

South Dakota



Animal Industry Board

**SOUTH DAKOTA eCVI - Version 3.2
Electronic Certificate of Veterinary Inspection
User Guide**

South Dakota Animal Industry Board
411 S. Fort St.
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605.773.3321
aibmail@state.sd.us

Guidelines for Completing the eCVI (Version 3.2)

Getting Set up

1. Required software: Adobe Reader XI (free download available at <http://get.adobe.com/reader/>)
2. Save the eCVI PDF file to your computer.
 - We recommend that you keep two copies of the original file on your computer: one as a master copy in a file where you keep other templates, and one as a working copy on your desktop where it is easily accessed for daily use.
 - Put a working copy of the eCVI on each computer that you generate CVIs.
3. To save time, create templates by saving partially completed eCVIs with veterinarian information and/or frequent consignors.
4. Create a file folder to hold all of the eCVIs that you create/issue.
5. Please use the state of destination as the first two letters of the filename for completed eCVIs. Develop a consistent naming system for completed eCVIs such as: "NE_2016.09.26 SmithRanch"

Electronic Signature Setup

1. Open the eCVI in Adobe Reader
2. Go to Edit
 - a. Choose "Preferences" then "Signatures Category"
 - i. Under "Identities and Trusted Certificates" click "More"
 1. Select "Add ID"
 2. New digital ID
 3. Next
 4. New PKCS#12 digital ID file
 5. Next
 6. Enter name, organization unit/name, and email address.
 - Do not edit "enable Unicode support" "key algorithm" or "use digital ID for".
 7. Create a password – *Remember not to share this with others; this is equal to the written signature that you put on paper certificates.*
 8. Finish
 - ii. Close

COMPLETING THE ECVI

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SOUTH DAKOTA CERTIFICATE OF VETERINARY INSPECTION

Contact State of Destination for Movement Requirements and Certificate Validity
FOR FOREIGN SHIPMENTS (Outside United States or Leaving United States) USE FEDERAL FORM

OFFICIAL USE ONLY: The Veterinarian issuing this certificate is accredited and has been authorized to inspect animals and issue certificates.

Certificate Number

(1) 46nullnull

ENTRY PERMIT #: (2)		INSPECTION DATE: (3)		SHIPMENT DATE: (4)		<input type="radio"/> Large Animal (5) <input type="radio"/> Small Animal																													
CONSIGNOR - Contact Person at Origin				CONSIGNEE - Contact Person at Destination				CARRIER (Transporter)																											
First Name		Last Name		AND/OR		First Name		Last Name		AND/OR		Business Name (9)																							
Business Name (6)				Business Name (7)				Physical Address																											
Physical Address of Animals				Physical Address of Animals				City State Zip Code Phone Number																											
City		State		Zip Code		County		City		State		Zip Code Phone Number																							
Phone Number		Location ID#		Phone Number		Location ID#		Transport Method		Purpose of Movement (10)		<input type="checkbox"/> Interstate <input type="checkbox"/> Intrastate																							
Consignor's Address (if different)				Consignee's Address (if different) (8)				<input type="checkbox"/> Print Reconsigned																											
SPECIES		# OF HEAD		OFFICIAL PERMANENT ID		OTHER ID (REGISTRY NAME, NUMBER OR DESCRIPTION)		AGE		SEX		BREED		TB DATE OBSVD		TB TEST RESULT		BRUC TEST DATE		BRUC TEST RESULT		BRUC VACC TATTOO		EIA TEST DATE		EIA LAB NAME		EIA TEST RESULT		ACCESSION #		OTHER		Copy Delete	
TOTAL		Add New Row		Delete Last Row																															
OWNER/AGENT STATEMENT (15) "The animals in this shipment are those certified to and listed on this certificate."				VETERINARIAN CERTIFICATION - I certify, as an accredited veterinarian that the above described animals have been inspected by me and that they are not showing signs of infectious, contagious and/or communicable disease (except where noted). The vaccinations and results of tests are indicated on the certificate. To the best of my knowledge, the animals listed on this certificate meet the state of destination and federal interstate requirements. No further warranty is made or implied.																															
DATE				Date				Printed Name (16)				Phone				Email																			
SIGNATURE				Address				City				State				Zip																			
				USDA Accreditation #				State of License SD				License #																							
				Signature (17)																															
Save Form (18)																																			

