



SD ANIMAL INDUSTRY BOARD

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South Dakota Electronic Certificate of Veterinary Inspection (eCVI) v3.1 Accredited Veterinarian User Agreement

The purpose of this agreement is to maintain accountability, consistency, and uniformity in the use of the South Dakota electronic Certificate of Veterinary Inspection (eCVI) by South Dakota licensed and accredited veterinarians. Please read through the following agreement carefully. **By signing this agreement, you are responsible for the following terms:**

- 1. Customization/ Changes to the Certificate.** The eCVI file/form will not be altered in any way. Only the editable data fields may be filled for the purpose of issuing an eCVI.
- 2. Required Fields.** Fields in red are required on the eCVI and must be completed in order for the certificate to be issued and official.
- 3. Form Versions.** As major enhancements are updated and approved, the certificate will be re-released to participating veterinarians. Veterinarians will agree to work from the most current version of the certificate.
- 4. Distribution of the eCVI file/form to Veterinarians.** This certificate will only be distributed to veterinarians that are licensed in the state of South Dakota and federally accredited through USDA-APHIS-VS. The distribution of this form is done **only** through the SD Animal Industry Board. This certificate is not to be forwarded or shared with any other party.
- 5. Signing the form.** The electronic signature used on the form will be password protected and chosen by the issuing veterinarian. The issuing veterinarian will not share his/her password with any other party. All issued eCVI's will be digitally signed personally by the issuing veterinarian.
- 6. Regulatory Use.** The veterinarian creating the eCVI will provide a copy to accompany the animal shipment. Electronic copies of issued eCVIs must be emailed to the SD Animal Industry Board (aibmail@state.sd.us) within 7 business days of issuance.
- 7. Alternative to typing individual Animal Identification and Test information.** Veterinarians may submit individual animal identification and test information by spreadsheet that accompanies the eCVI. The spreadsheet will contain the same individual animal and test information required on the eCVI. Place a notation, such as "see attachment", in the first line under official permanent ID. The species and number in shipment on the eCVI must match the number of animals on the spreadsheet. Animals on the spreadsheet not included on the shipment must be lined out.

Veterinarian Name (Please Print)	Signature	Date
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Clinic Name	Address	City	State	Zip
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Veterinarian email: _____

Please return signed form to aibmail@state.sd.us or fax: 605-773-5459