



Animal and Plant Health Inspection Service  
U.S. DEPARTMENT OF AGRICULTURE

# APHIS eFile

**Guidance for Submitting a VS 16-3 Permit Application**  
*Application for 16-6A permit to import or transport animal products,  
organisms and vectors*

**April 2024**

# WELCOME!

USDA APHIS Veterinary Services has a new online website to request Animal Products and Organisms and Vectors permits.

This user guide will take you through the process of creating and submitting a request for a permit.

**For more APHIS eFile VS 16-3 support materials:**

Check out our "How to" playlist on the [APHIS YouTube Channel](#)

Review this and other User Guides online on the [APHIS eFile Training Page](#)

# I AM AN APPLICANT

Before you apply for your Animal Products, Organisms and Vectors permits it is important to note that if your application results in a permit, you will see two different numbers associated with the permit.

## Permit Numbers:







1. **Ref #** - System Generated Permit Record Number (P-00001234)
  - This number is **not the permit number**. Do not use this number when declaring your commodity for Customs and Border Protection (CBP).
    - The reference number shows the permit versions and will change as you apply for amendments and renewals.
2. **Permit #** - APHIS Permit Number (610-20-201-00015)
  - This is the APHIS permit number. Use this number when asking questions or presenting the permit to CBP.
    - The permit number does not change once issued; all amendments and renewals of the permit will maintain the same permit number.
  - The format of this number is: Program Prefix-Calendar Year-Ordinal Day-Sequential Number
    - The Program Prefix indicates the type of permit.



