

DAERA Export Certificate User Guide

AVP Portal

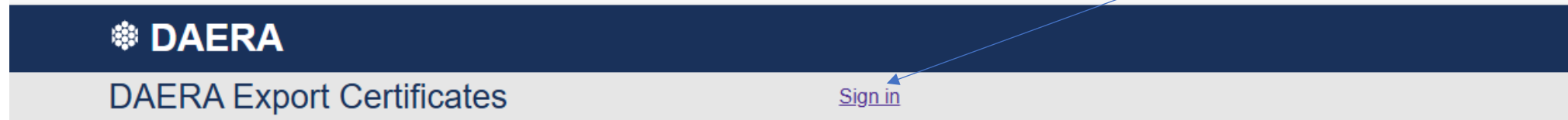
Index

- [Accessing the AVP Portal](#)
- [Practice Account Creation](#)
- [Creating a new Government Gateway Account \(if required\)](#)
- [Creating a new Government Gateway account \(if required\). AVP Portal Setup](#)
- [Using an existing Government Gateway Account](#)
- [Using an existing Government Gateway account AVP Portal Setup](#)
- [Accessing the AVP Portal](#)
- [Certificate Applications](#)
- [Processing Applications - Details Tab](#)
- [aPVP Processing Applications - Additional Details tab](#)
- [aPVP- Processing Applications- Documents Tab](#)
- [aPVPs - Processing Applications – Conversations](#)
- [aPVPs - Processing Applications- Completing the Application](#)
- [aPVPs- Processing Applications. Replacement applications](#)
- [Cancelling an Application](#)

Accessing the AVP Portal (1)

Please use the following link to access the AVP Portal <https://exports.daera-ni.gov.uk/Avp>

When aPVPs try to access the AVP Portal, they will see the following screen (below). To sign in, use the Sign In button.



DAERA Export Certificates

You need to be logged in to use this application. If you require assistance with the registration process, please contact your local processing office for more information

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Accessing the AVP Portal (2)

AVP Portal users will then be offered a service option to access the system. The AVP Portal **must** be accessed via the Government Gateway option



DAERA Exports

Welcome to DAERA Exports

Choose a service to access DAERA Exports

nidirect
government services

NIDA Sign in / register

Sign in using the Northern Ireland Civil Service Identity Assurance (NIDA) provided by nidirect.

[Find out more](#)

For advice on logging in via nidirect contact: **0300 200 7868** or nida@nidirect.gov.uk

Government Gateway

GG Sign in / register

Sign in using your DAERA online services Government Gateway account.

[Find out more](#)

For advice on logging in via Government Gateway contact: **0300 200 7848**

Notices

i Welcome to Online Services [Click here for more details.](#)

i DAERA Direct Identity Verification Appointments [Click here for more details.](#)

i Nifais Online replacing Aphis Online [Click here for more details.](#)

AVP Portal – Practice Account Creation

- For DAERA Online systems , users are required to access via a secure verified login, either NIDA or Government Gateway. **In the case of the AVP Portal the Government Gateway option must be used.**
- Each individual aPVP (Authorised Private Veterinary Practitioner) will need to create or hold an existing Government Gateway account to be able to access the system.
- For the initial setup of an AVP Portal, the Practice Principal /Clinical Director must act as initial **AVP Portal Administrator**.
- The AVP Portal Administrator should use a **Government Gateway** account they have already created previously or create a new Government Gateway account, if required.
- The Practice Principal/Clinical Director will then be set up by DAERA as the initial AVP Portal Administrator and be given access to their AVP Portal
- Additional Individual aPVPs (Authorised Private Veterinary Practitioners) or support staff can then be authorised to access the AVP Portal by the initial practice **AVP Portal Administrator**

AVP Portal – Practice Account Creation

- *****IMPORTANT NOTE*****- The person within the practice who undertakes this process will be the initial AVP Portal administrator, with the ability to control access for additional administration and veterinary staff. The initial AVP Portal administrator **MUST** be the Practice Principal or Clinical Director as it is they who will be responsible for the access to the data associated with the AVP Portal going forward. The Practice Principal or Clinical Director can create a second AVP Portal administrator and delegate administration duties, but as initial AVP Portal administrator they are ultimately responsible for the security of AVP Portal.

Creating a new Government Gateway Account (if required)

- The AVP Portal administrator elect must click on **Create Sign In Details** if they do not have an existing Government Gateway account.



Keeping your information secure

Do not share your Government Gateway user ID and password with anyone else.

Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

Password

New users of Government Gateway

[Create sign in details](#)

Problems signing in

[I have forgotten my password](#)
[I have forgotten my Government Gateway user ID](#)
[I have forgotten my Government Gateway user ID and password](#)

Creating a new Government Gateway Account (if required)

- The AVP Portal administrator must enter a valid email address

[< Back](#)

Enter your email address

This will only be used to send you security updates or if you need to recover your sign in details.

To confirm it is your email address we will send you a code.

Email address

Continue

Creating a new Government Gateway Account (if required)

- The AVP Portal administrator must enter the **confirmation code** that they have received by email and click '**Confirm**'.

