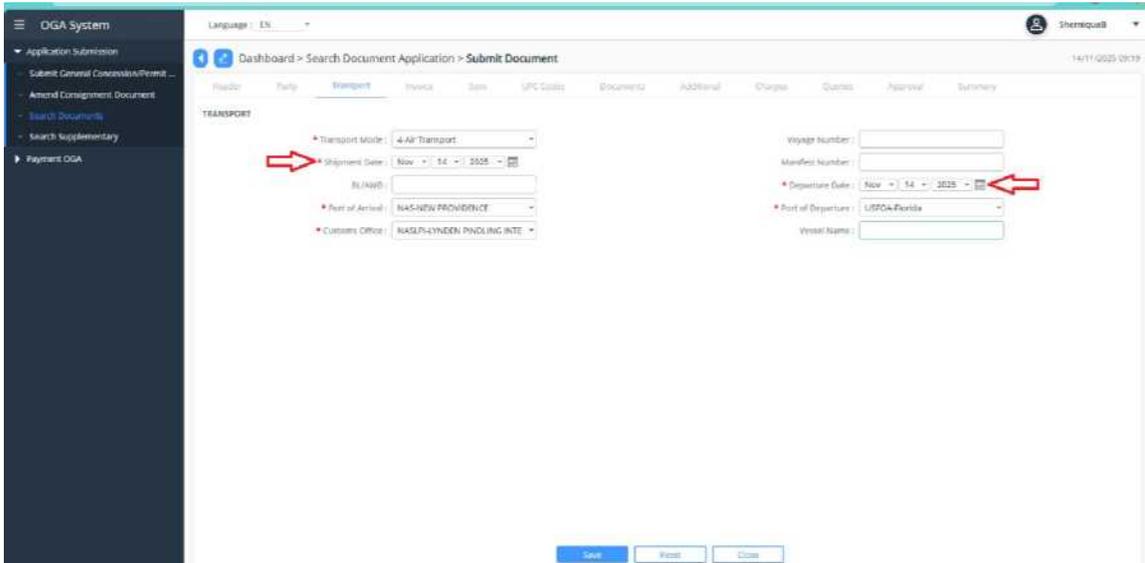Fill all required fields. If any field does not apply, enter **'00000'**. Click **'Update'** to save.

Step 4: Complete Transport Tab

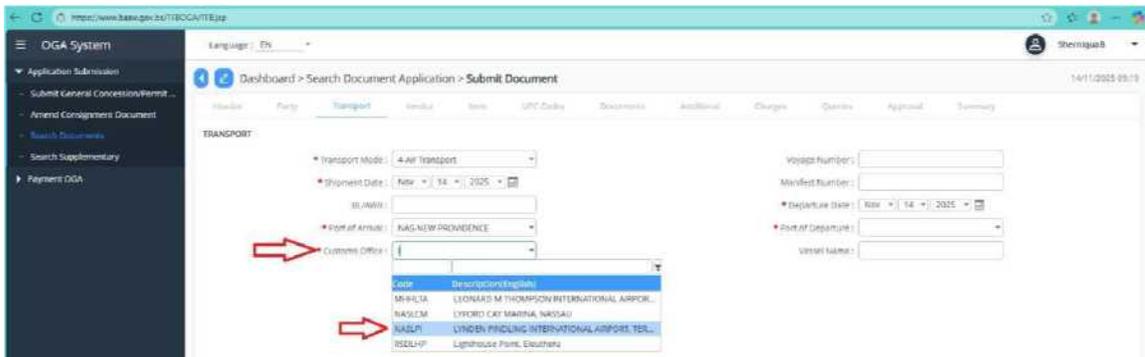In the **'Transport'** tab dropdown, choose **Air Transport** or **Maritime Transport.**

