وزارة البيئة والمياه والزراعة
Ministry of Environment Water & Agriculture

General administration of information technology and digital transformation

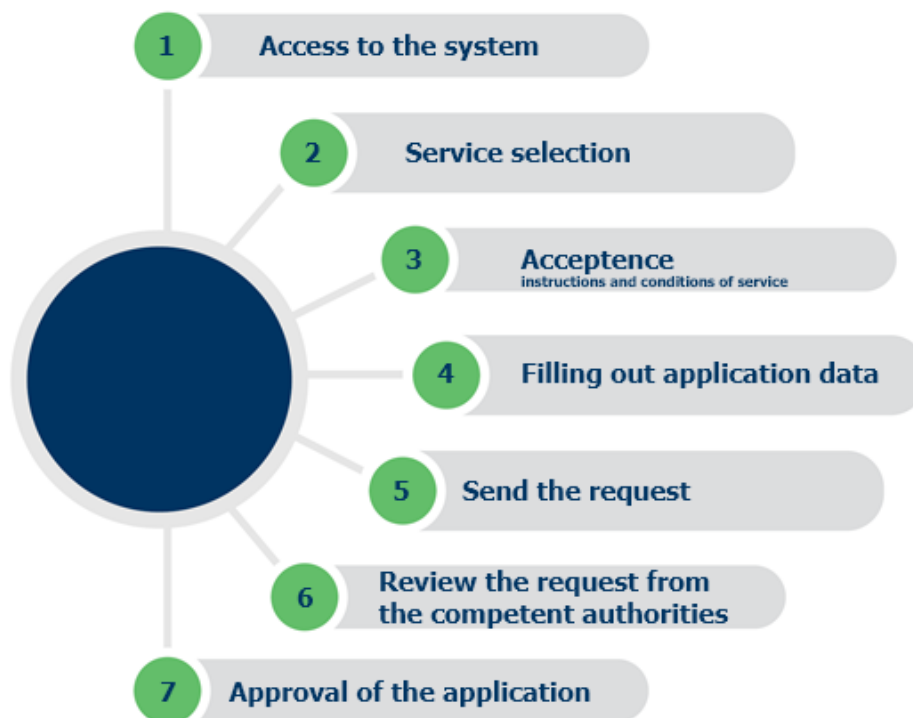**User Manual Pet transit Permit Service**

Service name	**Pet Transit Permit Service**
Type of service	Basic
Service classification	Main
Beneficiary	Individuals - Business
Service provider	Ministry of Environment, Water and Agriculture - Livestock Department
Service delivery fees	Free
Current service maturity level	Procedure
Highest level of service maturity	Procedure
Service delivery channels	E-portal of the Ministry of Environment, Water and Agriculture
Link to the service portal	https://www.mewa.gov.sa/ar/
Service link	https://anaam.mewa.gov.sa/anaam?redirectUrl=/anaam/Transit/index?requestTypeId=4
Requirements and conditions for access to the service	1- Import permit from the receiving country 2- Export permission from the exporting country (if any) 3- A health certificate from the exporting country in accordance with the conditions of the receiving country. 4- Attach evidence that the consignment was not returned to the territory of the Kingdom in the event of the emergence of any disease or its non-compliance with the requirements of the importing country. 5- CITES license or CITES passport for fungal organisms (from the exporting country and the importing country)

Service in lines:

This service allows Individuals and business sectors to request permission to transit pets

Service workflow:

1 Access to the system

2 Service selection

3 Acceptence
   instructions and conditions of service

4 Filling out application data

5 Send the request

6 Review the request from
   the competent authorities

7 Approval of the application

Screens:
1. **Terms and conditions**.
2. **Basic data**.
3. **Request details.**
4. **Attachments.**

Steps to use the service:

Access the ministry page and then browse individual services as shown as follows:
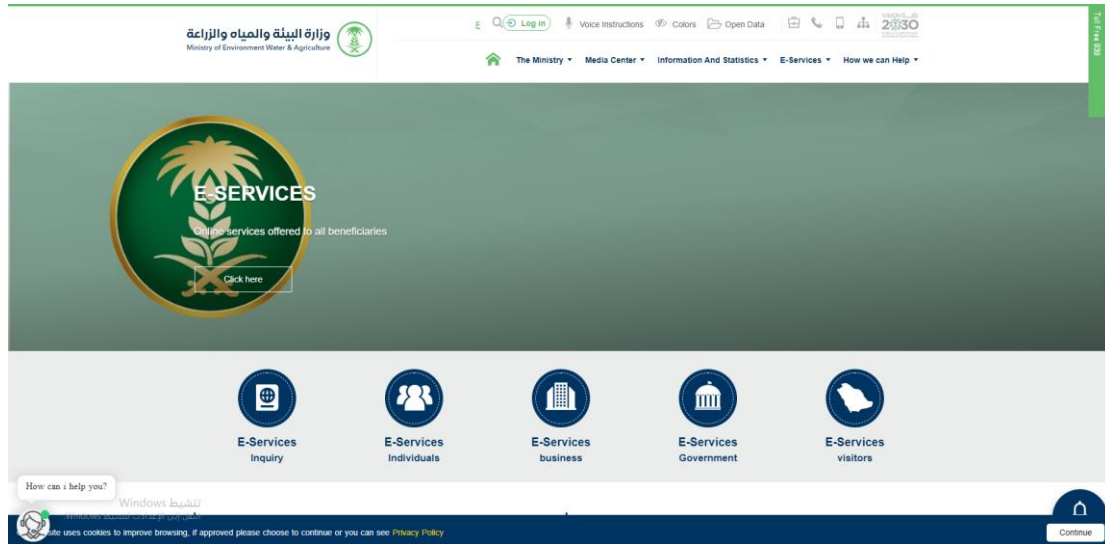
Then click on the service from pet's services as shown as follows:
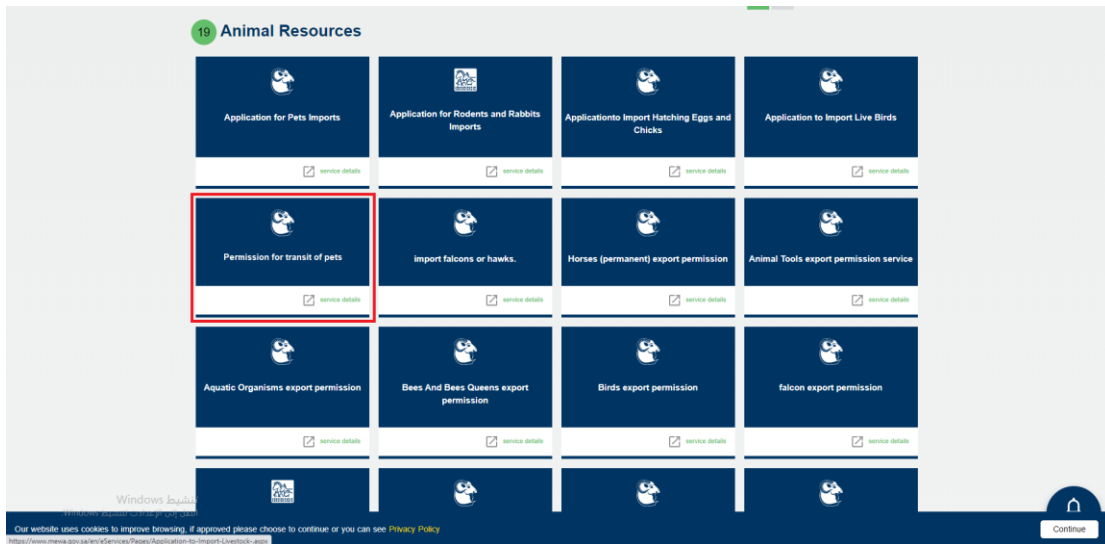
Then press the service request button to apply to the service as shown as follows:
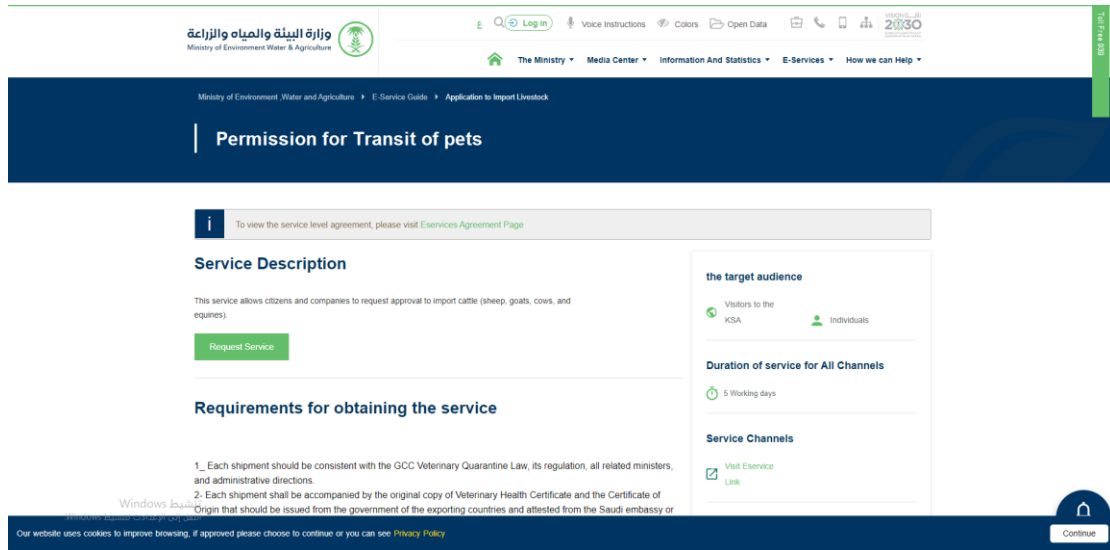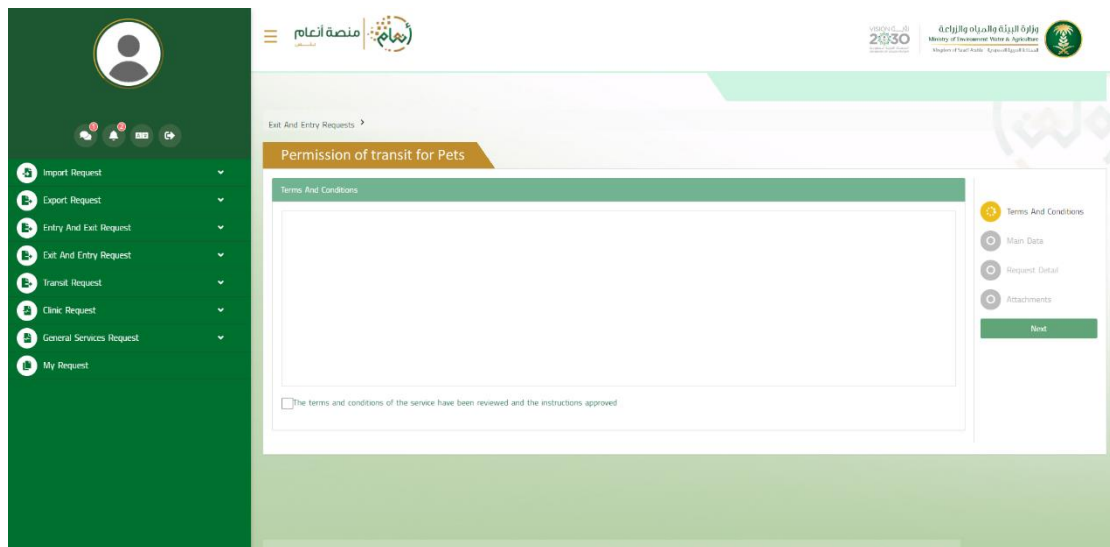

