

**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, 1-242-424-0106, 1-242-376-0424 or email [itd@bahfsabahamas.com](mailto:itd@bahfsabahamas.com).

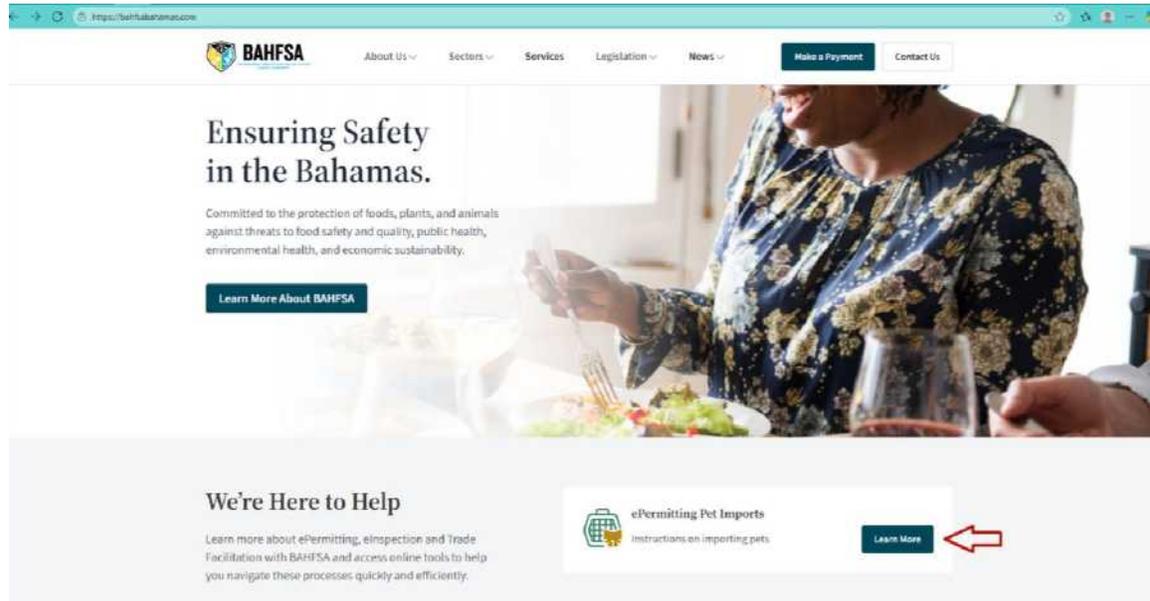
## 2. Application Preparation Checklist

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

- Click2Clear account login credentials
- 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”.



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## 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.

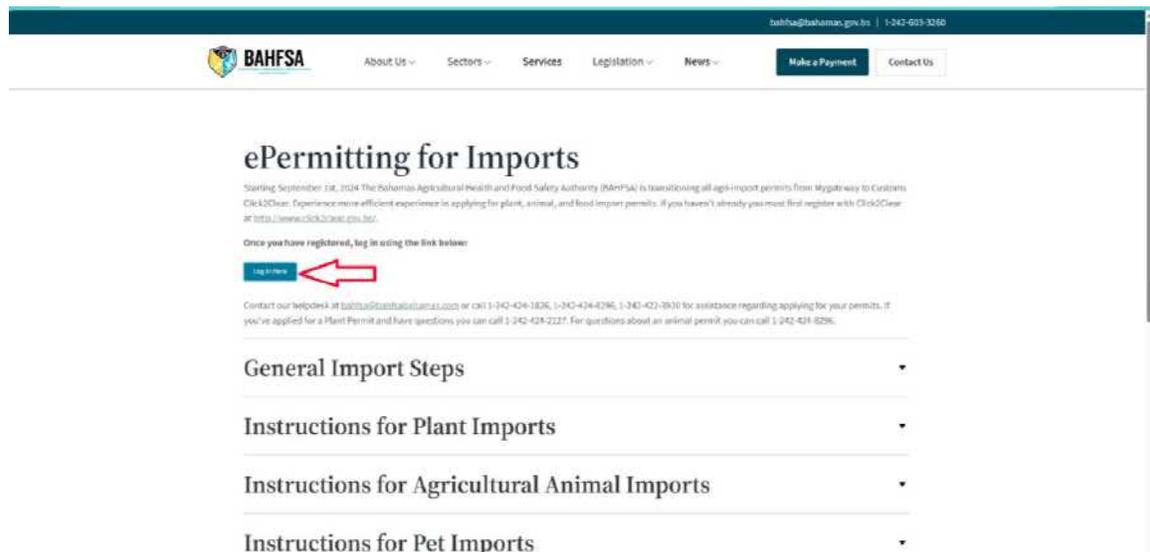
[Learn More About BAHFSA](#)

**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.



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## 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 <https://www.click2clear.gov.bs/>.

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

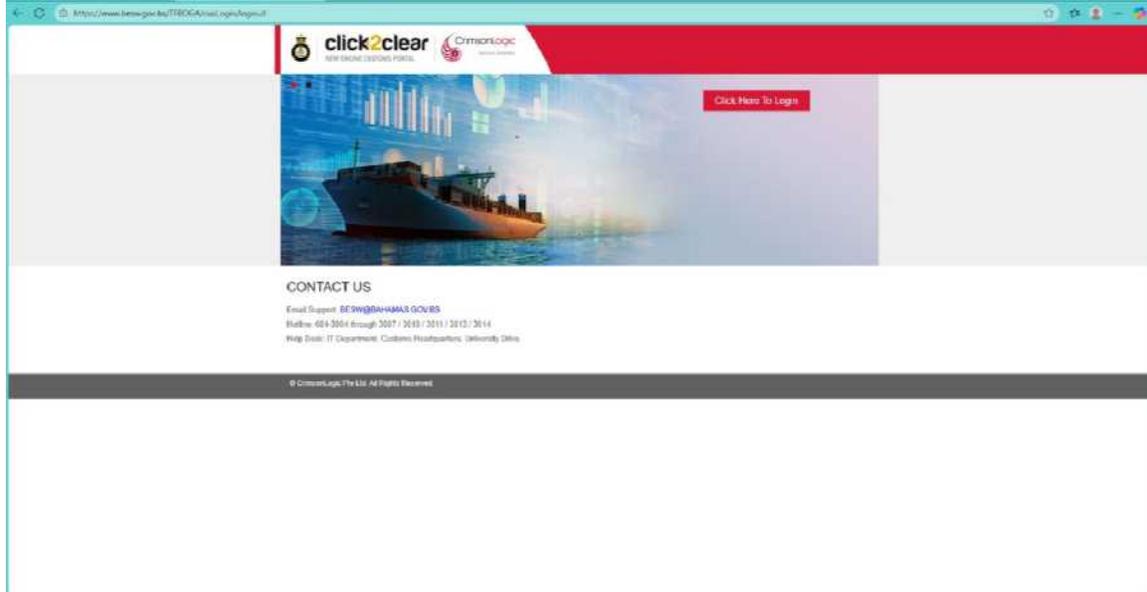
[Log In Here](#)