Step 4a: Complete Transport Tab

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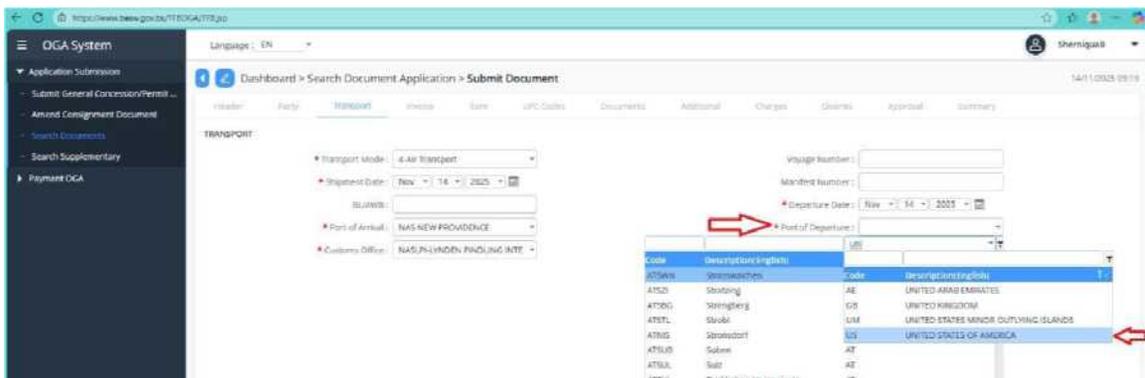

Step 4b: Complete Transport Tab

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

Step 4c: Complete Transport Tab

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

Step 4d: Complete Transport Tab

Click "**Save**" and move onto the next tab, which is the "**Item".**

Step 5: Complete Item Tab

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

Step 5a: Complete Item Tab

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

Step 5b: Complete Item Tab

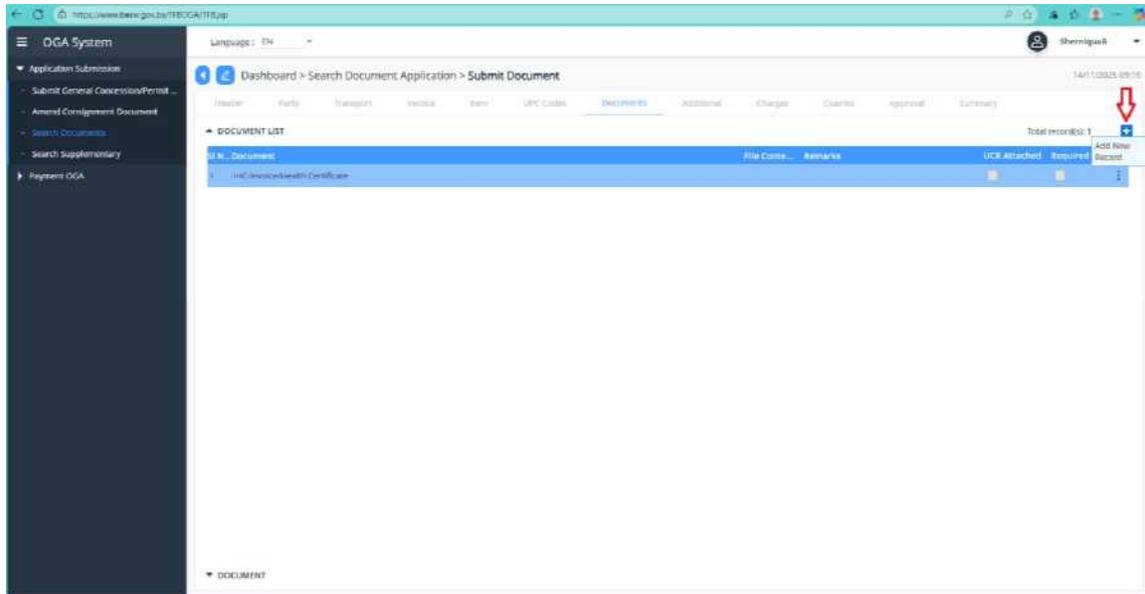Fill in the information as shown. Use the example image as a guide and **enter your detail.**
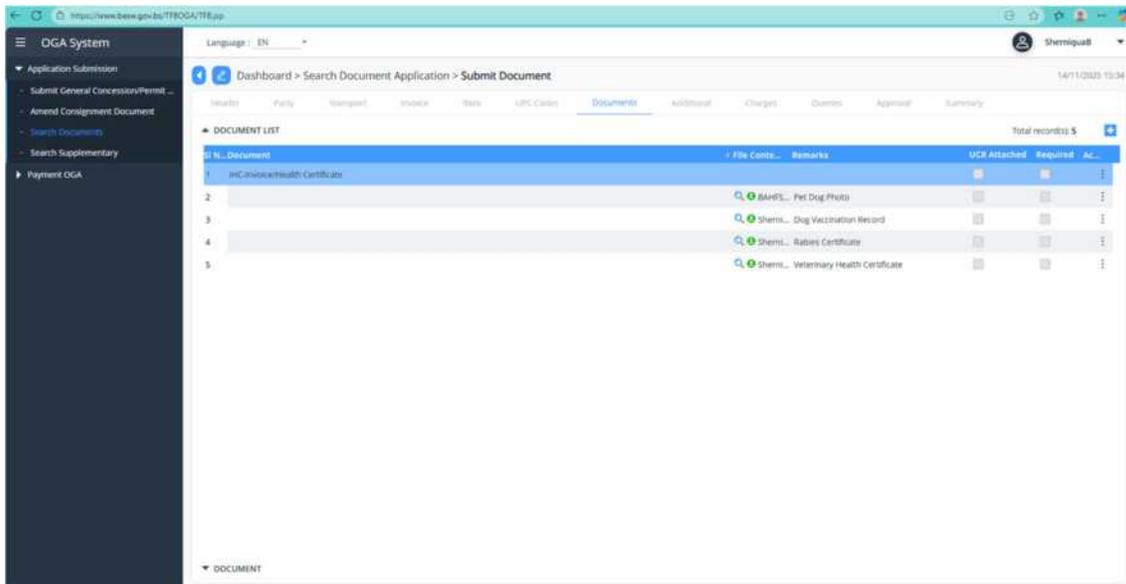
Step 6: Complete Document Tab

