DAERA authorised Food Competent Certifying Officers

Information Bulletin: FCCO 03/25 **Issued: 29 July 2025**

Audience: Food Competent Certifying Officers (FCCOs) in Local Authorities in Northern Ireland.

Subject: Launch of DAERA Certifying Officer Authorisation (COA) Online Service

Purpose

We are contacting you to inform you of an important change to the DAERA Food Competent Certifying Officer (FCCO) authorisation process.

What is changing?

- The current manual application process for gaining FCCO authorisation is being replaced by a new DAERA online application service.
- Going forward, all applications for FCCO authorisation must be submitted online.
- Letters of Authorisation will no longer be issued by email, they will now only be available to download through the online system.
- The system will also provide automated notifications regarding upcoming training revalidation deadlines, including reminders at three months, one month, and one week before expiry.
- A personal online portal will be available to review your authorisation status.

What does this mean for you?

- If you are an existing FCCO, your authorisation details have been **transferred to the new system** automatically.
- Any new FCCO applications must now be completed online.
- You will have access to a **personal portal** where you can:
  - View your **authorisation status**
  - Check your **training renewal dates**
  - Download your **letter of authorisation.**

Next Steps

- Access the system using the link below
- If you have any urgent authorisation requirements, please contact us directly.

Certifying Officer Authorisation Online

If you have any queries in relation to the bulletin, please contact us at the email below.

Trade Programme
Veterinary Service Animal Health Group
Clare House – 303 Airport Road West- Belfast BT3 9ED
Email: DAERATradeExports@daera-ni.gov.uk

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