Contact our helpdesk at [info@bahfsabahamas.com](mailto:info@bahfsabahamas.com) or call 1-242-424-1826, 1-242-424-4296, 1-242-422-8930 for assistance regarding applying for your permits. If you've applied for a Plant Permit and have questions you can call 1-242-424-2227. For questions about an animal permit you can call 1-242-424-8296.

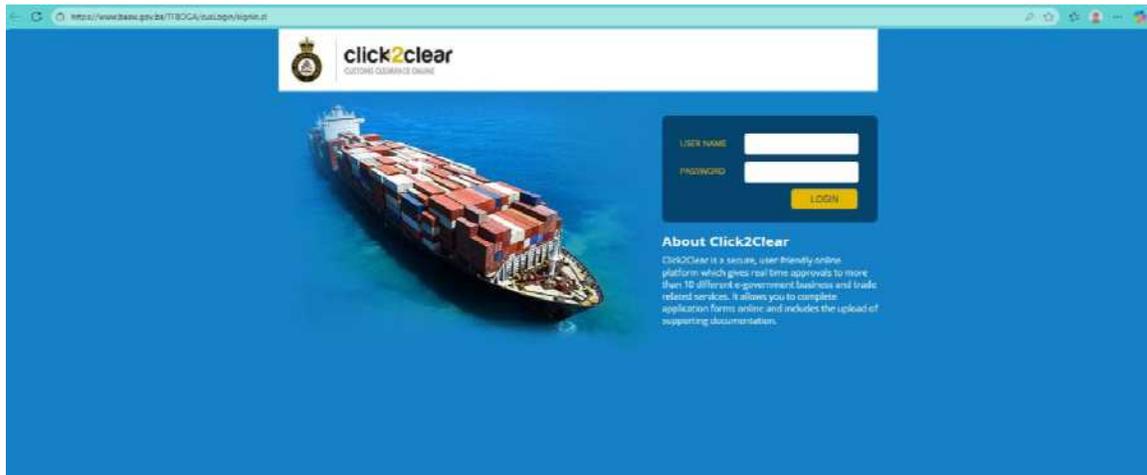
- [General Import Steps](#)
- [Instructions for Plant Imports](#)
- [Instructions for Agricultural Animal Imports](#)
- [Instructions for Pet Imports](#)

## Step 1b: Access to Click2Clear

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

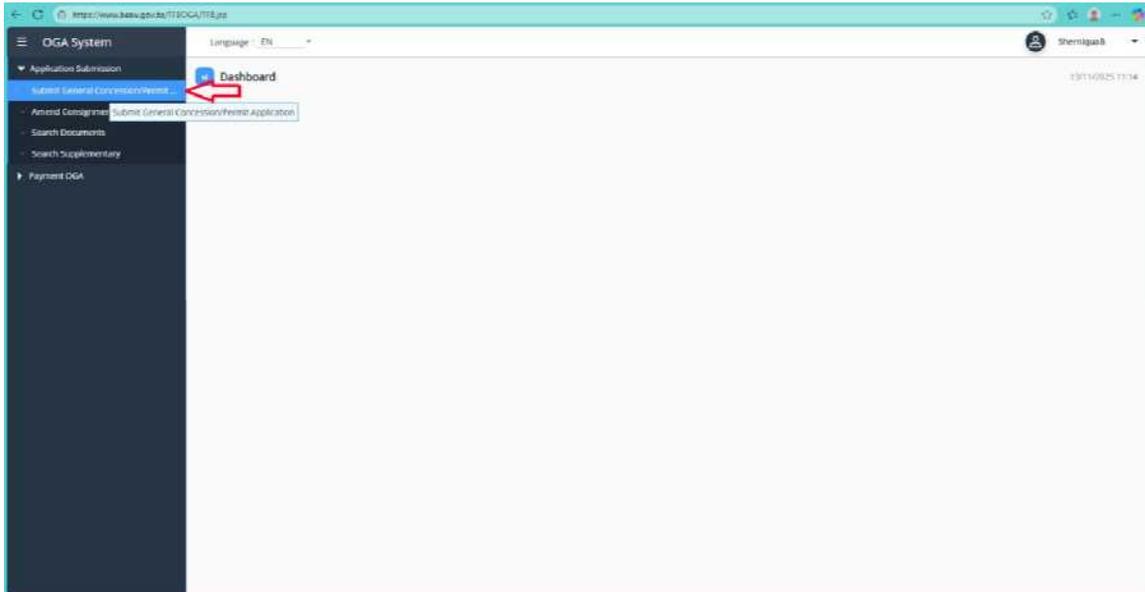
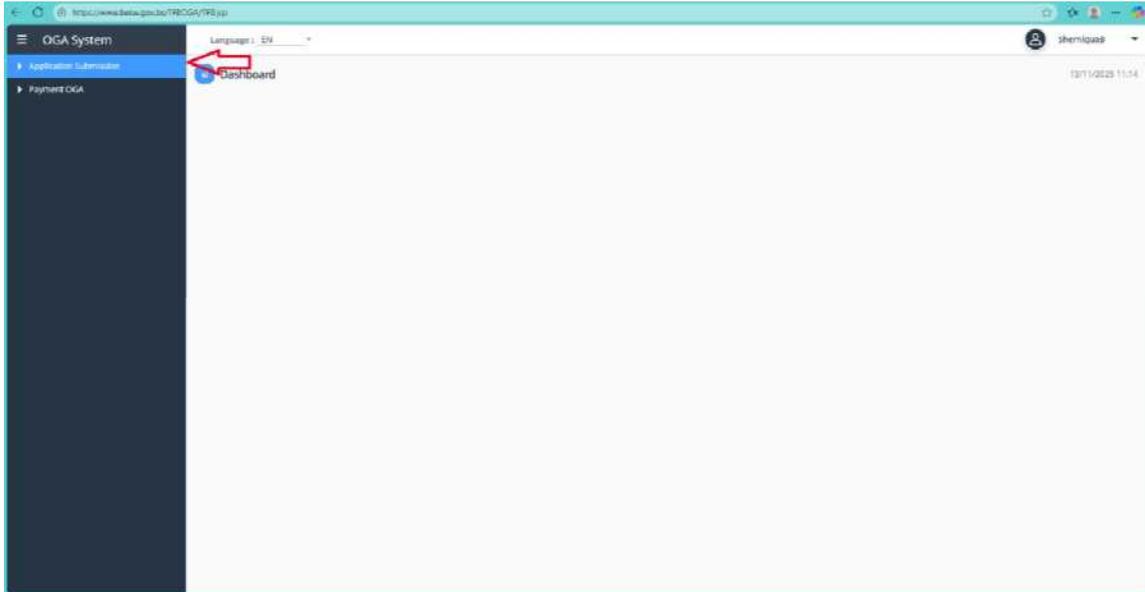