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.
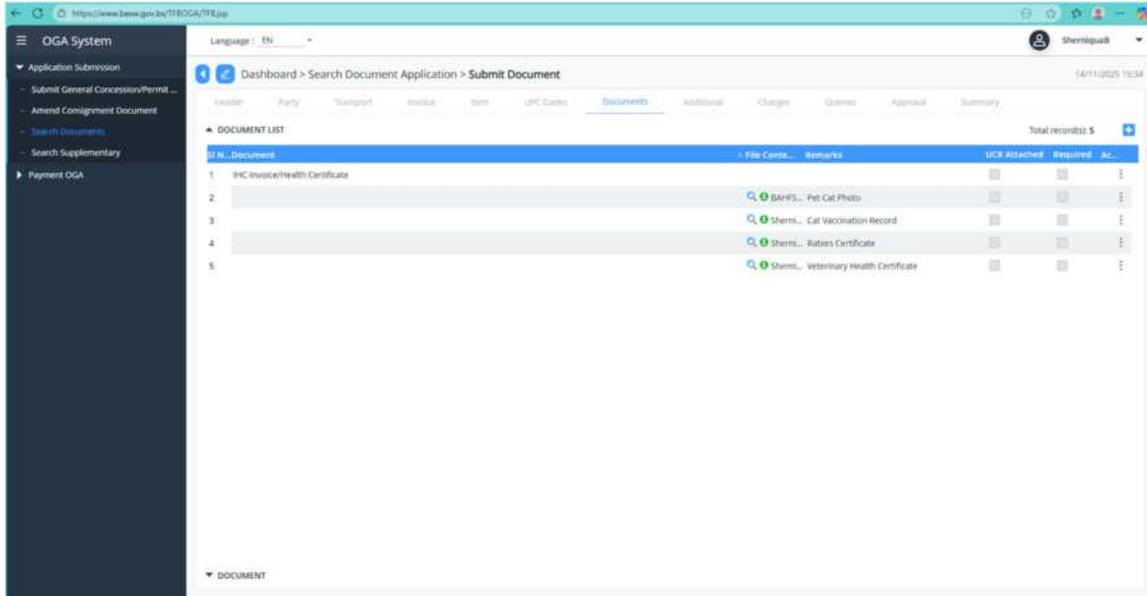
Step 7: Validate and Submit