**Ref#: P-00000905 | Program: VS | VS 16-6A**

Permit#: 610-20-215-00012

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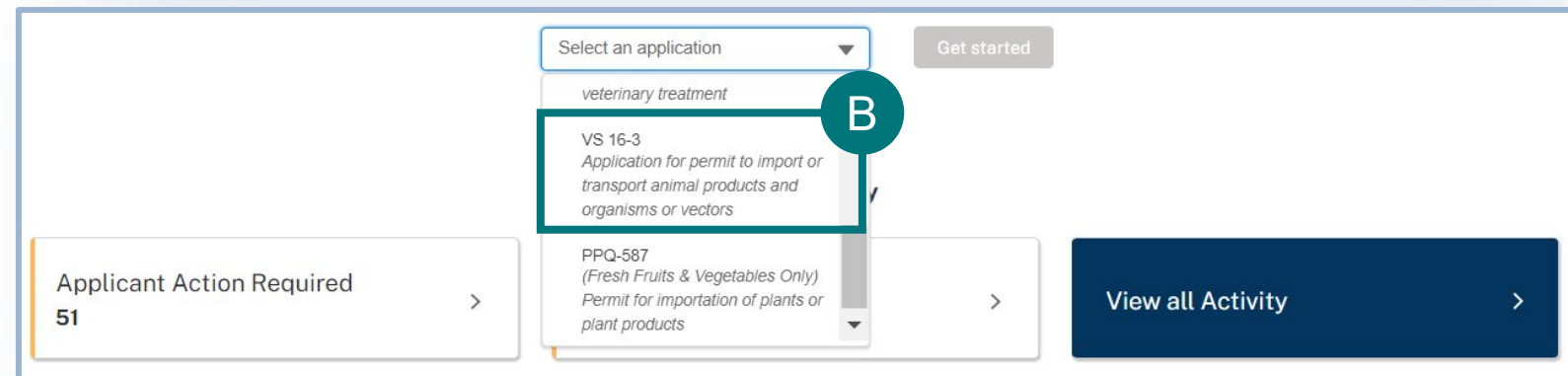
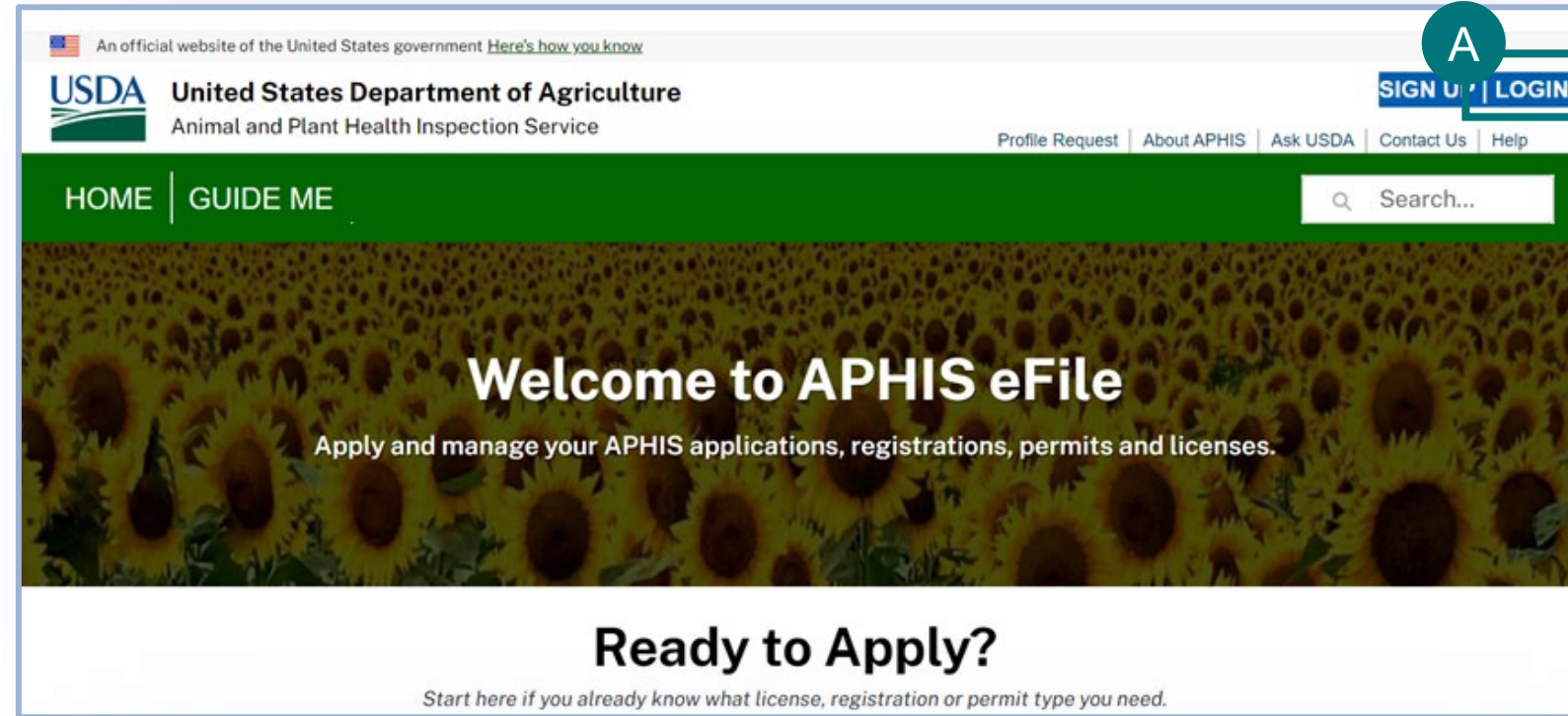
## I want to Submit a VS 16-3 Application for a NEW Permit

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# Step 1: Sign in to eFile

Navigate to <https://efile.aphis.usda.gov/s/>

- A** Log in to eFile using your login credentials.
  - If you do not have login credentials, select **Create an Account** and follow the steps. **You must have valid login credentials to apply in APHIS eFile.**
  - Login Credentials are issued to an **individual** and are **not** to be shared with others.
- B** Under the Ready to Apply section, choose the **VS 16-3 application** and then select **Get Started**.
  - The VS 16-3 is a permit application for 16-6A permit to import or transport animal products, organisms and vectors.
  - Choose this only if you are applying for a **new** permit. If you are renewing or amending an existing permit, login and go to "my activity" and find the permit to renew/amend.



## Step 2: Complete the Permitting Assistant

Complete the VS Permitting Assistant to begin the application process.

- A** Select the tab associated with the material you would like to add to your application summary.
- B** Enter your **material's details** into the appropriate search fields in step 1 of the VSPA.
- C** Then select the **Search** button to proceed to Step 2.
  - The following slides further explain how to use the VSPA.

Step 1: Enter Your Material's Details & Search

Animal Products & Byproducts | [Organisms & Vectors](#)

Materials/products containing, derived from, or exposed to animal material (e.g., animal products, animal products, hay/straw for animal feed or bedding, and used for agricultural or meat equipment.

Movement Type: Import

Materials: Gelatin as an Ingredient (See List of Materials)

Animal Origin: Aquatic Animals

Intended Use: Research

Country of Origin: France (See List of Countries)

Search

**Note:** Add all the materials on the application and the VSPA will split them for you. Once your materials have been added, they will be automatically organized into the appropriate applications.