Required fields will remain RED/PINK until completed

- | | |
|---|---|
| <ul style="list-style-type: none"> (1.) Certificate Number (2.) Entry Permit Number (3.) Inspection Date (4.) Shipment Date (5.) CVI Type
(creates (11a) & (11b)) (6.) Consignor Information (7.) Consignee Information (8.) Reconsignment button (8a.) Reconsignment Form | <ul style="list-style-type: none"> (9.) Carrier Information (10.) Movement Type (11.) Shipment Information: (12.) Veterinarian Comments (13.) Flock/Herd Accredited Status (14.) Origin State/ Area Status (15.) Owner Signature and Statement (16.) Veterinarian Information (17.) Electronic Signature (18.) Save Form Button |
|---|---|

- (1) **Certificate Number:** The final CVI number is automatically generated after the form is signed (17) and saved (18).

Certificate Number

46nullnull

- (2) **Entry Permit #:** This is the only field that can be filled in after the form is signed (17) and saved (18).

ENTRY PERMIT #:

- (3) **Inspection Date:** Drop down calendar or enter date manually.
- (4) **Shipment Date:** Drop down calendar or enter date manually.
- (5) **CVI type:** Select whether this is a large animal or a small animal CVI. The CVI will expand to allow entry of information specific to large or small animals (creates 11a and 11b)
- (6) **Consignor information:** Contact person at the address where the animal is located currently. Fill in all areas in red. Enter either a first and last name or a business name (or both if you wish.) If the consignor’s address is different than the location of the animals, use the line under phone number to enter their address.
- (7) **Consignee Information:** Contact person at the address where the animal is destined. Fill in all areas in red. Enter either a first and last name or a business name (or both if you wish.) If the consignee’s address is different than the location of the animals, use the line below the phone number to enter their address.
- (8) **Reconsignment Button:** Check this box only if the animal is going to a sale where the CVI will be used after the sale to designate the animal’s new destination. Checking the button generates a field (8a) at the bottom of the certificate for reconsignment information and signature once it is printed.

RECONSIGN TO: Name _____	Reconsigned Premises ID # _____
Physical Address _____	City _____ State _____ Zip _____ Phone # _____
CERTIFICATE MUST BE COUNTERSIGNED BY AN ACCREDITED VETERINARIAN	
_____	Accredited Veterinarian Signature

- (9) **Carrier Information:** Fill out as much information as possible.
- (10) **Movement Type:**
- Use the drop down menu or fill in manually to complete Purpose of Movement
 - Check whether the eCVI is for interstate or intrastate movement
- (11) **and (12) Shipment Information:** This form is generated by selecting either Large Animal or Small Animal in (5).

(11a) Large Animal

Disease Certification Statements 12	Flock/Herd Accredited Free For: 13	Herd/Flock # _____	Current State/Area Status: 14														
	<input type="checkbox"/> Tuberculosis <input type="checkbox"/> Brucellosis <input type="checkbox"/> Scrapie <input type="checkbox"/> NPIP <input type="checkbox"/> Johne's <input type="checkbox"/> PRV <input type="checkbox"/> CWD <input type="checkbox"/> Other (specify) _____		Tuberculosis: _____ Brucellosis: _____ <input type="checkbox"/> Other (specify) _____														
SPECIES	# OF HEAD	OFFICIAL PERMANENT ID	OTHER ID (REGISTRY NAME, NUMBER OR DESCRIPTION)	AGE	SEX	BREED	TB DATE OBSVD	TB TEST RESULT	BRUC TEST DATE	BRUC TEST RESULT	BRUC VACC TATTOO	EIA TEST DATE	EIA LAB NAME	EIA TEST RESULT	OTHER TESTS, VACCINATIONS/TREATMENT. PLEASE LIST DATE & PRODUCT USED	Copy	Delete
TOTAL		Add New Row	Delete Last Row														

- The “Species” drop-down menu creates corresponding “Breed” menus.
- Animals may be entered in groups or as an individual animal on each line.
 - If you are sending animals that are required to be individually identified then you may only have one animal per line.
 - Lists of official ID, test charts, etc. should be attached to the submission email. Be sure to note attachments on the eCVI **and** note the eCVI number on the attachment.
- The Official Permanent ID field should be used for official identification only. If you are using a description or information other than official ID, please use the “Other ID” field.
- The number of animals in the shipment is totaled automatically.
- Use the “Copy” button to create multiple animals with similar information.
- Health statements may be typed or copied/pasted into the “Disease Certification Statements” box **(12)**.
- Statement fields and “Other ID” fields expand to accommodate additional text.