Go to the Summary tab, double-click your entry, and click '**Validate**'. Then click **'Submit'**
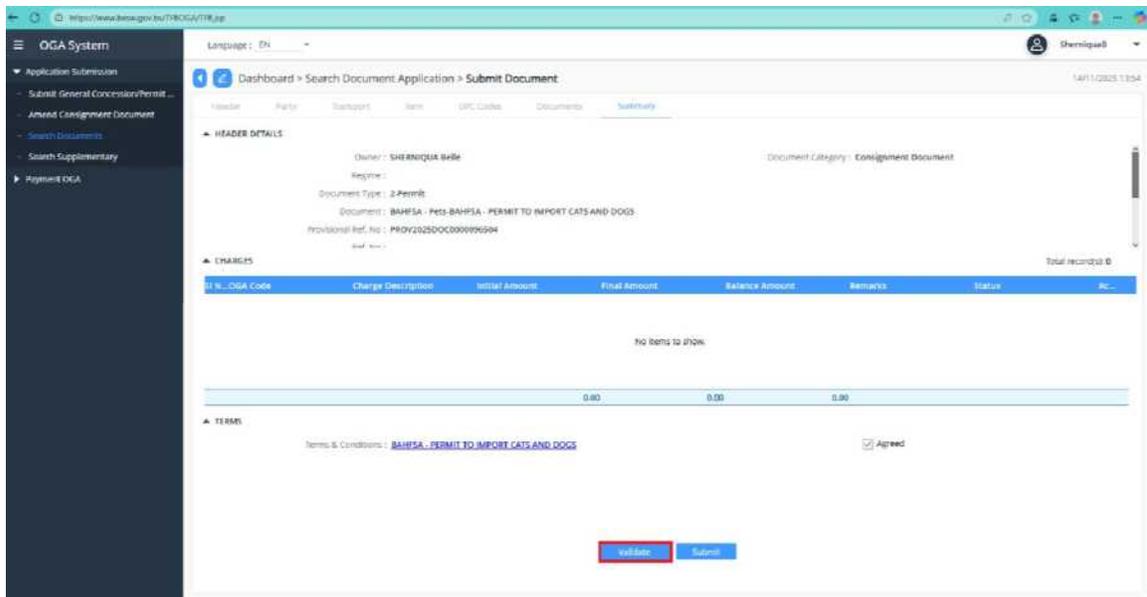
Step 8: Payment Process

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

Step 8a: Payment Process

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

Step 8b: Payment Process

Press "**Online Payment**" and then "**Confirm**" to prompt you to the "**PlugnPay**" window
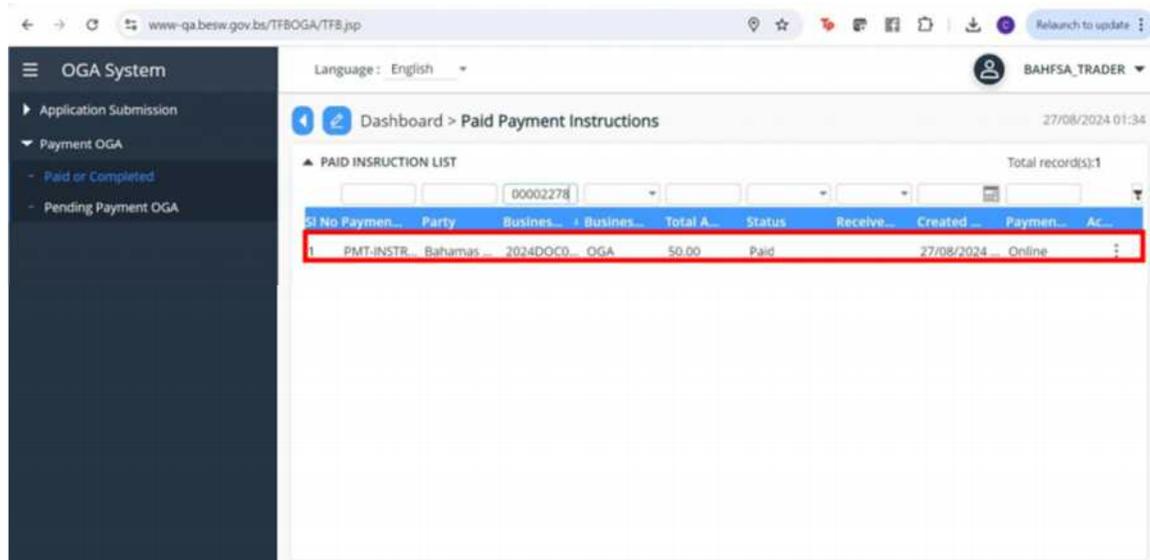
Step 8c: Payment Process