Use the "See List" hyperlinks to view lists of your options

## Step 2: Complete the Permitting Assistant

SEARCH PAGE

### Using the VSPA for Organisms and Vectors:

- Organisms and vectors include all cultures or collections of organisms, or their derivatives, or vectors (such as mosquitoes, ticks, etc.) which are known to cause or disseminate infectious disease among livestock or poultry animals.
  - This includes organisms that may not have been originally isolated from animals, but are known to cause disease among livestock or poultry (such as all influenza A viruses)
- Repeat the steps 1-2-3 on the VSPA to choose all the organisms and vectors you wish to receive.
- When using the VSPA to understand the import requirements for If you are searching for an Organism and Vector and are unable to find it on the list, select the Not Found on the Organism or Vector List checkbox. This will reveal an “Organism or Vector Name” field where you can free-text enter the name of your Organism or Vector.
  - Please note, if your movement type is interstate, this will not be an option.

The screenshot shows the 'Step 1: Select a Category Tab to Enter a Commodity's Details' form. The 'Organisms & Vectors' tab is selected. The form includes several fields: 'Movement Type' (Import), 'Category' (Livestock or Poultry Pathogen), 'Organism or Vector' (Other), 'Exposed to, Isolated from Animals/Animal Products' (Ruminant Equine or Porcine), 'Organism or Vector Name' (with a placeholder 'Enter your Organism or Vector's Name'), and 'Country of Origin' (Search Country). A checkbox labeled 'Not Found on the Organism or Vector List' is checked and highlighted with a blue box. Below this checkbox is a link 'See Full List of Organisms & Vectors'. A 'Search' button is located at the bottom right.

Step 1: Select a Category Tab to Enter a Commodity's Details

Animal Products & Byproducts | Live Animals | **Organisms & Vectors**

Organisms, their derivatives, or vectors which may contain or be exposed to livestock, aquatic, and poultry pathogens.

Movement Type: Import

Category: Livestock or Poultry Pathogen

Organism or Vector: Other

Not Found on the Organism or Vector List  
[See Full List of Organisms & Vectors](#)

Exposed to, Isolated from Animals/Animal Products: Ruminant Equine or Porcine

Organism or Vector Name: Enter your Organism or Vector's Name

Country of Origin: Search Country

Search



## Step 2: Complete the Permitting Assistant

SEARCH PAGE

### Using the VSPA for Animal Products:

- Animal products are materials/products containing, derived from, or exposed to animal material (excluding organisms and vectors), hay/straw for animal feed or bedding, and used agricultural or meat equipment.
- Use the VSPA to Itemize your permit request by choosing the appropriate *animal-origin* materials/ingredients in your commodity(ies).
- There are two ways to itemize your request:

**A** as "single materials" - This is the case when the animal materials are being imported individually. For example, if you are importing bulk dried egg, bulk single-species fat, canned/bottled milk, tissue/blood samples, these are animal materials which are not mixed. Repeat the steps 1-2-3 to add each animal material from each animal to your request.

OR

**B** as a product/products containing 1 or more animal origin ingredients. Some examples of such commodities include nutraceuticals, food products, pet food, culture media, diagnostic test kits, and fertilizers. Use the "Create or Edit Product Ingredient List" button to create a named product (you can use a generic name, such as "nutraceutical", "pet food", etc.), and then repeat steps 1-2-3 of the VSPA to add each animal origin ingredient from each animal to your named product. Do not choose ingredient/material names in the VSPA that contain the word "bulk".

Step 1: Select a Category Tab to Enter a Commodity's Details

Animal Products & Byproducts | [Live Animals](#) | [Organisms & Vectors](#)

Materials/products containing, derived from, or exposed to animal material (excluding organisms and vectors), hay/straw for animal feed or bedding, and used agricultural or meat equipment.

**B** Create and Edit Product Ingredient Lists | ▾

## Step 2: Complete the Permitting Assistant

SEARCH PAGE

- Once you have completed step 1 of the VSPA and clicked "search", proceed to step 2 of the VSPA.

**A** Select the **Attribute Filters** to refine your material search results.

**Note:** For best results **complete ALL attribute filters** from top to bottom order until there is **only ONE result**. Then proceed to step 3 of the VSPA.

Be sure to **click on the "i" icons** to read the full explanation of the filter/question.

Some of the filters are selection-order dependent, meaning that your first selection may limit which filters you may select next.