(11b) Small Animal

Weather Acclimation Statement 12										
SPECIES	# OF ANIMALS	DESCRIPTION / BREED / MICROCHIP	AGE	SEX	RABIES VACC DATE	RABIES BOOSTER DUE	RABIES TAG NUMBER	RABIES SERIAL NUMBER	OTHER TESTS, VACCINATIONS/TREATMENT. PLEASE LIST DATE & PRODUCT USED	
										Copy Delete
TOTAL		Add New Row	Delete Last Row							

- Animals may be entered in groups or individually.
- The number of animals in shipment is totaled automatically.
- Health statements may be typed or copied/pasted into the “Weather Acclimation Statement box **(12)**.
- Statements fields and Description fields expand to accommodate additional text.

(13) Flock/Herd Accredited Status: Fill out as needed

(14) Origin State/Area Status: Choose from drop-down menus as appropriate.

Current State/Area Status:

Tuberculosis: Free

Brucellosis: Other (specify) **Free Class A**

(15) Owner Signature and Statement: For use as needed after the eCVI has been issued. Print the form and have the owner/agent sign the certificate.

(16) Veterinarian Information: Fill in all required information. Your state license number will automatically become part of the finished CVI number.

VETERINARY CERTIFICATION - I certify, as an accredited veterinarian, that the above described animals have been inspected by me and that they are not showing signs of infectious, contagious and/or communicable disease (except where noted). The vaccinations and results of tests are indicated on the certificate. To the best of my knowledge, the animals listed on this certificate meet the state of destination and federal interstate requirements. No further warranty is made or implied.

Date _____ Printed Name _____ Phone _____ Email _____

Address _____ City _____ State _____ Zip _____

USDA Accreditation # _____ State of License **MT** License # _____

(17) Veterinarian Signature: (See page 1 for electronic signature setup)

Signature 

- Required fields (red/pink) must be completed before signing
- Click the Signature Tab
- Select your ID from the drop-down list
- Type your password
- Click “Sign”

(18) Saving

- Signing prompts you to save the eCVI
 - Start the filename with the state of destination abbreviation
 - Type the filename you wish to use for this eCVI in the File Name box
Ex: “NE_2016.09.26 SmithRanch”
- Signing locks all information except the permit number field

(18a) Submit and Print:

- “Submit by Email” and “Print Form” buttons are generated after the form is signed
- For software-based email (such as Outlook)
 - To submit your eCVI, click “Submit by Email”
 - Select your email type and click continue
 - An email to aibmail@state.sd.us is created with the completed eCVI attached
 - Attach additional documents to the email (such as a list of IDs) as needed
- For web-based email users (such as gmail, yahoo, Hotmail, etc)
 - Create an email to aibmail@state.sd.us and attach the completed eCVI
 - Do not use the “Submit by Email” button
 - You may attach multiple completed eCVIs to one email (usually 4 or 5 is the maximum number of eCVIs you can attach due to size limitations)
- SDAIB will forward your eCVI to the state of destination
- Completed eCVIs may be emailed directly to clients to be printed.

COMMON PROBLEMS

- **Mistakes on an eCVI**
 - Mistakes cannot be corrected once an eCVI is signed. The best thing to do is to void it and start over. If the shipment has already departed, create a new eCVI with the correct information and put a note in the Health Statements box: “This CVI is a

correction to
CVI#_____.” Submit both the corrected document and the original.

- **“NULL” CVI number**
 - The CVI number will show as ‘46-[your license #]-NULL’ when the document is not saved properly. Always use the ‘Save Form’ button on the lower left of the page to save (not ‘File’, ‘Save’). After signing, immediately use the ‘Save Form’ button to save a second time over the file you just saved.
- For questions, please contact the SD Animal Industry Board: aibmail@state.sd.us, 605-773-3321.