[< Back](#)

Enter code to confirm your email address

We have sent a code to: **test@daera-ni.gov.uk**

The code will expire in 30 minutes.



If you use a browser to access your email, you may need to open a new window or tab to see the code.

Confirmation code

For example, DNCLRK

▶ [I have not received the email](#)

Confirm

Creating a new Government Gateway Account (if required)

- The AVP Portal administrator will receive a confirmation message and then click **Continue** to proceed.

Email address confirmed

This will enable us to help you get the most from this service.

Continue

[Get help with this page](#)

Creating a new Government Gateway Account (if required)

- The AVP Portal administrator must enter their full name then click **Continue** to proceed

What is your full name?

Kevin Brooks

Continue

Creating a new Government Gateway Account (if required)

- The AVP Portal administrator must create a Password, then select **Continue** to proceed

Create a password

Your password must be 10 or more characters. You can use a mix of letters, numbers or symbols.

Password

Confirm your password

Continue

Creating a new Government Gateway Account (if required)

- The AVP Portal administrator must set up a recovery word and click **Continue**

Set up recovery for your sign in details

You need to set up a recovery word so that you can get back into Government Gateway if you forget your password.

Continue

Creating a new Government Gateway Account (if required)

- The AVP Portal administrator must create a recovery word and then click **Continue** to proceed

Set up a recovery word

 **Make a note of this word in case you need it in the future.**

The word must:

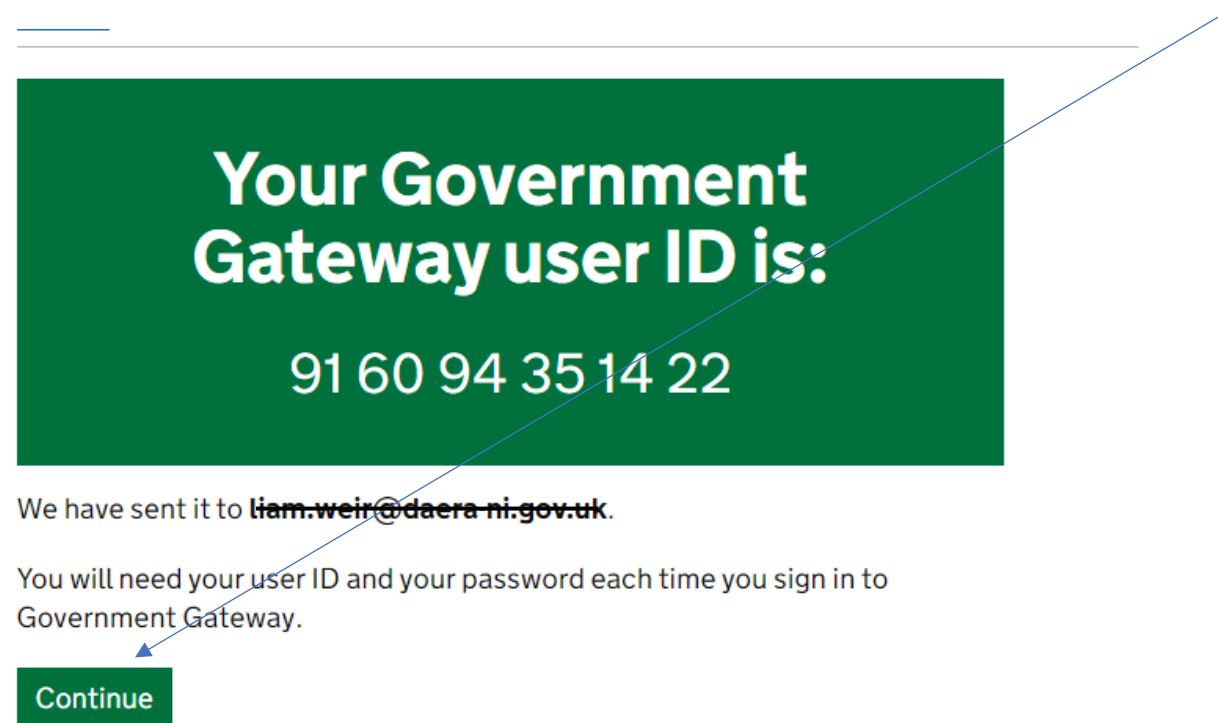
- be between 6 and 12 characters
- not contain spaces or special characters
- not contain numbers

Recovery word

Continue

Creating a new Government Gateway Account (if required)

- The AVP Portal administrator will receive confirmation of their Government Gateway ID, at which point they must click **Continue** to proceed.



Creating a new Government Gateway Account (if required)

- On the next page of this process is the DAERA-branded screen entitled '**User Details**'. Complete the required details and then use the **Submit** button



Department of
**Agriculture, Environment
and Rural Affairs**
www.daera-ni.gov.uk

User Details

The Government Gateway account that you are logging in with has not been previously registered with DAERA. Please ensure that you are using the correct Government Gateway credentials or alternatively please enter your details below to continue to use the current credentials. Depending on the service you are trying to access you may be required to verify your identity with DAERA. If this is the case then you will be prompted with a verification code and given instruction on how to verify yourself with DAERA.