**Step 2: Select Attributes**

2 filters applied [Clear All](#)

**X** To Be Consumed By | Animals

**X** Qualifies Under Guideline 1104 | No

**A**

To Be Consumed By **i**

Animals (1)

Humans (0)

Not for Consumption (0)

Qualifies Under Guideline 1104 **i**

Yes (0)

No (1)

Use the "X" to remove an individual filter and "Clear All" to remove all selected filters.

Select the "i" icons to reveal tool tips

## Step 2: Complete the Permitting Assistant

SEARCH PAGE

**Note:** You will likely not need to adjust your view of the Result Cards, as you should use all attribute filters until **one result** remains.

Use the following tools to adjust your view of the Result Cards.

- A** Use the drop-down to **change the number of Result Cards per page**.
- B** Use the arrows to **view more pages** of Result Cards.
- C** Use the drop-down to sort by **Prescreening Result number (PR #) or Outcome**.
  - Each Result Card has a unique PR #. If you need to communicate with VS about a specific result card, you can use the PR #.

The screenshot shows the 'Step 3: Select Your Material' interface. At the top, there is a header with a menu icon and a shopping cart icon. Below the header, it says 'Showing 2 of 5 Materials'. Callout A points to a 'Show 3 results per page' dropdown menu. Callout C points to a 'Sort by: PR #' dropdown menu. The main content area displays a result card for 'Gelatin in a Product as an Ingredient' with a unique PR number 'PR-104147' highlighted by callout C. The card includes an 'Attributes' section with two columns: 'Drug That is FDA-approved for Commercial Use in the U.S. (approved NDA, NADA, ANDA, ANADA or OTC monograph)' and 'To Be Consumed By Animals'. The first column contains the text 'No'. To the right of the attributes is a '+ Add Material' button and a '+ Add to Product Ingredient List' dropdown menu. Below these buttons is a note: 'Please add material or to an ingredients list, to see permit requirements on the summary page. Actual conditions for this material are not determined until added to your request.' At the bottom of the interface, there is a pagination control with left and right arrows, and callout B points to these arrows.

# Step 2: Complete the Permitting Assistant

In step 3 of the VSPA, you can add a material to your request as **a single material** (ex: single-species bulk material, tissue samples) or as **an ingredient in a product** made up of multiple animal-origin materials (ex: food products, pet/animal food, test kits, nutraceuticals).

- A** To add a material as a single material, select **Add Material**.
- Once you select a material, the button will change to "remove material" to indicate that you can click this button again to de-select this material.

**Step 3: Select Your Material**

Showing 1 of 1 Materials | Show 3 results per page | Sort by: PR #

**Bulk Gelatin or Empty Gelatin Capsules**  
Gelatin Products | PR-000208

Attributes  
No attributes to be displayed.

**+ Add Material**

Please add material or to an ingredients list, to see permit requirements on the summary page. Actual conditions for this material are not determined until added to your request.

**Note:** If you are importing Animal Products, **do NOT select both Add Material and Add to Product Ingredient List. Select only one option.**

**X Remove Material**

## Step 2: Complete the Permitting Assistant

SEARCH PAGE

**B** To add a material as an ingredient of a multi-ingredient product, select **Add to Product Ingredient List**.

- 1 Select the **checkbox** associated with each product ingredient list you would like to add the material to.
- 2 If you have not yet created a product ingredient list, or would like to create a new one, select **Create a Product Ingredient List**, enter the **Name** of your product and select **Create Product & Add Ingredient**.

**Note:** Multi-ingredient is only available for animal products.

**Note:** If you are importing Animal Products, **do NOT select both Add Material and Add to Product Ingredient List. Select only one option.**

Showing 2 of 5 Materials      Show 3 results per page      Sort by: PR #

**Gelatin in a Product as an Ingredient**  
Gelatin Products | PR-104147

Attributes




Drug That is FDA-approved for Commercial Use in the U.S. (approved NDA, NADA, ANDA, ANADA or OTC monograph)	To Be Consumed By
No	Animals

**+ Add Material**

**+ Add to Product Ingredient List**

Please add material or to an ingredients list, to see permit requirements on the summary page. Actual conditions for this material are not determined until added to

**+ Add to Product Ingredient List**

- 1  Example Product  
- 2  Create a Product Ingredient List

Use the pencil or trash can icons to **edit** an ingredient list name or **delete** an ingredient list.

**Note:** Make sure to add all animal-origin ingredients within that product. The outcome for the whole product is based on the individual requirements for each animal-origin ingredient.

