

Paper CVI Submission Guide for Wisconsin Veterinarians

A rule change to Wis. Admin. Code ATCP 10.06(6) has gone into effect that eliminates the need for WI veterinarians to submit paper CVIs to destination states. WI Department of Agriculture, Trade and Consumer Protection – Division of Animal Health (DATCP-DAH) will send outgoing interstate CVIs to the destination state State Veterinarian. There are two options for paper CVI submission.

Paper Submissions

- For all outgoing interstate CVIs, please send the **white** copy to:
WDATCP – DAH
PO Box 8911
Madison, WI 53708-8911
- Please send the pink copy to accompany the shipment, and keep both the canary and goldenrod copies for your records.

Electronic Submissions by Scan and Email

1. If possible, please send the CVIs from one consistent email address (for example use the main clinic email address and not an individual's email address).
2. When scanning, use the white copies and scan each CVI individually to create one pdf per CVI. Multiple pages to one CVI should be scanned together to create one multi-paged file.
3. Review the scan to ensure legibility.
4. Name the file by the postal code of destination state_species code_CVI number OR automatically assigned scan number if it is unique.
 - a. For example MN_BOV_35-123456
 - b. See below for Species Codes.
5. Email to DATCPOutCVIS@wisconsin.gov. You can attach multiple files (CVIs) to the email, however there may be some limits on size. We anticipate you will only be able to attach 3-5 files/CVIs per email. If you get an undeliverable response back, it should indicate that the failure was due to size. You may need to try resending with fewer attachments.
6. If you are sending legible CVIs by email, you do not need to mail any copies. Keep all the copies as part of your veterinary record except for the copy that you provide to the owner.

SPECIES CODES

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| ➤ BIS – Bison | ➤ EXR – Exotic Ruminant, includes, but is not limited to, yaks, water buffalo, nondomestic sheep and goats, pronghorn antelope, giraffes; Old World Camels | ➤ RAT – Ratites (ostrich, rhea, emu, and kiwi) |
| ➤ BOV – Bovine | | ➤ WIL – Exotic and wild animals including members of non-domesticated species, including animals born and raised in captivity. |
| ➤ CAM – Camelid New World, llamas, alpacas, guanacos, and vicuñas | | |
| ➤ CAN – Canine | ➤ FEL – Feline | |
| ➤ CAP – Caprine (goat) | ➤ OVI – Ovine (sheep) | |
| ➤ CER – Cervid | ➤ POR – Porcine | |
| ➤ COM – Companion animals, not dogs, cats or livestock species | ➤ POU – Poultry | |
| ➤ EQU – Equine | | |