* First name	Kevin	Middle name	
* Last name	Brooks	* Date of birth	06/02/1983
* Email address	Kevinbrooks@guerrillamail.com		

*** Country**

Northern Ireland

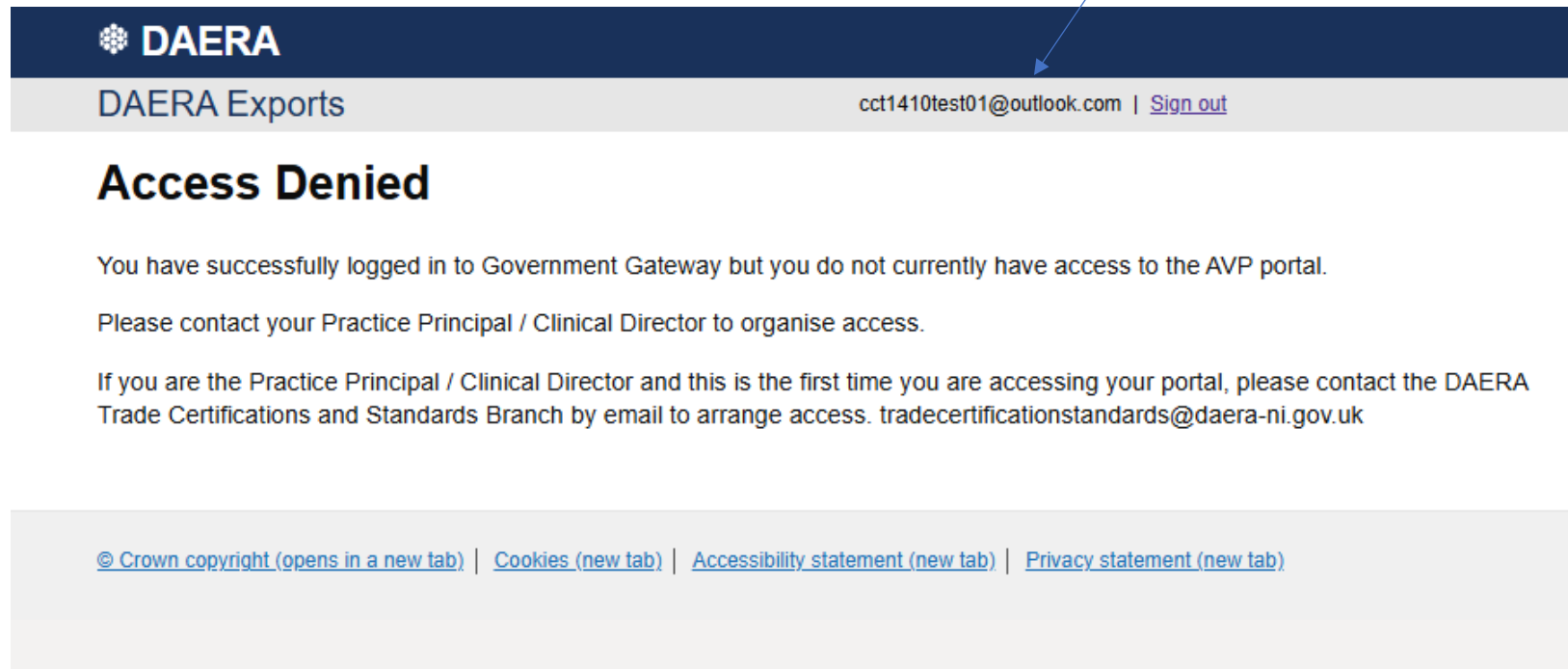
To select an existing Northern Ireland address enter a postcode and house number.

Postcode House no.

* Premises Name	DUNDONALD HOUSE	Premises Number	
* Street	UPPER NEWTOWNARDS ROAD	Townland	BALLYMISCAW
* Town	BELFAST	* County	Down
* Postcode	BT4 3SB		

Creating a new Government Gateway account (if required). AVP Portal Setup

- At this stage you will receive the following message below. The message will show details of the email address used for the Government Gateway account you are using to access the AVP Portal. Please send this email address along with the details of your practice (name, address ,phone number, practice email address) to the following DAERA Programme email address tradecertificationstandards@daera-ni.gov.uk. DAERA Trade Programme will then use this email address to set up your AVP Portal within the DECS system and will alert you when this is complete and that the AVP Portal is ready for use.



DAERA

DAERA Exports

cct1410test01@outlook.com | [Sign out](#)

Access Denied

You have successfully logged in to Government Gateway but you do not currently have access to the AVP portal.

Please contact your Practice Principal / Clinical Director to organise access.

If you are the Practice Principal / Clinical Director and this is the first time you are accessing your portal, please contact the DAERA Trade Certifications and Standards Branch by email to arrange access. tradecertificationstandards@daera-ni.gov.uk

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Using an existing Government Gateway account

- Enter your 12 digit Government Gateway user ID and your Password and select **Sign In**

Keeping your information secure
Do not share your Government Gateway user ID and password with anyone else.

Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

Password

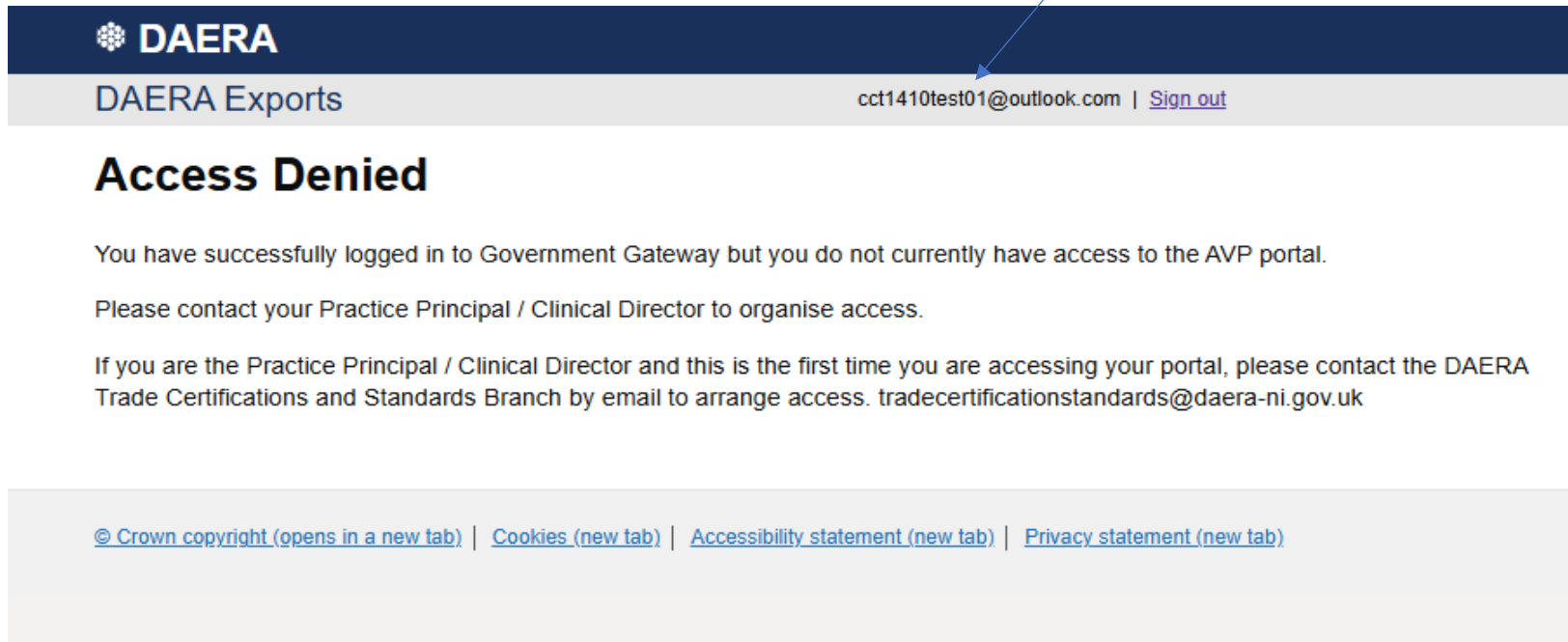
Sign in

New users of Government Gateway
[Create sign in details](#)

Problems signing in
[I have forgotten my password](#)
[I have forgotten my Government Gateway user ID](#)
[I have forgotten my Government Gateway user ID and password](#)

Using an existing Government Gateway account. AVP Portal setup

- At this stage you will receive the following message below. The message will show details of the email address used for the Government Gateway account you are using to access the AVP Portal.
- Please send this email address, along with the details of your practice (name, address ,phone number, practice email address) to the following DAERA Programme email address tradecertificationstandards@daera-ni.gov.uk. DAERA Trade Programme will then use this email address to set up your AVP Portal within the DECS system and will alert you when this is complete and that the AVP Portal is ready for use.



DAERA

DAERA Exports

cct1410test01@outlook.com | [Sign out](#)

Access Denied

You have successfully logged in to Government Gateway but you do not currently have access to the AVP portal.

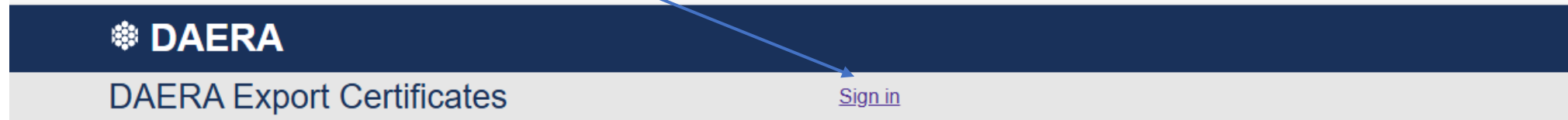
Please contact your Practice Principal / Clinical Director to organise access.