# Step 2: Complete the Permitting Assistant

To remove a single material, select the Remove Material button.

To remove an ingredient, uncheck the checkbox associated with the Product Ingredient List.

**Note:** You must use one of these two options to remove a material. Once you have added a material, refreshing the VSPA will not remove them.

To add additional materials, edit any of the search fields in step 1 and repeat the process.

**A** Once you've added all your materials proceed to your Application Summary by selecting the Shopping Cart icon or the View Summary button.

**Step 3: Select Your Material** View My Product Ingredient Lists

Showing 1 of 1 Materials Show 3 results per page Sort by: PR #

**Bulk Gelatin or Empty Gelatin Capsules**  
Gelatin Products | PR-105548

Attributes  
No attributes to be displayed.

**X Remove Material**

Please add material or to an ingredients list, to see permit requirements on the summary page. Actual conditions for this

**Gelatin in a Product as an Ingredient**  
Gelatin Products | PR-104147

Attributes

Drug That is FDA-approved for Commercial Use in the U.S. (approved NDA, NADA, ANDA, ANADA or OTC monograph) To Be Consumed By Animals

No

**+ Add Material**

**+ Add to Product Ingredient List**

pet food

**Create a Product Ingredient List**

material are not determined until added to your request.

**View Summary**

## The VSPA Summary

The materials you have added have been sorted into categories. **Select each category tab** to view the results in that category.

**Permit Application** – Materials listed in this section require Permit applications. The materials have been sorted onto the appropriate number of applications. The materials you have added have been sorted into categories:

**No Permit Required but Conditions Apply** – Materials listed in this section do not require a permit application but may have additional conditions (i.e. a required certificate).

**Inadmissible** – Materials listed in this section are not allowed for import, transport, or transit.

The screenshot shows a web interface with three tabs: 'Permit Applications(2)', 'No Permit Required but Conditions Apply(1)', and 'Inadmissible'. The 'Permit Applications(2)' tab is selected and highlighted with a green border. Below the tabs, a blue header reads '1. VS 16-3 Import Permit Application' with 'Subtotals (1 Products)' on the left and 'Estimated processing fee: \$150.00' on the right. Underneath, a section titled 'pet food' indicates '1 Materials'. A card for 'Gelatin in a Product as an Ingredient of Avian Origin' is shown, with a blue icon of three wavy lines. The card includes the text 'Gelatin Products | PR-104147' and 'Import from Canada for Commercial Purposes'. Under the heading 'Attributes', there are two columns: 'Drug That is FDA-approved for Commercial Use in the U.S. (approved NDA, NADA, ANDA, ANADA or OTC monograph)' with the value 'No', and 'To Be Consumed By' with the value 'Animals'. On the right side of the card, there are two green checkmarks: 'Permit Required' with the note 'You need a permit for this request.', and 'Documentation Required' with a dropdown arrow.

# Step 2: Complete the Permitting Assistant

Review the outcome carefully and read the guidance information.

**Permit Application (s)** – click on "documentation required" and read the guidance.

### No Permit Required but Conditions


**Apply** or **Inadmissible** – click on the "view conditions letter" or "view letter of denial" button to read the reason that a permit is not needed or the reason the material is inadmissible.

Permit Applications(2) No Permit Required but Conditions Apply(1) Inadmissible

### 1. VS 16-3 Import Permit Application

Subtotals (1 Products ) Estimated processing fee: \$150.00

**pet food**  
1 Materials

 **Gelatin in a Product as an Ingredient of Avian Origin**  
Gelatin Products | PR-104147  
Import from Canada for Commercial Purposes

Attributes

Drug That is FDA-approved for Commercial Use in the U.S. (approved NDA, NADA, ANDA, ANADA or OTC monograph)	To Be Consumed By
No	Animals


✓ Permit Required  
*You need a permit for this request.*

✓ **Documentation Required** ✓

Permit Applications(2) No Permit Required but Conditions Apply(1) Inadmissible

### No Permit Required but Conditions Apply

Subtotals (1 Materials ) Estimated processing fee: \$0.00

 **Bulk Gelatin or Empty Gelatin Capsules of Aquatic Animals Origin**  
Gelatin Products | PR-105548  
Import from Afghanistan for Commercial Purposes

Attributes

*No attributes to be displayed.*

✗ NO Permit Required  
*You do not need a permit for this request, since you are able to meet the applicable APHIS Guideline.*