Click "**Pay**" on the PlugnPay window. Enter credit card information and "**Submit Payment**".
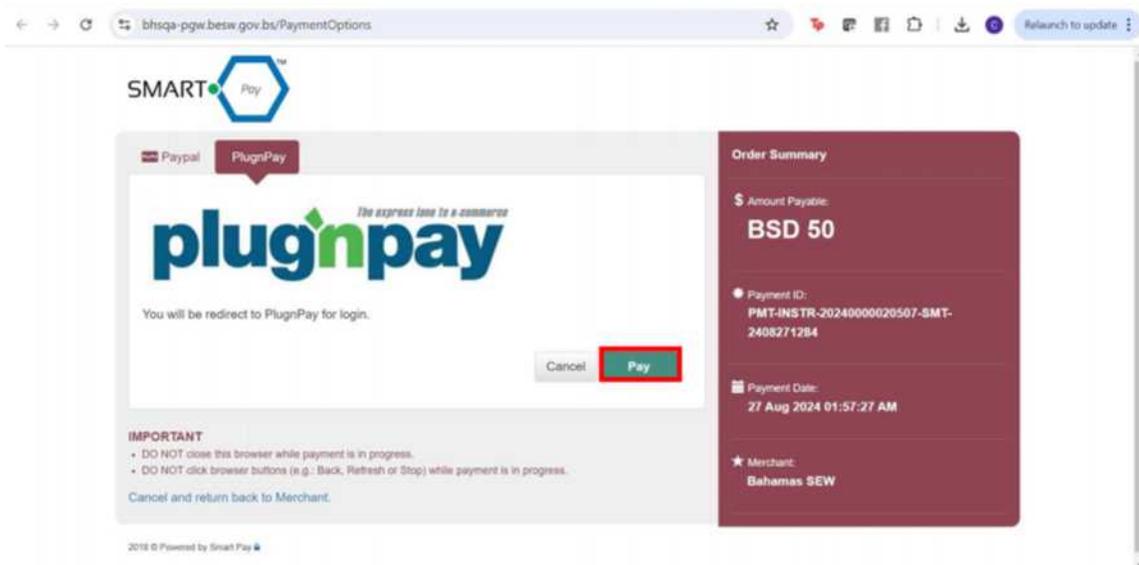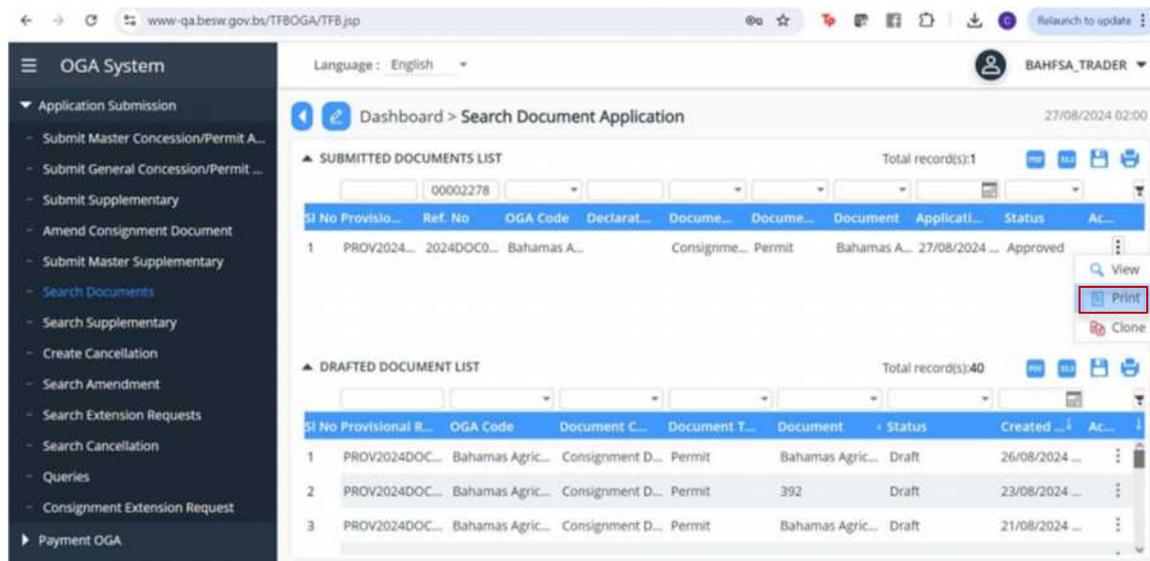
Step 8d: Permit Approval and Download

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.

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.