If you are the Practice Principal / Clinical Director and this is the first time you are accessing your portal, please contact the DAERA Trade Certifications and Standards Branch by email to arrange access. tradecertificationstandards@daera-ni.gov.uk

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Accessing the AVP Portal –Initial Access for Administrator⁽¹⁾

Once DAERA Trade Programme have created the AVP Portal for your practice on the DECS system they will confirm with the AVP Portal administrator via email. The AVP Portal administrator should then proceed to access the system as below. To sign in, use the Sign In button.



DAERA Export Certificates

You need to be logged in to use this application. If you require assistance with the registration process, please contact your local processing office for more information

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Accessing the AVP Portal –Home screen(2)

When the Administrator accesses the AVP Portal, they will be presented with the AVP Portal landing page (**Home**) Going forward this landing page will host any important messages from DAERA. Please check that your **Practice name** is correct. If not contact DAERA Trade Programme..

 **DAERA**

DAERA Exports

Home Certificate Applications Manage Users

rogerkneebend@maildrop.cc | [Sign out](#)

AVP Portal - Roger Kneebend Veterinary Services

Important

Regression 1.3.8 edited for regression

CT New Test - Edited 16/01/2026 for QA regression

Not so clear where to type the text for the system AVP portal message, just checking I can come back in and edit this message

Testing!!!!!!!!!!!!!!

Bold

Underline

-

- Bullet 1
- Bullet 2
- Bullet 3

EDIT

Updated 08/05/2025

Updated 29/10/2025 for Regression 1.3.6

Updated 03/12/2025 for Regression 1.3.7

Accessing the AVP Portal –Initial Access for Administrator(3)

There are two other menu options on the AVP Portal. Click on the **Certificate Applications** option. This is where the review and processing of export applications is undertaken. The **Manage Users** option is covered later in this guide

 **DAERA**

Home Certificate Applications Manage Users

DAERA Exports

rogerkneebend@maildrop.cc | [Sign out](#)

AVP Portal - Roger Kneebend Veterinary Services

Certificate Applications

Loading Date

From

To

26/01/2026 12:00 AM

13/02/2026 11:59 PM

Sent to AVP

Processed

All

Certificate Number	Loading Date	Processing Office	Commodity	Destination	Dispatch Premises	Exporter	Status

0

30 per page

No items to display

22

AVP Portal –Manage Users(1)

The AVP Portal Administrator can add additional users by selecting the **Create User** button

 **DAERA**

Home Certificate Applications Manage Users

DAERA Exports cct1410test01@outlook.com | [Sign out](#)

Test AVP CT One

Users

Create User

Name	Email	Active	Admin	
CC TOL	_cct1410test01@outlook.com	Yes	No	Edit
CC TOL	cct1410test10@outlook.com	Yes	No	Edit
CC Toland	conor.toland@version1.com	Yes	No	Edit
CC TOL	cct1410test01@outlook.com	Yes	Yes	Edit
CC TOL	test@test123.com	Yes	No	Edit

1

30

per page

1-5 of 5

AVP Portal – Manage Users(2)

Any new user that the AVP Portal administrator wishes to add to the AVP Portal must have a Government Gateway account (either an existing one or by creating a new one) and be able to provide the AVP Portal Administrator with the email address used when the Government Gateway account was created.

If the new user is unsure of this email address , especially when they have an existing Government Gateway account, they can locate it by trying to log into the AVP Portal. They will receive an Access Denied message that will include their email address.

When adding a new user, or updating them, the modal will display a warning message related to Government Gateway Group accounts. This warns that the Government Gateway account must not be a Government Gateway Group Account. Please note that for each AVP Portal, each user must use a unique email addresses for that AVP Portal. If a user requires access to more than one AVP Portal, they will be required to use a different email address for each.

The AVP Portal Administrator must enter the new user’s name and the email address they have provided. The Administrator then has the option to make the user Active (thus allowing the user access to the AVP Portal) and also to decide if the user will be given Administrator roles within the AVP Portal. The Administrator should then save the changes.

Once set up by the AVP Portal administrator the new user should then attempt to log into the AVP Portal using their Government Gateway account.

[< Back](#)

Create User - Test AVP CT One

Name

Email

☒

Active

☐

Administrator (can manage other users)



By activating this user, you are confirming that if they access this system using Government Gateway, they will use a Government Gateway individual account, and not a Government Gateway Group account.

Save Changes

AVP Portal – Manage Users(3)

The AVP Portal Administrator can also edit a user’s details by clicking on the [Edit](#) button for that user.