✓ Documentation Required

**View Conditions Letter**



# Step 2: Complete the Permitting Assistant

- A** To delete a material from your summary request, select the **trashcan icon**.
- B** To add more materials, select **Go Back and Add More Materials**.
- C** When applicable, download all letters by selecting the **View Conditions Letter** button associated with each material.
- D** To send yourself or someone else a copy of this request summary, enter your **email** into the field and select **Send**.
  - \*\*\*The summary is **NOT a permit application.**

The screenshot shows the 'Applications Summary' page in the USDA Permitting Assistant. At the top left, a button labeled 'Go Back and Add More Materials' is highlighted with a green box and callout 'B'. The main content area is titled 'No Permit Required but Conditions Apply' and shows a material entry: 'Bulk Gelatin or Empty Gelatin Capsules of Aquatic Animals Origin'. To the right of this entry is a trashcan icon with callout 'A'. Below the material name, there is a 'View Conditions Letter' button with callout 'C'. On the right side of the page, the 'Applications Summary' section lists three items: two 'VS 16-3 Import Permit Application' items for \$150.00 each and one 'No Permit Required but Conditions Apply' item for \$0.00. The total 'Estimated Processing Fee' is \$300.00. At the bottom right, there is a 'Disclaimer' button. Below the main content area, a preview of the 'Letter of Conditions' is shown, featuring the USDA logo and the text: 'Dear Applicant, U.S. Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) Veterinary Services regulates the international import, international transit, or interstate transport of certain animal-origin material, organisms, and vectors to ensure that infectious livestock and poultry diseases are not introduced into and/or disseminated within the United States. International movement of such material must be cleared by Department of Homeland Security, Customs and Border Protection (DHS, CBP) Agriculture Specialists/Inspectors at the U.S. port of arrival.' At the bottom right of the page, an 'Email a Copy of the Overall Summary' section has a text input field labeled 'Enter your email here' and a 'Send' button, both highlighted with a green box and callout 'D'.

# Step 3: Proceed to Application(s) from VSPA

- A** Once you have reviewed all your results, select the **Proceed to Applications button** (it may appear as "proceed to log in" if you did not sign in yet) to continue to complete and submit your applications in eFile.
- Only the items from your summary which require the permit application will be transferred to the permit application.
  - If no items require a permit, then you will not be able to log in and apply for a permit.

The screenshot displays the 'Applications Summary' page with two materials. The first material, 'anti-Human influenza A virus antibodies', has a status of 'Permit Required' and an estimated processing fee of \$150.00. The second material, 'Bulk Gelatin or Empty Gelatin Capsules of Aquatic Animals Origin', has a status of 'NO Permit Required' and an estimated processing fee of \$0.00. A 'Proceed to Applications' button is highlighted with a green box and a circled 'A'. A 'Proceed to Log-In' button is also highlighted with a green box and a circled 'A'. A note at the bottom states: 'Note: In the two images shown, you can proceed to the permit application *only* for the permitted materials. The commodities not needing a permit will not be transferred to a permit application.'

## Step 3: Proceed to Application(s) from VSPA

If your Application Summary resulted in more than one application, you will see the **Split Application Notice** that lists each resulting application and its associated materials.

- A Select **I Understand & Continue** to proceed to application

### Split Application Notice

You have selected one or more materials that cannot be applied for on the same application because the materials have specific attributes which are incompatible on the same permit and will need to be applied for separately.

<b>VS 16-3 Application</b>	<b>\$150.00</b>
<ul style="list-style-type: none"><li>Fresh Unfertilized Eggs</li></ul>	
<hr/>	
<b>VS 16-3 Application</b>	<b>\$150.00</b>
<ul style="list-style-type: none"><li>Actinomyces bovis Killed Isolate</li></ul>	

**A** **I Understand & Continue**

## Step 3: Proceed to Application(s) from VSPA

After you click “I Understand & Continue”, you will be sent to the **My Activity** page that lists all applications associated with your account, the applications are sorted by Newest to Oldest. Your most recent application(s) will be at the top of the list.

**B** To navigate to your application, select one of the three options:

- 1 application # (Ref #)
- 2 Go to Draft
- 3 Click on status "Draft"

The screenshot displays the 'My Activity' page interface. On the left, there is a 'Filter' sidebar with sections for 'Activity Type' (Applications (33) selected), 'Status' (Draft / Open (33) selected), and a 'Clear All' link. The main content area features a search bar, a 'Showing 33 of 995 items' indicator, and a 'Sort by' dropdown menu. Three application entries are visible, each with a 'Go to Draft' button and a 'Change Organization' button. The first entry is highlighted with a red box and a '1' callout. The 'Go to Draft' button of the first entry is highlighted with a red box and a '2' callout. The 'Draft' status of the first entry is highlighted with a red box and a '3' callout.

