Electronic CVI Frequently Asked Questions

Why is the Minnesota Board of Animal Health phasing out paper Certificates of Veterinary Inspection (CVI)?

Electronic CVIs (eCVI) are replacing paper to meet the State of Minnesota's paperless goals, increase efficiency, and decrease transcription errors during processing. This is part of a larger national effort to standardize the use of eCVIs and enhance our ability to quickly respond to infectious animal diseases.

Can I keep using paper CVIs?

The Minnesota Board of Animal Health (the Board) will continue accepting paper CVIs until January 1, 2026. After this date, eCVIs will be the only acceptable format.

Note: The Board will continue to fill orders for new paper CVIs until stock is depleted or until January 1, 2025, whichever comes first. The Board will not be restocking after it runs out, but veterinarians may continue to submit paper CVIs to the Board before the January 1, 2026, end date.

How can I start using eCVIs?

Fortunately, there are many options and resources available for veterinarians to begin using and submitting eCVIs, as paper CVIs have already been phased out in many parts of the United States.

- New users of eCVIs can get started by visiting the Board's eCVI webpage, which lists the Minnesota-approved options for eCVIs and provides instructions for getting started.
- For veterinarians who choose one of the private (fee-based) eCVI providers, new users can also get started by following the instructions and/or contact information on the provider's website.

Where do I get a blank eCVI template?

Electronic CVIs can be used or acquired from the Board or USDA without paying additional fees.

- For instructions to use the Board's eCVI template, please visit the Board's eCVI webpage and click on "Minnesota-approved eCVI options," and choose "The Minnesota eCVI fillable form (MN eCVI)."

    Note: The PDF eCVI from the Board will be cost-free and available for as long as these features are supported by Adobe.

- For instructions to use the USDA's platform for eCVIs, please visit the USDA's Why to Create CVIs Electronically in the VSPS Interstate Module webpage or refer to the USDA's CVI informational handout to get started.

The Board will also accept eCVIs from any of the fee-based service providers on the list of Minnesota-approved vendors at the Board's eCVI webpage or the National Assembly list of approved eCVI vendors. To remain on the Minnesota approved and/or National Assembly approved list, all eCVI providers must continue to meet the minimum standards and requirements for interstate CVIs set forth by the United States Department of Agriculture (USDA) and the National Assembly of State Animal Health Officials (NASAHO).

- The services offered by each eCVI provider will vary between platforms, such as ease-of-use, technical support, automatic submission of completed forms, and other paid services. We recommend using the eCVI provider that works best for you.

How do I fill in and sign an eCVI?

- The exact steps for completing an eCVI will depend on which platform you are using.
  - For the MN eCVI, step-by-step instructions for obtaining, completing, and submitting an eCVI can be found at the Board's eCVI webpage by clicking on "Minnesota-approved eCVI options," and choose "The Minnesota eCVI fillable form (MN eCVI)." You can also refer to the Minnesota eCVI User Guide.
  - Veterinarians who choose one of the private (fee-based) eCVI platforms will need to follow the instructions provided by the vendor.
- Note that eCVIs submitted to the Board require a password-protected digital signature. Digitally scanned copies of eCVIs that have only been signed with wet (ink) signatures will not be accepted by the Board. Instructions to properly complete eCVIs are provided in the links above.

How do I submit a completed eCVI to the Board?

- For platforms and services that do not automatically submit completed eCVIs, users can instead submit a completed eCVI to the Board by attaching the document to an email and sending it to trace@state.mn.us
  - For a list of detailed instructions, please visit the Board's eCVI webpage and click on "Minnesota-approved eCVI options," and choose "The Minnesota eCVI fillable form (MN eCVI)."

What if I am inspecting animals at a location with no internet access?

- Some eCVI platforms and services allow the eCVI to be completed offline and submitted later when internet access is available. To determine which services are offered by a particular eCVI vendor, we recommend contacting the vendor ahead of time to inquire about features such as offline capability.

What if my client needs a paper copy immediately after inspection in an area with no internet access?

- When a printed copy of the completed CVI must be provided to the client immediately in an area without internet access, we recommend using a portable computer and printer with wired or Bluetooth capability to print the document while offline.

What if the destination requires a wet (ink) signature?

- For destinations that require a wet (ink) signature, we recommend first completing, digitally signing, and (if internet access is available) submitting the eCVI to the Board. Then, print out and physically sign a copy of the completed CVI next to your digital signature on the page, and provide this copy to the client.

My question wasn't answered; or I need more information.

- For additional questions or more information, please visit the Board's eCVI webpage or contact us at trace@state.mn.us

Resources:

- The Board's eCVI webpage (https://www.bah.state.mn.us/electronic-certificate-of-veterinary-inspection-ecvi/)
- The USDA's Why to Create CVIs Electronically in the VSPS Interstate Module webpage (https://www.aphis.usda.gov/why-create-certificates-veterinary-inspection-electronically-vsps-interstate-module)
- USDA's eCVI informational handout (https://www.aphis.usda.gov/sites/default/files/interstate_handout.pdf)
- National Assembly list of approved eCVI vendors (https://www.usaha.org/sahoapprovedecvi)
- Minnesota eCVI User Guide (https://www.bah.state.mn.us/sites/default/files/documents/ecvi_MN-eCVI-User-Guide-ver-3.2-1.pdf)