 **DAERA**

Home Certificate Applications Manage Users

DAERA Exports rogerkneebend@maildrop.cc | [Sign out](#)

Roger Kneebend Veterinary Services

Users

Create User

Name	Email	Active	Admin	
Roger Kneebend	rogerkneebend@maildrop.cc	Yes	Yes	Edit
Peregrine Walnut-Whip	rogerchaiselongue67@maildrop.cc	Yes	Yes	Edit
Nigel Tufnell	nigeltufnell11@maildrop.cc	Yes	No	Edit
Percy Sledge	percysledge@maildrop.cc	Yes	No	Edit

◀ ◁ 1 ▷ ▶

30 ▼

per page

1-4 of 4 ↻

AVP Portal – Manage Users(4)

The AVP Portal Administrator can then **deactivate/activate** , update the **Admin** role or change **name** and **email** details for each user and **Save changes**

 **DAERA**

Home Certificate Applications Manage Users

DAERA Exports rogerkneebend@maildrop.cc | [Sign out](#)

[< Back](#)

Edit User Peregrine Walnut-Whip - Roger Kneebend Veterinary Services

Name

Peregrine Walnut-Whip

Email

rogerchaiselongue67@maildrop.cc

☒

Active

☒

Administrator (can manage other users)

!

By activating this user, you are confirming that if they access this system using Government Gateway, they will use a Government Gateway individual account, and not a Government Gateway Group account.

Save Changes

System Link

AVP Portal Link

<https://exports.daera-ni.gov.uk/Avp>

aPVPs - Certificate Applications Screen

The **Certificate Applications** screen displays all applications, together with summary information about those applications. When first accessing this screen, users will be able to see applications regardless of the status.

To view applications in a certain status, they will be able to click one of the filter buttons at the top of the page.

Sent to AVP = Sent from DAERA Processing Office to AVP Portal
Processed = AVP Complete, AVP Cancelled, Complete, Cancelled

Replacement applications will be shown with the original certificate number below them.

Actions taken in the AVP portal will be recorded against the individual user's details we get from GG.

DAERA Home Certificate Applications Manage Profile Manage GG Group

DAERA Export Certificates cct1410test01@outlook.com | [Sign out](#)

AVP Portal - Test AVP CT One

Certificate Applications

Loading Date

From: 01/02/2025 12:00 AM To: 19/02/2025 11:59 PM

Certificate Number	Loading Date	Processing Office	Commodity	Destination	Dispatch Premises	Exporter	Status
25/3/500021	01/02/2025 09:00	DAERA Direct Armagh	Animal By-product - Processed Animal Protein (PAP)	American Samoa	Americold, Lurgan (Formerly Agromerchants)	Test Exporter CT1	Sent to AVP
25/3/500009 (25/3/500008)	05/02/2025 09:00	DAERA Direct Mallusk	Animal Feed - containing animal derived ingredients	Algeria	Ardboe Coldstore, Dungannon	Test Exporter CT1	Complete

1 30 per page 1-2 of 2

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To access the application, users click on the Certificate Number

AVP users can set a date range using the above drop-down menus

Replacement applications will show both the original and replacement application number

aPVPs - Processing Applications - Details Tab

Application summary information at the top of the screen.

Applications with the **Sent to AVP** application status, will have the **Complete Application** and **Cancel Application** action buttons available within the AVP Portal.

Detailed application details can be found in the **Details** tab.

DAERA

DAERA Export Certificates

cct1410test01@outlook.com | [Sign out](#)

[< Back](#)

25/3/500021 - Sent to AVP

Test Exporter CT 1

Animal By-product - Processed Animal Protein (PAP)

American Samoa

DAERA Direct Armagh

Complete Application

Cancel Application

Details

Additional Info

Documents

Conversations

Status	Sent to AVP
Date Received	05/02/2025
Loading Date	10/02/2025 09:00
Exporter	Test Exporter CT 1
Email	test@test654654.com
Phone	0121 4654987
Application Type	New
Commodity	Animal By-product - Processed Animal Protein (PAP)
Total Weight in Kgs	
Processing Office	DAERA Direct Armagh
Product Details	Stuff
Exporter Reference	Exp Ref 123456
Dispatch Premises	Americold, Lurgan (Formerly Agromerchants)
Destination	American Samoa
Sent to AVP Date	05/02/2025

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aPVPs - Processing Applications - Additional Info Tab

Additional Info details supplied by the Exporter as part of their application (or provided in the application update journey) are shown here.

DAERA

HomeCertificate ApplicationsManage ProfileManage GG Group

DAERA Export Certificates

cct1410test01@outlook.com | Sign out

[< Back](#)

25/3/500021 - Sent to AVP

Test Exporter CT 1

Animal By-product - Processed Animal Protein (PAP)

American Samoa

DAERA Direct Armagh

Complete Application

Cancel Application

Details

Additional Info

Documents

Conversations

Additional Information from Test Exporter CT 1

Date Received	Context	Additional Information
05/02/2025 07:58	Original Application	Exporter additional details

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aPVPs - Processing Applications - Documents Tab

AVP Portal users can view existing documents and upload new ones for this application.

AVP Portal users can download documents to view them but cannot delete them.

