

DECS Export Certificate User Guide

**Authorised Veterinary Practices (AVP)
without DECS AVP Portal access
(Offline AVP)**

Guidance effective from 12 May 2026

V4 – July 2026

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AVP Certification using DECS – An Overview

Using the DAERA Export Certification System (DECS), export applications are made by exporters and processed by DAERA certification teams.

Depending on the commodity type, exporters can select an Authorised Private Veterinary Practice (AVP) to certify their export.

To support AVPs, an AVP Portal system is available for practices who are authorised by DAERA to certify Export Health Certificates (EHCs).

This online system ensures AVPs can access and assess applications, certify EHCs and return copies of relevant documents to DAERA.

For AVPs who do not yet have access to the Portal system, the DECS system facilitates offline access to essential information and documentation to facilitate certification.

This document provides guidance on the process and AVP actions required to ensure export certification can take place.

Application Process

When the EHC application has been checked and all required documents are available, DAERA staff will transfer the EHC, supporting documents and other relevant information, to the AVP nominated by the exporter.

The relevant AVP will be advised by email notification that an EHC is available for certification.

The email contains:

- A summary of the export, including commodity type and destination;
- Guidance on certification;
- Link to a unique webpage where the AVP can:
 - Access the EHC and any other supporting documents;
 - Upload a scanned copy of the final issued EHC.

This allows the AVP to access, download and print the EHC and other supporting documents - including Veterinary Service Support documents (VSSPT), where required.

Once the printed EHC has been stamped and signed, the AVP must upload a legible scanned copy of the issued EHC, within 7 days of signing.

NOTE: Weblink to the document and upload page expires after 7 days from the Date of Loading. It is essential that the final EHC is uploaded within this time.

The EHC copy will be stored in the DECS system, for official records and audit purposes.

Email notification to AVP

Notifications to the AVP are delivered to the email address held by DAERA for that practice.

Example email to Offline AVP:

New Export Application - 26/3/000375

×

Unique application number

Emailed to

Sent date time 2026-04-23 16:00:01

Email Body

Export Application Submitted for Assessment

As the nominated Service Provider for this exporter, an Export Application has been attached from DAERA, for your attention and certification.

Application summary details

- Exporter Name: Phillips Testing Exports
- Commodity: Animal By-product - Hides and Skins
- Destination: Turkey
- Date Of Loading: 30/04/2026 14:00

NOTE:

Where certificates are three or more pages in length, the certificate should, if possible, be printed as an A3 booklet.

Certification guidance for AVP

If A3 booklet printing facilities are not available, the certificate can be printed on A4 white paper which can be double or single sided.

If the certificate consists of multiple pieces of paper, Certifying Officers must endorse the pages by fan stamping.

Once the certificate has been completed, please give the original copy to the exporter, and upload a legible scanned copy to DAERA, within 7 days. You should retain a copy of the certificate and all supporting documentation for your own records.

Click here to access the Export Health Certificate and other relevant documentation and upload the issued certificate after completion.

Weblink to access certification documents and upload scanned final EHC

This link will expire on 07 May 2026.

Regards

DAERA Direct Armagh

Webpage link expiry date highlighted – upload of scanned final EHC **must** be completed before the expiry date.

AVP Access to Documents and EHC Upload Webpage

Using the email link, access the webpage below, showing export details and certification documents:

Export Health Certificate Application - 26/3/000375

EHC number clearly visible

Important

You can access this web page until the end of 15 May 2026

Expiry date of link (for access and upload of final EHC)

Certificate Details

Exporter	Phillips Testing Exports
Exporter Reference	AP - 200
Dispatch Premises Name	My Place
Commodity Name	Animal By-product - Hides and Skins
Destination Country Name	Turkey
Processing Office	DAERA Direct Armagh
Loading Date	08 May 2026 14:00

Summary details

Documents

- [263000375_2026-04-17-17-28.pdf](#)
- [Sample DC Upload \(VSSPT\).docx](#)

Access to download documents – see [User Note](#) below for guidance

Issued Export Health Certificate

Upload a scanned PDF copy of the signed certificate that you gave to Phillips Testing Exports. Maximum file size 6 MB.

Choose file

 Sample Completed EHC - May 26.pdf
56.98 KB

[Remove](#)

Upload document

Issued Certificate upload facility – upload can be removed if an error is made

Click 'Upload document' to return scanned copy of issued EHC to DAERA

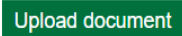
USER NOTE: To ensure EHC documents are displayed correctly and can be read and printed legibly, please open and print them using pdf reader software.

You can do this by:

- Saving the EHC to a downloads folder, then opening with pdf reader software,
- Saving the EHC to a computer / laptop desktop and opening with pdf reader software.

If strikethroughs are required before printing the EHC, please consult DAERA Guidance on [Applying Strikethroughs to DECS Generated EHCs](#).

Uploading the scanned EHC

Click  to select and upload the scanned EHC copy.

Successful upload of scanned EHC will be confirmed with the on-screen message shown below:



USER NOTE: Provision of a legible scanned copy of the signed EHC, containing the signature, stamp, and all pages (including schedules if applicable) is mandatory for all EHC applications.