**“LOGIN SCREEN”**



## 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

13/11/2025 12:38

Header Party Transport Invoice Upload Items Item UCR Codes Documents Additional Charges Quotes Approval Summary

\* Owner: [Dropdown]  
Trader FIn: [Text]  
Member Reference No.: [Text]  
\* OGA Code: [Dropdown]  
\* Document Type: [Dropdown]  
\* Documents: [Dropdown]  
Promissory Ref. No.: [Text]  
UCR Number: [Text]  
UCR Number 2: [Text]  
Reference Document Type: UCR [Dropdown]

Document Category: Consignment Document  
Name: [Text]  
\* OGA Office: [Dropdown]  
Regime: [Dropdown]  
UCR Number: [Text]  
Version: [Text]  
 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

13/11/2025 13:09

Header Party Transport Invoice Upload Items Item UCR Codes Documents Additional Charges Quotes Approval Summary

\* Owner: Sherique [Dropdown] (Red arrow points here)

Name	Category	Ind
Sherique Lesley	IND	
Sherika Ann Patricia Smith	IND	
Sherique Nicole Crawley	IND	
Sherique Danyel Subanne	IND	
Sherique Jevra Johnson	IND	
SHERIQUEA Belle	IND	

Trader FIn: [Text]  
Member Reference No.: [Text]  
\* OGA Code: [Dropdown]  
\* Document Type: [Dropdown]  
\* Documents: [Dropdown]  
Promissory Ref. No.: [Text]  
UCR Number: [Text]  
UCR Number 2: [Text]  
Reference Document Type: UCR [Dropdown]

Document Category: Consignment Document  
Name: [Text]  
\* OGA Office: [Dropdown]  
Regime: [Dropdown]  
UCR Number: [Text]  
Version: [Text]  
 Agreed

Save Reset

## Step 2c: Complete Header Tab

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

Dashboard > Submit Consignment Document

Language: EN

Owner: SHERNOGA Bette

Trader File: 11345

Master Reference No:

OGA Code: [BAHFSA]

Document Category: Consignment Document

Name: SHERNOGA Bette

OGA Office: [BAHFSA]

Document Type: [BAHFSA] Bahamas Agricultural and Health Food Safety Authority

Professional Ref. No: [BAHFSAADMIN]

UCR Number: [DEHOCA]

Ministry of Economic Affairs

Ministry of Finance

Agreed

Reference Document Type: UCR

Save Cancel

## Step 2d: Complete Header Tab

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

Dashboard > Submit Consignment Document

Language: EN

Owner: SHERNOGA Bette

Trader File: 11345

Master Reference No:

OGA Code: BAHFSA-Bahamas Agricultural & Health Food Safety Authority

Document Category: Consignment Document

Name: SHERNOGA Bette

OGA Office: BAHFSA-Bahamas Agricultural & Health Food Safety Authority

Document Type: [Permit]

Professional Ref. No: [BAHFSAADMIN]

UCR Number: [DEHOCA]