After pressing a Request Service

The user enters their username and password and then presses an entry to view the user's home screen as shown as follows:

The system then displays the service's terms and conditions screen as shown as follows:

After agreeing to the terms and conditions and then pressing the following, the basic data screen appears as follows:

After browsing the basic data for the request and then pressing the following, the request details screen is displayed as follows:

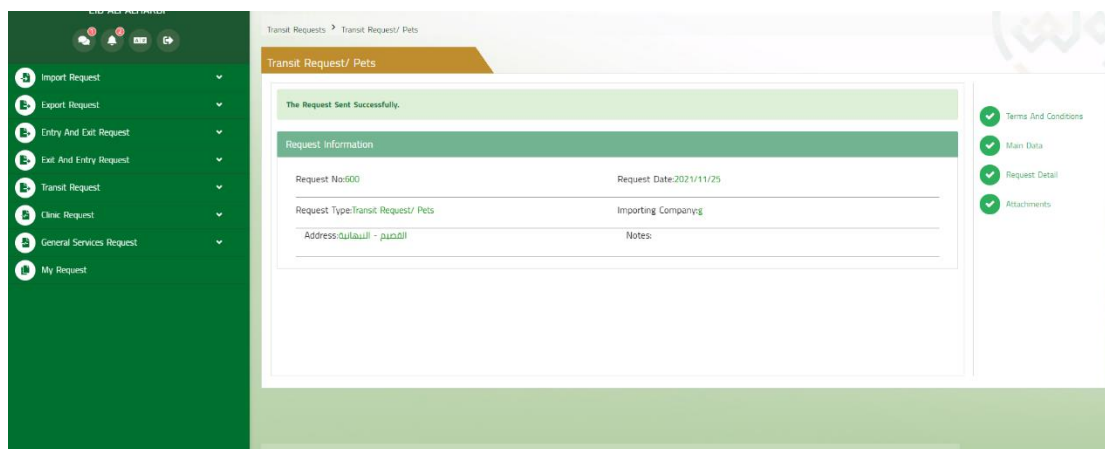**After entering the request details and then pressing the following, the attachment screen is displayed as follows:**
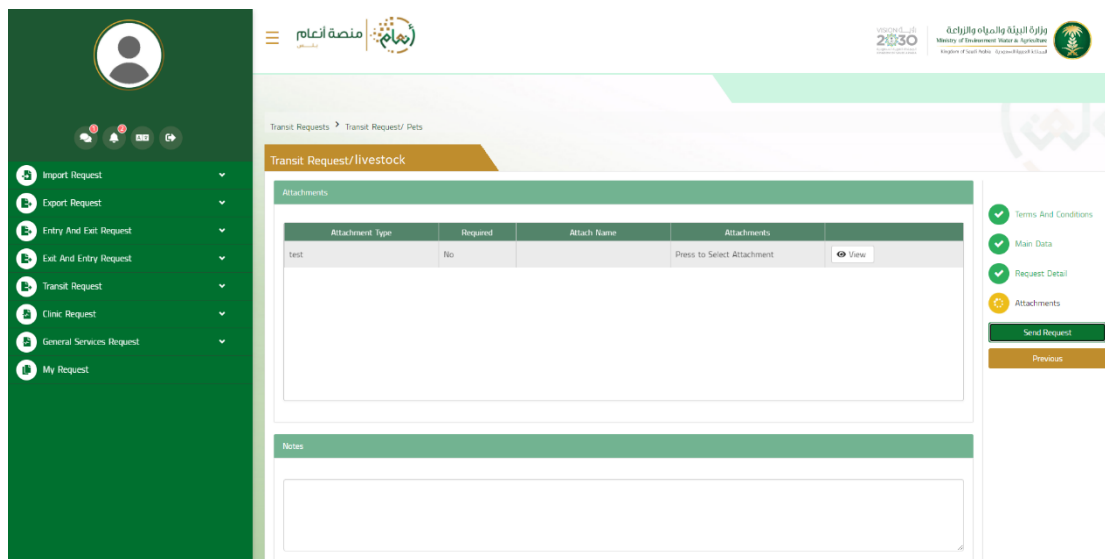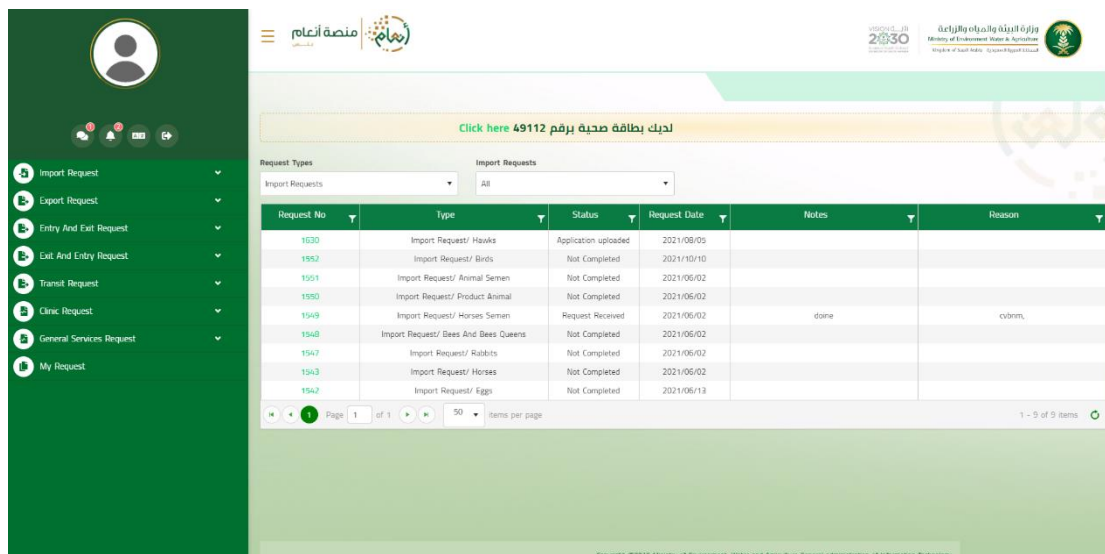