DAERA

HomeCertificate ApplicationsManage ProfileManage GG Group

DAERA Export Certificates

cct1410tes101@outlook.com | [Sign out](#)

[< Back](#)

25/3/500021 - Sent to AVP

Test Exporter CT 1Animal By-product - Processed Animal Protein (PAP)American SamoaDAERA Direct Armagh

Complete ApplicationCancel Application

DetailsAdditional InfoDocumentsConversations

Document Type	File Name	Date Created	Exporter Uploaded	Reference Number	
Generated	253500021_2025-02-05-08-00.pdf	05/02/2025 08:01	No		download
Certificate Application	344EHC_V2 - With Exporter Data.pdf	05/02/2025 08:01	Yes	2	download
Supporting Document	Not PDF Document.docx	05/02/2025 07:58	Yes		download
Disease Clearance Confirmation	344EHC Certified Copy.pdf	05/02/2025 08:16	No		download
Disease Clearance Confirmation	Not PDF Document.docx	05/02/2025 08:09	No		download
Disease Clearance Confirmation	344EHC Certified Copy.pdf	05/02/2025 08:03	No		download

Upload a document

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aPVPs - Processing Applications - Conversations Tab

This is where AVP Portal users will view and respond to a conversation **that they are part of**, as well as being able to trigger a conversation with the DAERA Processing Office.

AVPs will not be able to see Conversations they are not part of.

Conversations (Open: 5, Closed: 0)

CHIP Conversation screen with Conversations with the AVP circled.

Conversations (Open: 5, Closed: 0)

Conor Toland to test@test54654.com 05/02/2025 09:24
Chat to Exporter
Respond Close

Conor Toland to test@test54654.com 05/02/2025 09:28
another chat to exporter
Respond Close

Conor Toland to 05/02/2025 09:25
Chat to Other
Respond Close

Conor Toland to 05/02/2025 09:28
another chat on conversation to other
Respond Close

Conor Toland to conor.toland@daera-ni.gov.uk 05/02/2025 09:25
Chat to AVP
Conor Toland to conor.toland@daera-ni.gov.uk 05/02/2025 09:28
another chat on same conversation to AVP
Respond Close

Conor Toland to test@test54654.com 05/02/2025 09:28
different chat to Exporter
Respond Close

Conor Toland to conor.toland@daera-ni.gov.uk 05/02/2025 09:29
New chat to AVP
Respond Close

Start Conversation

AVP Portal **Conversations** screen showing only AVP conversations are displayed.

25/3/500021 - Sent to AVP

Test Exporter CT 1 Animal By-product - Processed Animal Protein (PAP) American Samoa DAERA Direct Armagh

Complete Application Cancel Application

Details Additional Info Documents Conversations

Contact DAERA Direct Armagh

Conor Toland to conor.toland@daera-ni.gov.uk 05/02/2025 09:25

Chat to AVP

Conor Toland to conor.toland@daera-ni.gov.uk 05/02/2025 09:28

another chat on same conversation to AVP

Respond

Conor Toland to conor.toland@daera-ni.gov.uk 05/02/2025 09:29

New chat to AVP

Respond

Attachments

- [Test 1234 - Copy.docx](#)
- [Not PDF Document.docx](#)

aPVPs - Processing Applications - Responding to a Conversation

AVP Portal user clicks on the **Respond** button and is taken to a screen when they can enter their response.

If AVPs need to supply documents, they can upload these via the **Documents** tab.

**DAERA**

HomeCertificate ApplicationsManage ProfileManage GG Group

DAERA Export Certificatescct1410test01@outlook.com | [Sign out](#)

Export Health Certificate Application - 25/3/500021

Certificate Details

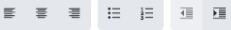
Exporter	Test Exporter CT 1
Exporter Reference	Exp Ref 123456
Dispatch Premises Name	Americold, Lurgan (Formerly Agromerchants)
Commodity Name	Animal By-product - Processed Animal Protein (PAP)
Destination Country Name	American Samoa
Processing Office	DAERA Direct Armagh
Loading Date	10 Feb 2025 09:00

Message from DAERA Direct Armagh (05/02/2025 09:29)

New chat to AVP

Please enter your response below

B*I*U



The AVP response goes here.

Submit response

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Once an AVP Portal user clicks **Submit Response**, they will land back on the **Conversations** tab and their message will be displayed.

Conor Toland to conor.toland@daera-ni.gov.uk 05/02/2025 09:29

New chat to AVP

CC TOL 05/02/2025 09:56

The AVP response goes here.

Respond

The AVP message will also show in CHIP.

Conor Toland to conor.toland@daera-ni.gov.uk
05/02/2025 09:29

New chat to AVP

CC TOL 05/02/2025 09:56

The AVP response goes here.

Respond

Close

aPVPs - Processing Applications - Contacting Processing Office

AVP Portal users will also be able to initiate a conversation with the Processing Office.

They will click the **Contact (Processing Office Name)** button and will be taken to a page they can input a message.

DetailsAdditional InfoDocumentsConversations

Contact DAERA Direct Armagh

DAERAHomeCertificate ApplicationsManage ProfileManage GG Group

DAERA Export Certificates

Contact DAERA Direct Armagh about 25/3/500021

Please enter your message below

B I U

Message for processing office here.

Send message

Once the **Send message** button is clicked, the user returns to the conversation tab and can see the message they have sent.

CC TOL 05/02/2025 10:09

Message for processing office here.

Respond

The AVP message will also show in CHIP. You may notice there is no corresponding conversation message at the left-hand side of the screen yet, as this conversation was initiated by the aPVP.