Ministry of Economic Affairs

Ministry of Finance

Agreed

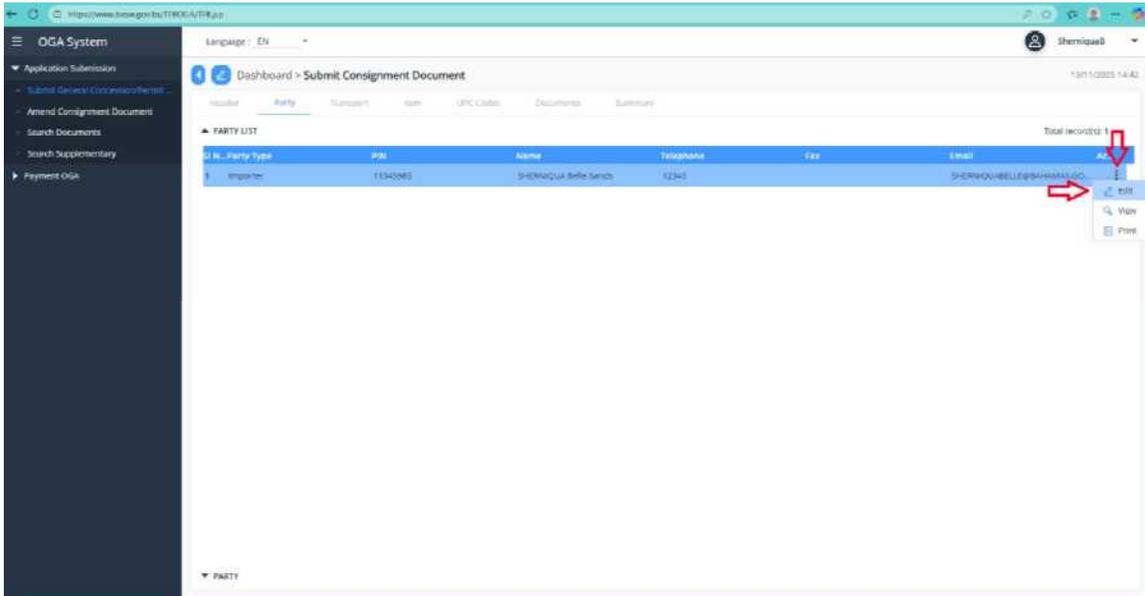
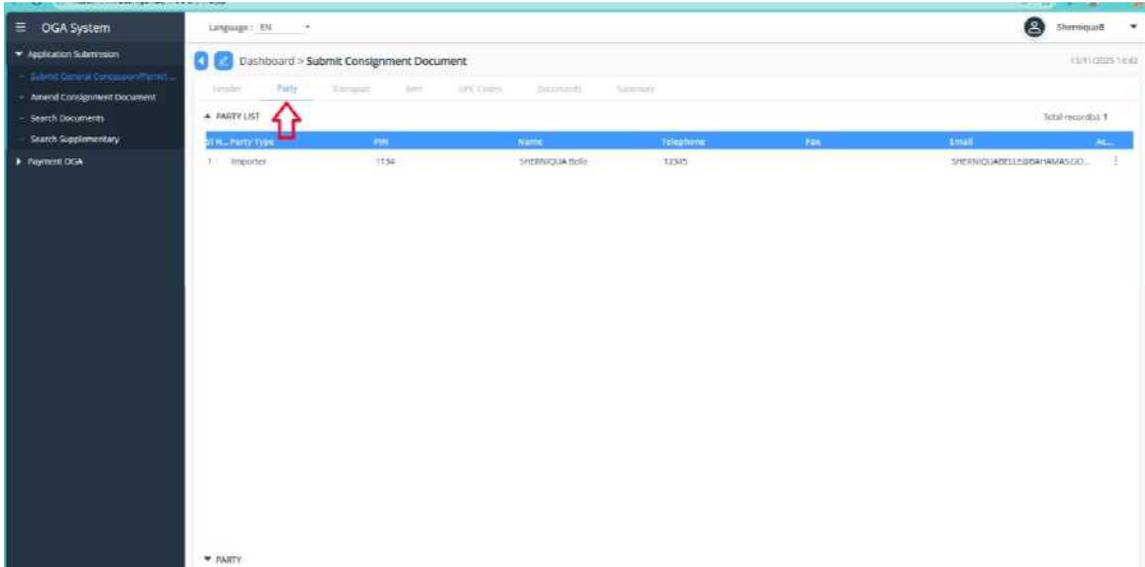
Reference Document Type: UCR

Save Cancel



### 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.

The screenshot shows the 'Party' tab in the OGA System. The 'PARTY LIST' table has one record with Party Type 'Individual', PIN '1134', Name 'SHERQUADELLE', Telephone '12345', Fax '00000', and Email 'SHERQUADELLE@BAHAMAS.GOV'. Below the table, the 'PARTY' form is filled with: Party Type 'Individual', Party Name 'SHERQUADELLE', PIN '1134', Physical Address (City: Nassau, Street: CHERRY LANE, Telephone: 12345, Email: SHERQUADELLE@BAHAMAS.GOV), Country 'BS-BAHAMAS', and Race '00000'. A red arrow points to the 'Update' button at the bottom, and another red arrow points to the 'Race' field.

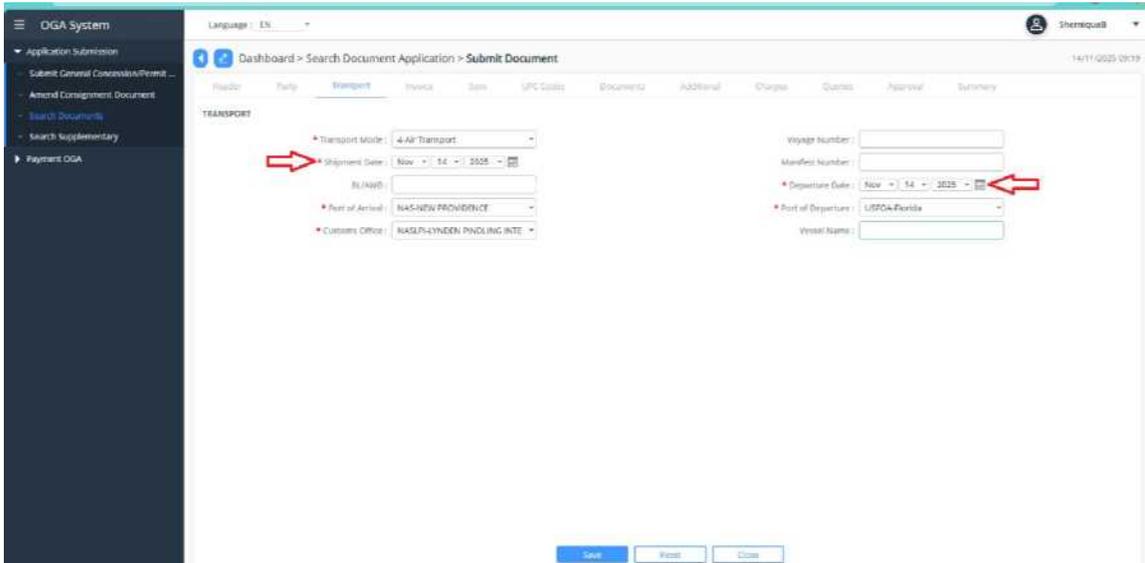
### Step 4: Complete Transport Tab

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

The screenshot shows the 'Transport' tab in the OGA System. The 'TRANSPORT' form has 'Transport Mode' dropdown open, showing 'Maritime Transport' and 'Air Transport' highlighted with red boxes. Other fields include Shipment Date 'BL/AMB', Port of Arrival '4', Customs Office, Voyage Number, Manifest Number, Departure Date 'Nov 14 2025', Port of Departure, and Vessel Name. A red arrow points to the 'Transport Mode' dropdown, and another red arrow points to the 'Save' button at the bottom.

