

Procedural Guidance for the Completion of PDF ID46: Notice Under Article 13 Requiring Detention or Exportation of Animals for Contravention of the above Order or of a Licence

Pre-Requisites

1. In order to complete the application procedure you will need Adobe Reader, a program that allows you to read and edit a PDF ID46. It is recommended that you use the latest version of Adobe Reader software that is compatible with your computer. Downloading Adobe Reader is free and only takes a few minutes. [Click here to download the latest version of Adobe Reader \(Opens new window\)](#).
2. Browsers such as Microsoft Edge, Google Chrome and Mozilla Firefox and the operating systems Windows 8, Windows 10 and Mac OS also have their own internal PDF viewers which will allow you to view the application but not complete it. If you are using an Apple Mac then this will use its own PDF viewer by default, you should instead choose to open with Adobe Reader. You must use Adobe Reader to complete APHA interactive forms.

Obtaining the Current Application

4. When you have received the blank PDF Application please save them to your computer or shared drive, in a place convenient for the users.
5. New versions of the ID46 may occasionally be released (this can happen for a number of reasons including changes to import requirements) and it is important that the current version of the PDF application is used. Applications that do not use the most current version will not be processed and you will be asked to resubmit using the correct version of the PDF application. New versions will be available on the Local Authority Knowledge Hub.

If you have any queries please contact the [Imports team at Centre for International Trade, Carlisle](#).

Completing the PDF

6. The content of the PDF will be locked, apart from the fields pertaining to the import. It is recommended that you use the tab key to cycle through the fields you will need to populate. You will need to input the necessary details into the relevant fields from the information that you have available.
7. After you are satisfied that the PDF ID46 is correct, you will need to e-mail it to the [Imports Team at the Centre for International Trade, Carlisle](#) from your Local Authority email address.

Processing the application

9. It is advisable for import applications to be submitted as early as possible to allow time for processing. If there are any problems with the ID46 you will be contacted with details and advice to enable you to rectify the problems.

The Animal and Plant Health Agency is an Executive Agency of the Department for Environment, Food and Rural Affairs working to safeguard animal and plant health for the benefit of people, the environment and the economy