CC TOL (AVP) 12/02/2025 08:07

Test message

Respond

Close

aPVPs - Processing Applications - Completing the Application (1)

AVP Portal users will not be able to complete an application unless a document has been uploaded to the **Issued Certificate** section of the application. If they try, they will see a “**No issued certificate uploaded**” message. This should help to mitigate the issue of completed certificates being uploaded to the wrong section.

 **DAERA**

Home Certificate Applications Manage Profile Manage GG Group

DAERA Export Certificates

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Complete Certificate Application for 25/3/500021

Certifying Officer

Enter the name of the person who signed the certificate that was issued to the exporter

AVP Certifying Officer Name

When did Test Exporter CT 1 receive the issued certificate?

Day

Month

Year

01

02

2025

When was the issued certificate signed?

Day

Month

Year

04

02

2025

What is the total weight in kilograms?

250

kg

Comments (optional)

AVP Complete comments

Save and Continue

aPVPs - Processing Applications - Completing the Application (2)

25/3/500021 - AVP Complete

Once completed, the details entered in the modal will appear in the **Details** tab within the AVP Portal, and the application status will update to **AVP Complete**.

With this status, there are no action buttons available for the aPVP.

These applications will now show in the **Processed** list within the AVP Portal.

Once the AVP Return Check is completed, the status will update to **Complete**

Test Exporter CT 1

Animal By-product - Processed Animal Protein (PAP)

American Samoa

DAERA Direct Armagh

Details

Additional Info

Documents

Conversations

Status	AVP Complete
Date Received	05/02/2025
Loading Date	10/02/2025 09:00
Exporter	Test Exporter CT 1
Email	test@test654654.com
Phone	0121 4654987
Application Type	New
Commodity	Animal By-product - Processed Animal Protein (PAP)
Total Weight in Kgs	250
Processing Office	DAERA Direct Armagh
Product Details	Stuff
Exporter Reference	Exp Ref 123456
Dispatch Premises	Americold, Lurgan (Formerly Agromerchants)
Destination	American Samoa
Sent to AVP Date	05/02/2025
Certifying Officer	AVP Certifying Officer Name
Certifying Officer Signature Date	04/02/2025
Certificate Issue Date	01/02/2025

aPVPs - Processing Applications - Completing a Replacement Application

Replacement application journeys will include additional tick boxes, and we will record which replacement certificate option was selected.

Once completed, these details will appear in the **Details** tab.

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Complete Certificate Application for 25/3/500033

Certifying Officer

Enter the name of the person who signed the certificate that was issued to the exporter

When was the issued certificate signed?

DayMonthYear

When did Test Exporter 1 receive the issued certificate?

DayMonthYear

What is the total weight in kilograms?

kg

As this is a replacement certificate, I confirm that either...

☐

- the original certificate, which this application is intended to replace, has been returned to the issuing certifying body
- the text "CANCELLED" has been applied diagonally across the front page of the certificate
- a scanned copy of the cancelled certificate has been uploaded to the "Supporting Documents" section of the original application
- the original application has been cancelled

...Or...

☐

- the original certificate, which this application is intended to replace, has been lost and cannot be returned to the issuing certifying body
- the exporter has provided appropriate evidence of actions taken to retrieve / recover the original certificate
- this evidence has been saved to the 'Supporting Documents' section of the Replacement application
- the Certifying Officer has received DAERA Trade Programme or NMD Head of Environmental Health (as appropriate) permission to issue this replacement certificate in the absence of the original certificate
- the permission has been uploaded to the 'Supporting Documents' section of the Replacement application
- the original application has been cancelled.

Comments (optional)

Save and Continue

31

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aPVPs - Processing Applications - Cancelling an Application

Cancel Certificate Application for 25/3/000019

This will mark this application as cancelled. Once cancelled the application can no longer be updated.

Why is this application being cancelled?

Save and Continue

25/3/500013 - AVP Cancelled

Test Exporter CT 1

Animal By-product - Processed Animal Protein (PAP)

Anguilla

DAERA Direct Armagh

Details

Additional Info

Documents

Conversations

Status	AVP Cancelled
Date Received	04/02/2025
Loading Date	06/02/2025 09:00
Exporter	Test Exporter CT 1
Email	test@test654654.com
Phone	0121 4654987
Application Type	New
Commodity	Animal By-product - Processed Animal Protein (PAP)
Total Weight in Kgs	
Processing Office	DAERA Direct Armagh
Product Details	stuff
Exporter Reference	
Dispatch Premises	Allingham Transport, Cookstown
Destination	Anguilla
Sent to AVP Date	05/02/2025
Cancelled by AVP Date	05/02/2025
Cancelled by Avp User	CC TOL

An AVP Portal user must enter comments to explain the cancellation.

The application status updates to **AVP Cancelled**. This application will now be displayed in the **Processed** list within the AVP Portal.

The AVP user who cancelled the application, together with the date cancelled will be displayed.

Once the **AVP Return Check** is completed, the status will update to **Cancelled**