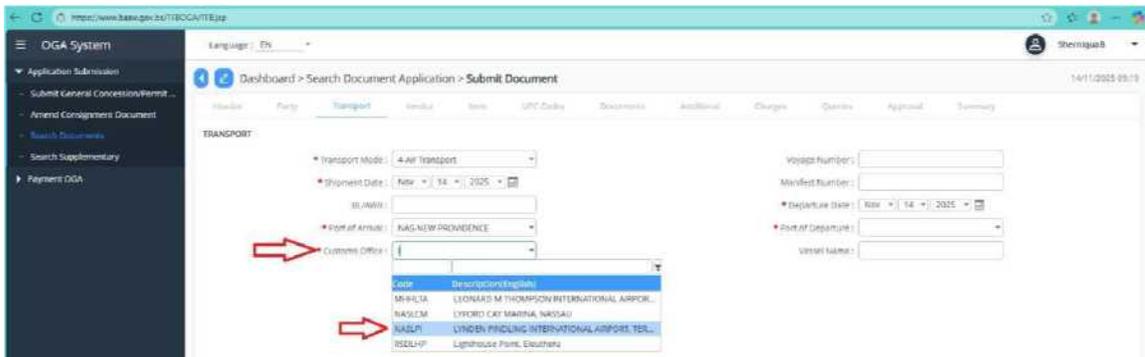
### Step 4a: Complete Transport Tab

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



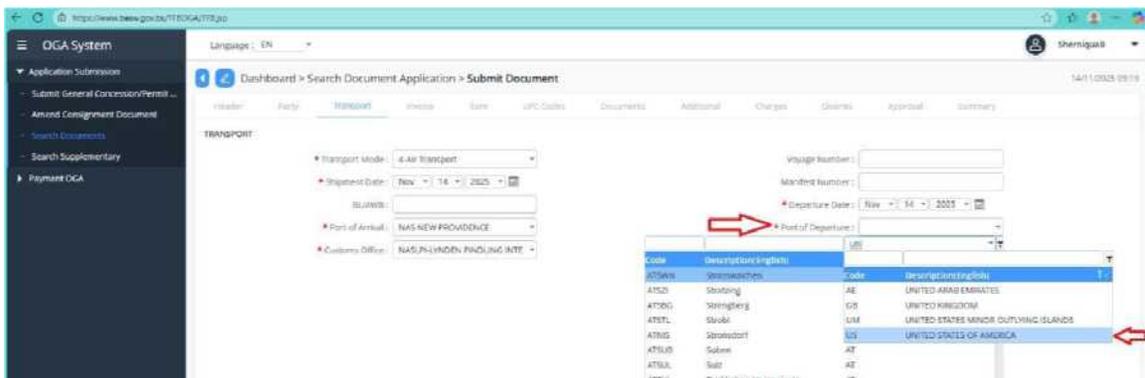
### Step 4b: Complete Transport Tab

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”**.

Dashboard > Search Document Application > Submit Document

TRANSPORT

Transport Mode: Air Transport

Shipped Date: Nov 14, 2025

Part of Arrival: NAS-NEW PROFERENCE

Customs Office: NASU/SYNDEN FINDUNG RITE

Voyage Number: [ ]

Manifest Number: [ ]

Departure Date: Nov 14, 2025

Port of Departure: USFDA-Florida

Vessel Name: [ ]

Save | Reset | Close

## Step 5: Complete Item Tab

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

Dashboard > Search Document Application > Submit Document

ITEM LIST

Item Seg No	Internal Product	HS Code	Quantity	Net weight	Gross Weight	No of Packages	Country of Origin	Invoice Amount	File	Add New Record	As...
No items to show.											

ITEM

Item Seg No: [ ]

Description: [ ]

Country of Origin: [ ]

Quantity: [ ]

Gross Weight: [ ]

Package Type: [ ]

Description Others: [ ]

HS Code: [ ]

Commercial Name (Other): [ ]

Country: [ ]

Gross Weight: [ ]

No of Packages: [ ]

Intended Use: [ ]

Age: [ ]

## Step 5a: Complete Item Tab

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

The screenshot shows the 'Submit Document' page in the OGA System. The 'ITEM LIST' table is empty, displaying 'No items to show'. Below the table, the 'ITEM' form is visible. The 'HS Code' field is highlighted with a red box and a red arrow pointing to it. The 'Description' field is also highlighted with a red box. The 'Commercial Name (Other)' field is empty. The 'Quantity' field is empty. The 'Gross Weight' field is empty. The 'No of Packages' field is empty. The 'Intended Use' field is empty. The 'Batch Quantity UOM' field is empty. The 'Save' and 'Reset' buttons are at the bottom.

The screenshot shows the 'Submit Document' page in the OGA System. The 'ITEM LIST' table is empty, displaying 'No items to show'. Below the table, the 'ITEM' form is visible. The 'HS Code' field is highlighted with a red box and a red arrow pointing to it. The 'Description' field is also highlighted with a red box. The 'Commercial Name (Other)' field is empty. The 'Quantity' field is empty. The 'Gross Weight' field is empty. The 'No of Packages' field is empty. The 'Intended Use' field is empty. The 'Batch Quantity UOM' field is empty. The 'Save' and 'Reset' buttons are at the bottom.

The screenshot shows the 'Submit Consignment Document' page in the OGA System. The 'ITEM LIST' table shows one item with HS Code 12092100. The 'Gross Weight UOM' field is highlighted with a red box. The 'No of Packages' field is 5. The 'Intended Use' field is Processing. The 'Save' and 'Reset' buttons are at the bottom.