Ref#	Program	Applicant	Material Type	Intended Use	Started	Submitted	Status
A-00008288	VS   VS 16-3	eFile Applicant			09/08/2020		Draft
A-00008280	VS   VS 16-3	PPQVS App2			09/03/2020		Draft
A-00006680	VS   VS 16-3	Power Farm			09/02/2020		Draft


# Important Note Regarding Contacts and Contact Management

- APHIS eFile utilizes an address book to help you manage names/addresses you use in your applications. You add contacts to your address book as you enter applications. This allows you to re-use contacts as appropriate.
- Every time you edit an existing contact via the application, the information is saved and then used in future applications where you also have the same contact listed.
- **A Note about editing existing contacts:**
  - **Rename/edit an existing contact only** if that person/company is changing addresses/emails and this change **will be effective from on the current and future applications.**
  - Create a **NEW** contact if:
    - you need to list a different person contact with the same address or contact information
  - OR
  - You need to refer to this same contact with another address
- **EXAMPLE:** if John Doe, with ACME Corp at 123 street, Riverdale, MD 20737 is the applicant and wants to list themselves as the permittee but with business address John Doe, Coyote Inc, 123 Street New York, NY 10001, the correct way to manage this second address is to **create a NEW contact** since John Doe has not moved but just has two addresses in use at the same time.

## Step 4: Identify Responsible Parties

In the Responsible Party section of your application, you will **identify the responsible parties involved in the movement of your material.**

The types of Responsible Parties include:

 **Permittee** – The individual who is **the permit holder**, whose **name and business address will appear on the permit.** The Permittee must be a person who resides in the United States or operates a business establishment within the United States.

- For interstate transport permit applications, the permittee should list person+business address *receiving* the materials. The shipper (person sending the material to permittee) cannot be the permittee.

 **Applicant** –The individual who has logged into eFile and is **filling out and submitting the application** (such as importers or brokers).

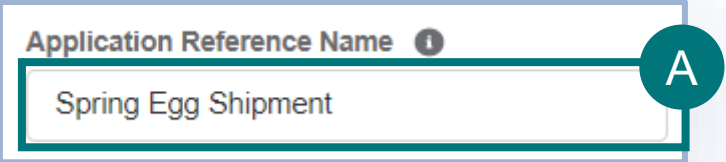
- In a situation where the applicant and permittee are different people, the applicant is **the individual authorized by the permittee to submit the application on their behalf.**
- **If the applicant is not the permittee, the applicant name will not appear on the permit.**

**Note:** You can only list one permittee on the application. If you need to list multiple permittees, please contact our office to discuss this request before you submit your application.

# Step 4: Identify Responsible Parties

## Applicant Details

**A** You have the option to enter an **Application Reference Name**. This is a “friendly name” you can use later to identify this application. VS does not see nor use this reference name.