Previous button: Allows the user to refer to previous pages of **the request and modify the data before sending.**
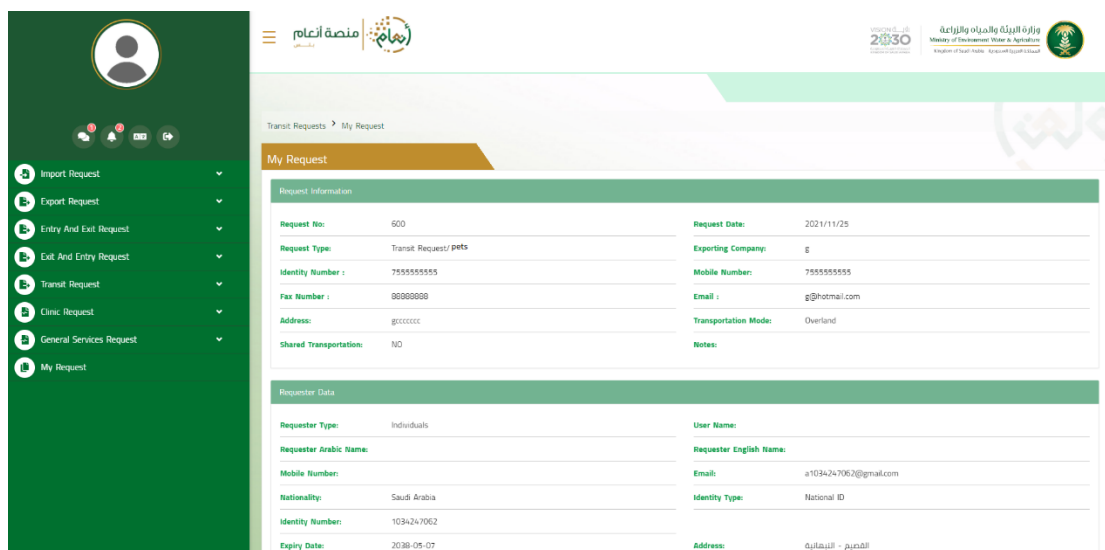
Send request button: Lets the user send the request and the transmission success message appears as follows:

The user can review the details of the request sent and its status from my request screen as shown as follows:

To review the details of the request, the user clicks on the request number to show the details of the request as follows:

What is done after the completion of the application

The service provides the possibility to follow the request through the user and know the status of the request by visiting the portal and through SMS.