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		

## Step 5b: Complete Item Tab

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

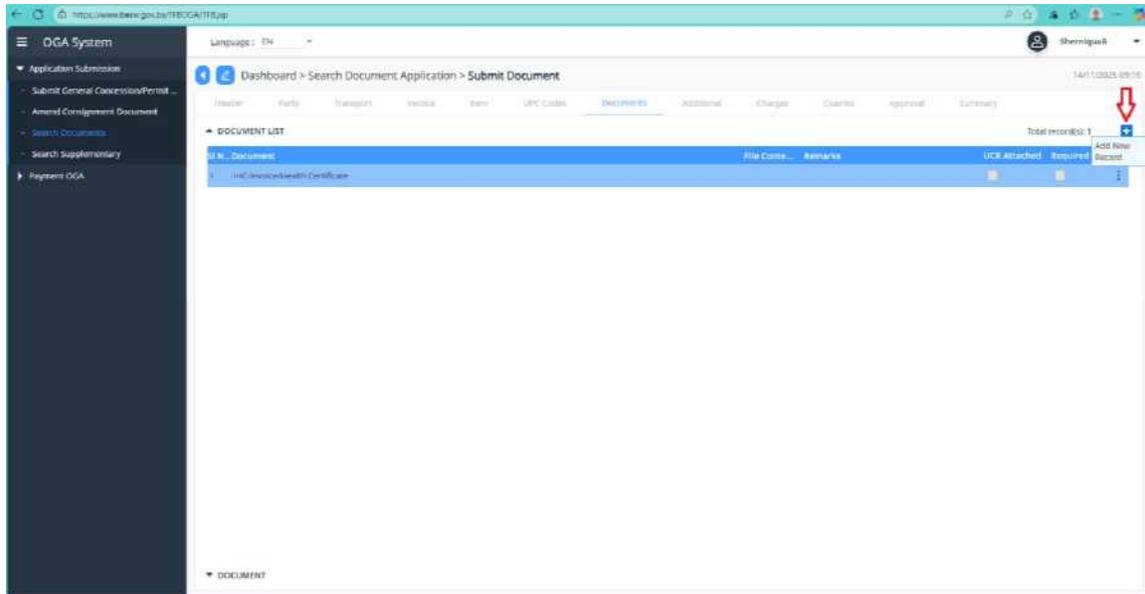
The screenshot shows the 'Submit Document' form in the OGA System. The 'ITEM' tab is active, displaying a form with the following fields:

- Description:** Other live animals - Mammals - Other - Dogs
- Country of Origin:** US-UNITED STATES OF AMERICA
- Quantity UOM:** (empty)
- Gross Weight UOM:** LB-POUND
- Package Type:** EA-SACH
- Description Others:** Pit or Service Animal
- Commercial Name (Other):** Daphne (Pitbull), Female, 1, White, Microchip # 012132314
- Quantity:** 1
- Gross Weight:** 13
- No of Packages:** 1
- Intended Use:** Other
- Age:** 1

This screenshot is identical to the one above, showing the 'Submit Document' form in the OGA System with the 'ITEM' tab active. The form fields and their values are the same as in the first image.

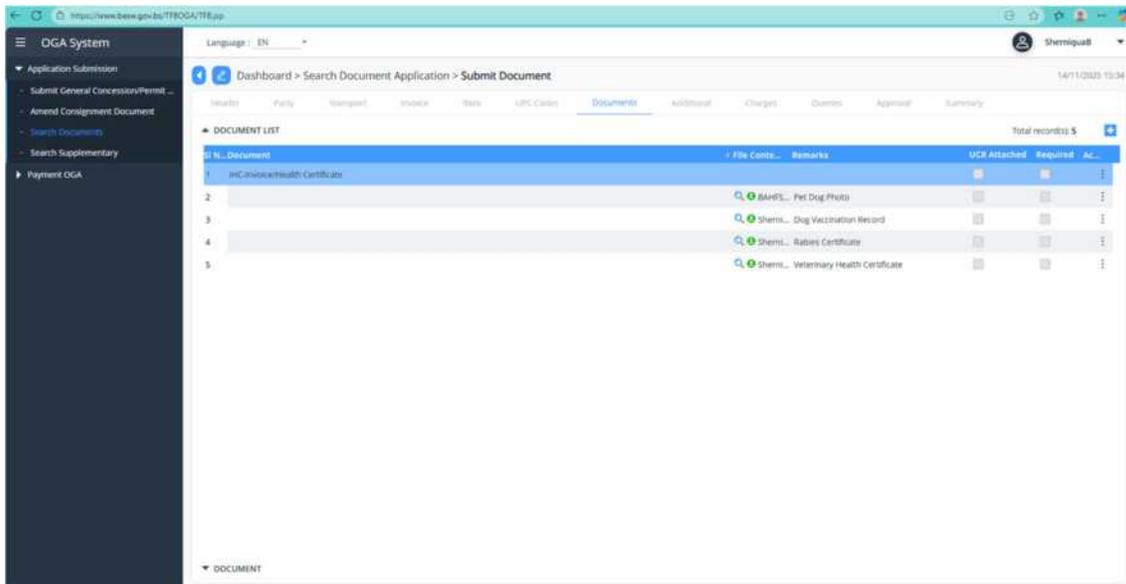
## Step 6: Complete Document Tab

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



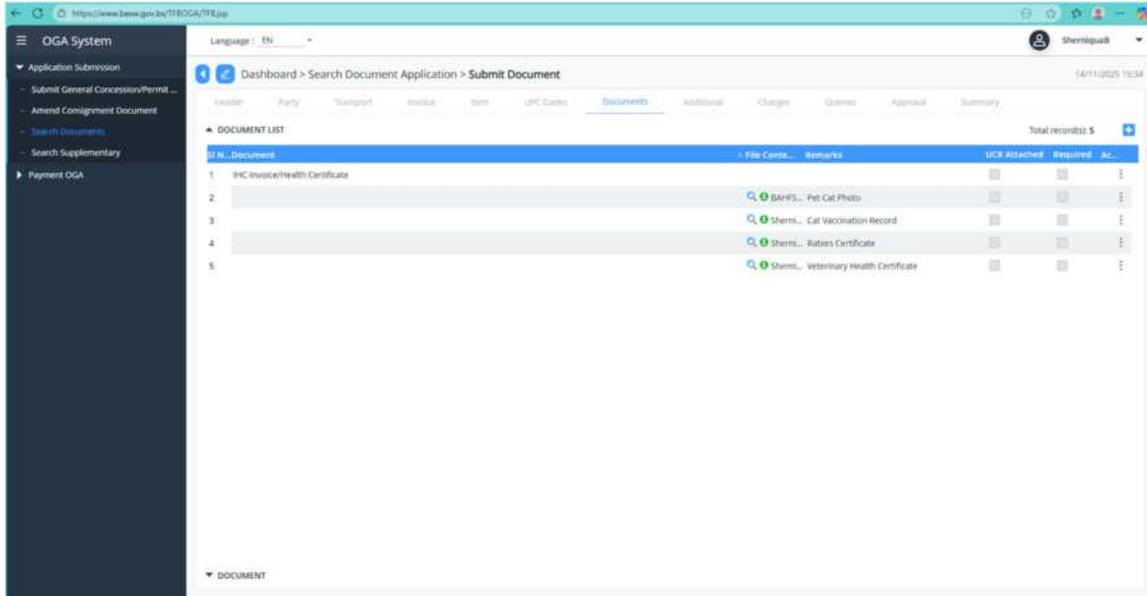
## Step 6a: Complete Document Tab

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.



