



**Internal/External**

**4. SERVICENAME: ISSUANCE OF ANIMAL HEALTH INSPECTION  
CERTIFICATE**

**Description of the Service:** Inspection of animals if healthy and complete documents of the livestock owner before the Issuance of Animal Health Certificate

<b>Office or Division:</b>	CITY VETERINARY OFFICE			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2C (GOVERNMENT TO CLIENT)			
<b>Who may avail:</b>	LIVESTOCK RAISER			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CERTIFICATE OF OWNERSHIP</b>		<b>LIVESTOCK OWNER</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client logbook in the office	Give the logbook to the client	NONE	2 minutes	Livestock Extension Worker
2. Submit the required documents	Received and verify the documents and check for the completeness	NONE	3 minutes	Livestock Extension Worker
3. Inspection of Animals if healthy	Write animal health assessment report	NONE	1 hour	City Veterinarian Livestock Inspector



4. Recording and release of animal health inspection report	Issuance and releasing of Animal Health Inspection Certificate if the animals are healthy	NONE	5 minutes	Livestock Extension Worker
	TOTAL		<b>1 hour &amp; 10 minutes</b>	