PLANT QUARANTINE PRODUCE INSPECTION BRANCH

Import Requirement and Permit Application Process

In order to import plants, plant products and regulated articles into Jamaica you are required to obtain a Phytosanitary Import Permit from the PQPI Branch by first registering with the Jamaica Single Window for Trade electronic platform at https://www.jswift.gov.jm. To complete the registration process you will need to have a Jamaican Taxpayer Registration Number (TRN) and a valid identification. Tutorials are made available on the website to assist you in submitting your registration and also with the import permit application.

After your registration is approved, log into your JSWIFT account and follow the steps below to apply for a Phytosanitary Import Permit from the dashboard by:

1. Selecting Permit, New and Import as the regime
2. Select your "Process Region" and select "personal" if the permit will be in your name. If the permit is for a company please ignore the "personal button" and proceed to input the Importer and Exporters name and address.
   a. To add your company to your profile, select from the dashboard "User Access Services, Entity Services, Submit Entity Chief Request" and fill out the form.
3. Under Process Type select Plant Import Permit. Under Commodity Code select "Product Search", under Product Category select the category that your item fall under (e.g. Cut flower). Under Commercial Description type in name of the product (e.g. Rose) and under Country of Origin select the country of origin (e.g. United States of America, Costa Rica). To choose the product from the respective country, click the "Choose" to the right of the screen.
4. Proceed to complete the blank sections of the application form **excluding the Manufacturer's name and address and transhipment point. Only input transhipment information if the commodity will be moving through one (1) or more ports of entry.**
5. Select "add Commodity" > **(If you are applying for more than one item on the permit from the same category, please repeat #'s 3-5.) Once you have completed the same proceed by clicking "Next" at the bottom of the page.**
6. Please skip "Add Required Attachment" and proceed to the next page to validate and submit your import permit application.
7. Once the import permit is submitted, kindly take note of the import permit reference # that is assigned, it will take the form of YYYY/PER/*****
8. Please proceed to pay for your import permit by using either selecting "Pay Now" or the "Accounting" tab that can be found to the left of the dashboard. To use the "Accounting" tab:
   a. Select Payment Order, New.
   b. Under trader, select your name or the company and under Document Type select Permit and then Search.
   c. Look for the import permit reference # and select the Green button to the right and close the screen.
9. Please skip Miscellaneous unless you are paying for the associated Inspection Fee that is required for clearance. **The inspection fee can be paid after the import permit is**

approved; however the same must be paid for before attempting to clear from the port of entry.
10. Proceed by selecting the payment type as E-Payment and then Pay Now.
11. Kindly note that you will be taken to a 3rd party payment site to complete the permit application process.

Permit approval is done within 48 hours after (excluding weekends & public holidays) submission and payment of the permit. You will see the word "finalized" which means that the permit is approved, proceed thereafter to download and send a copy to your supplier and request a phytosanitary certificate.

A listing of commodities approved for entry into Jamaica can be found on the Ministry's website https://www.moa.gov.jm/content/plants-import-permits-requirements.Kindly note that this list is not exhausted and a more detailed listing can be found on the JSWIFT site.

If the country that you intend to import the agricultural commodities from is not listed, you will be required to initiate a Pest Risk Analysis (PRA), which is a technical research to ascertain the pest and disease level that is associated with the country of export. This PRA can be done on the JSWIFT site under Other Services.

Permit Cost and the associated Inspection Fee:

Import Permit Weight	Permit Cost	Inspection Fee
Where the weight of import does not exceed 10,000 kg	JMD $1,500.00	JMD $5,000.00
10,001 kg – 25,000 kg	JMD $3,000.00	JMD $8,000.00
Over 25, 000kg	JMD $4,500.00	JMD $15,000.00

Should you require further assistance, please make contact with the Branch on the channels listed below.

Office lines: 876-977-6401 or 876-977-0637
Customer Service Line: 876-381-1642
Email: ppq@moa.gov.jm
Webpage: https://www.moa.gov.jm/content/plant-quarantine-produce-inspection