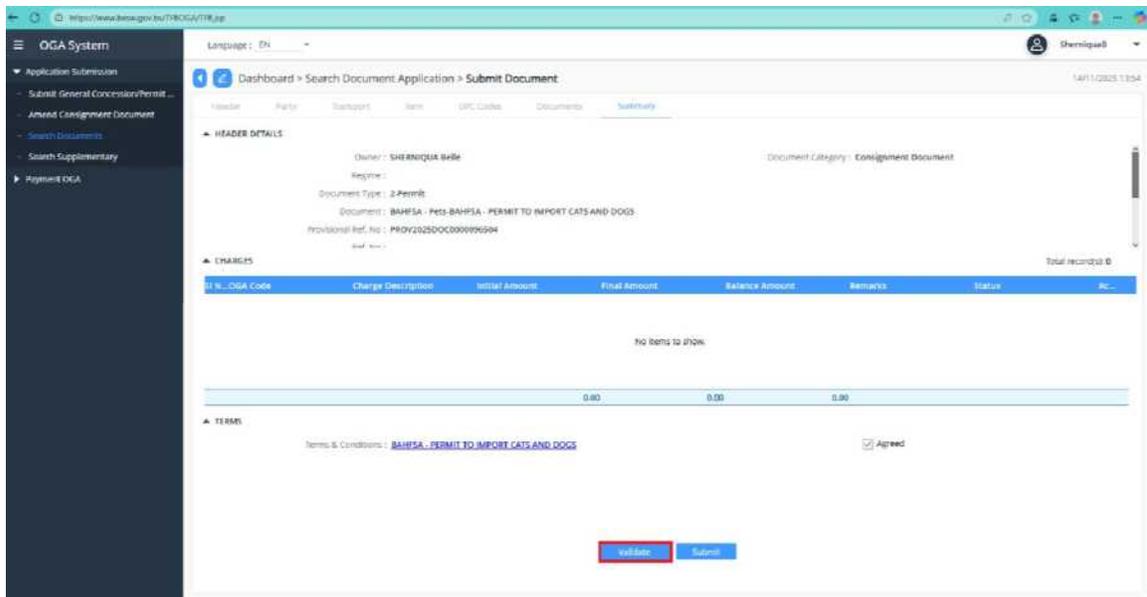
## Step 6b: Complete Document Tab

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.

The screenshot shows the OGA System interface. On the left sidebar, under the 'Payment OGA' section, the 'Pending Payments OGA' option is highlighted with a red box. The main content area displays the 'Dashboard > Pending Payment OGA' page. At the top right, the user 'SheriniquaB' is logged in. Below the dashboard header, there is a search bar and a 'PENDING PAYMENT LIST' section. A table with the following columns is visible: 'Sl. N.', 'Payment Reference Num.', 'Party', 'Business Transaction No.', 'Business Transaction Type', 'Total Amount Payable(B)', 'Balance Amount', 'Created', 'Status', and 'Ac.'. One record is listed with the following details: Sl. N. 1, Payment Reference Num. PMT-INSTB-2025062568430, Party SHERINQUA Bebe, Business Transaction No. 2025060000096303, Business Transaction Type OGA\_LPCD, Total Amount Payable(B) 90.00, Balance Amount 90.00, Created 14/11/2025, and Status Pending Pay... The footer of the page contains the text 'Copyright CrtmosonLogic Pte. Ltd. - 2025 Copyright CrtmosonLogic Pte. Ltd.'

This screenshot is similar to the one above, but with a search filter applied. In the 'PENDING PAYMENT LIST' section, the 'Business Transaction No.' field is highlighted with a red box and contains the value '96503'. The table below shows the same record as in the previous screenshot, but the entire row is highlighted with a red box. The footer text remains the same: 'Copyright CrtmosonLogic Pte. Ltd. - 2025 Copyright CrtmosonLogic Pte. Ltd.'

## Step 8a: Payment Process

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

The screenshot shows the 'Edit Payment Instruction Detail' page in the OGA System. The 'Payment' tab is active. The 'Payment Mode' dropdown menu is open, displaying the following options: 'Bank', 'DUP', 'DPR', and 'Online'. A red arrow points to the 'Online' option. The page also displays fields for 'Business Transaction Number', 'Additional Amount', 'Total Amount Payable (USD \$)', 'Balance Amount', 'Payment Transaction Number', and 'Amount Paid'.

## Step 8b: Payment Process

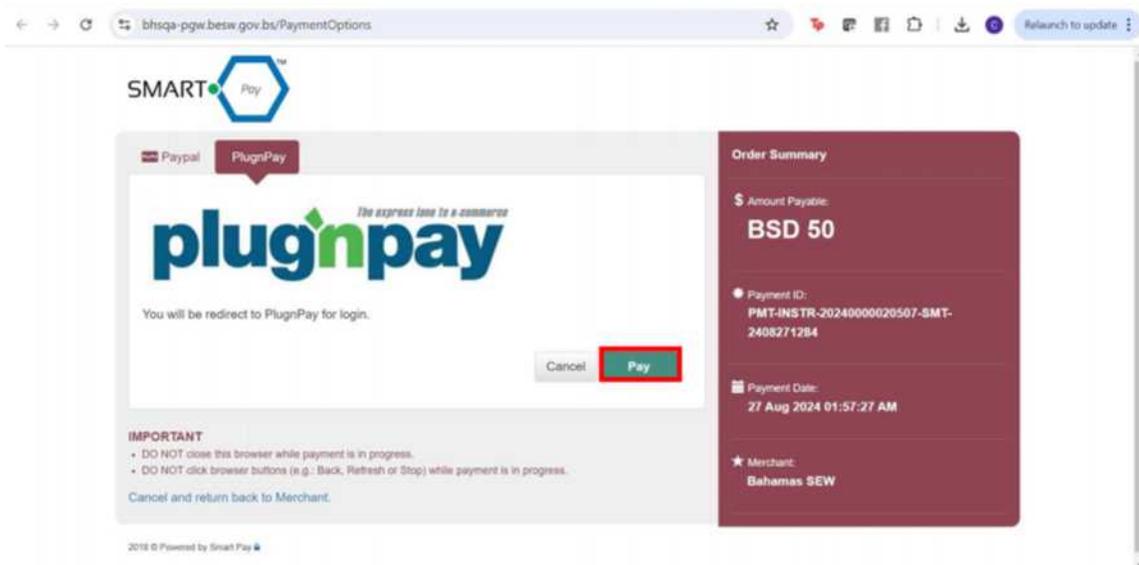
Press **“Online Payment”** and then **“Confirm”** to prompt you to the **“PlugnPay”** window

The screenshot shows the 'Edit Payment Instruction Detail' page with the 'Payment Mode' set to 'DUP-Online' and 'Amount Paid' set to '50.00'. A red arrow points to the 'Online Payment' button at the bottom of the page.

The screenshot shows the 'Online Payment Confirmation' dialog box. It displays the 'Amount' as '50' and the 'Reference No' as '2025DOCC00009603'. A red arrow points to the 'Confirm' button.

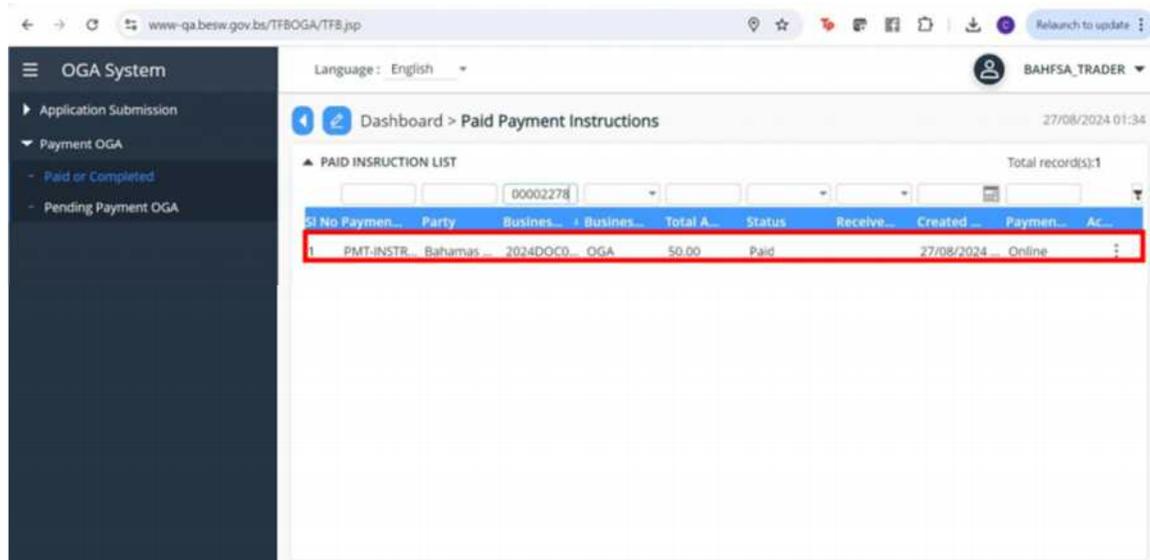
## Step 8c: Payment Process

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



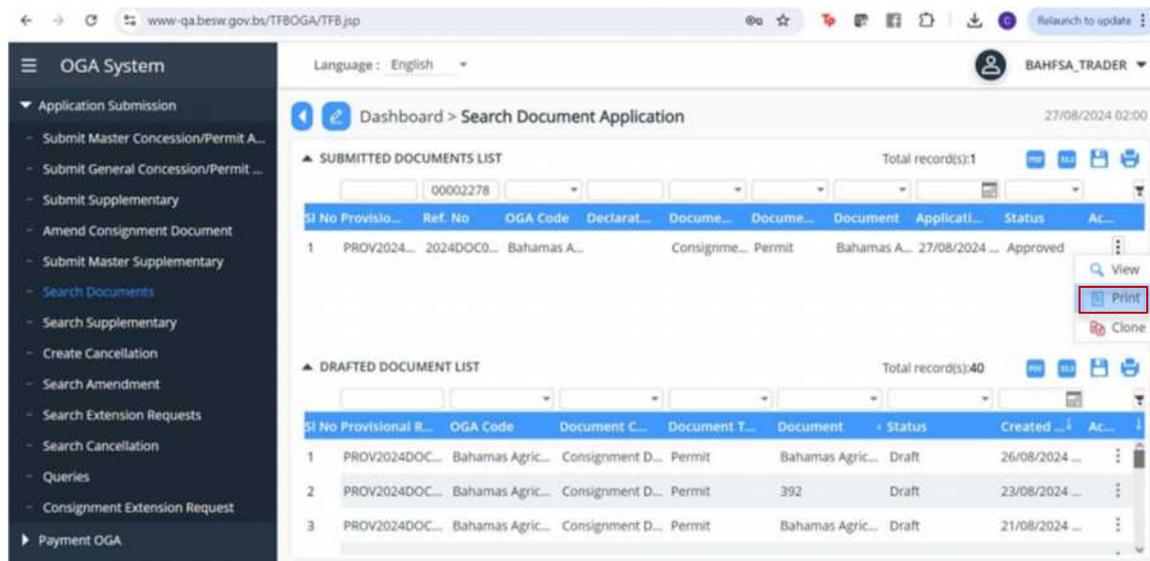
## Step 8d: Permit Approval and Download

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.



The screenshot shows the 'Paid Payment Instructions' page in the OGA System. The page title is 'Dashboard > Paid Payment Instructions' and the date is 27/08/2024 01:34. The user is identified as BAHFSA\_TRADER. The page displays a 'PAID INSTRUCTION LIST' with a search filter of 00002278 and a total of 1 record. The table below shows the following data:

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



The screenshot shows the 'Search Document Application' page in the OGA System. The page title is 'Dashboard > Search Document Application' and the date is 27/08/2024 02:00. The user is identified as BAHFSA\_TRADER. The page displays a 'SUBMITTED DOCUMENTS LIST' with a search filter of 00002278 and a total of 1 record. The table below shows the following data:

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

Below the submitted documents list, there is a 'DRAFTED DOCUMENT LIST' with a total of 40 records. The first three records are:

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 ...	

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.