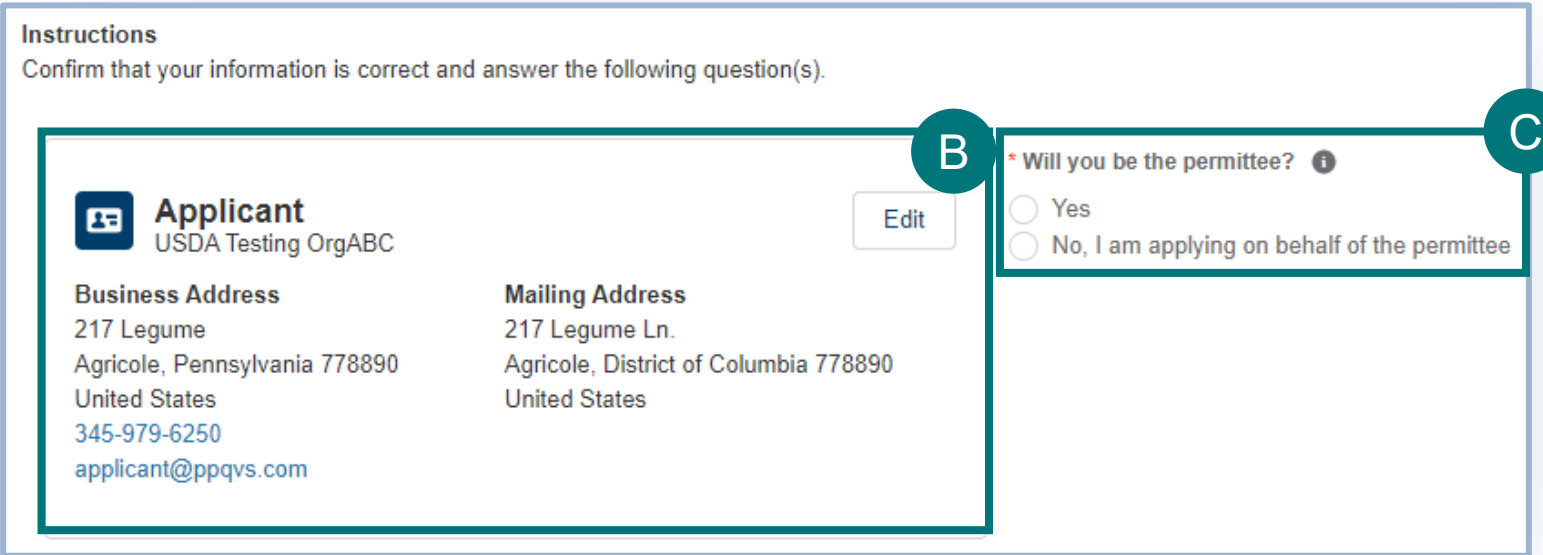
A screenshot of a web form showing an input field labeled "Application Reference Name" with an information icon. The field contains the text "Spring Egg Shipment". A green circle with the letter "A" is overlaid on the right side of the input field.

**B** Confirm that your information on the **Contact Card** is correct. If you are a **first-time user**, you will need to provide additional contact information such as your business and/or mailing address and phone number.

- Select **Edit** and update accordingly. **\*\*You should not need to edit your contact after your first login unless you move or change names.**

**C** Answer the required question, “**Will you be the permittee?**” to indicate whether you will be the permit holder or not.

- **If you select no**, you will need to provide the permittee’s contact information in an additional section of the page.



A screenshot of a web form. At the top, it says "Instructions: Confirm that your information is correct and answer the following question(s)". Below this is a "Contact Card" section. The card has a header "Applicant" with a logo and the text "USDA Testing OrgABC". There is an "Edit" button to the right. The card is divided into two columns: "Business Address" and "Mailing Address". The Business Address includes: 217 Legume, Agricole, Pennsylvania 778890, United States, 345-979-6250, and applicant@ppqvs.com. The Mailing Address includes: 217 Legume Ln., Agricole, District of Columbia 778890, and United States. To the right of the card is a question: "\* Will you be the permittee?" with two radio button options: "Yes" and "No, I am applying on behalf of the permittee". A green circle with the letter "B" is overlaid on the "Edit" button, and a green circle with the letter "C" is overlaid on the question.

# Step 4: Identify Responsible Parties

**Using the Contact Cards** - The contact cards displaying on the application are your associated contacts. Please note, if you do not have any associated contacts, no cards will display. The Contact Cards are saved into eFile for repeated, future use. The cards are sorted in alphabetical order by last name from left to right.

- A** To find a contact you have previously used, enter the contact's name, company, or email into the search bar or use the page arrows to manually search.
- B** To create a new contact select **Create New Contact**, enter the information and save.
- C** To edit or update a contact's information, select **Edit**. Please note that editing a contact will update that contact's information for all future uses.

The screenshot shows a web application interface for managing delivery recipients. At the top, there is a search bar labeled 'Find a Delivery Recipient' with a magnifying glass icon and the placeholder text 'Enter name, organization, or email'. To the right of the search bar is a button labeled 'Create New Contact'. Below the search bar, it says '4 of 26 Contacts'. There are four contact cards displayed in a 2x2 grid. Each card has a contact icon, a name, and an 'Edit' button. The first card is for 'Dr. Alisha Lucille Adams Jr' with business and mailing addresses. The second card is for 'Mr. PPQVS Test Applicant Jr' with business and mailing addresses. The third card is for 'Grace Brown' with business and mailing addresses. The fourth card is also for 'Grace Brown' with business and mailing addresses. At the bottom of the interface, there are navigation arrows. Callout 'A' points to the search bar, callout 'B' points to the 'Create New Contact' button, and callout 'C' points to the 'Edit' button on the bottom-right contact card.

**Note:** If you edit the contact information before selection the contact will update for all future uses. However, if you update after selection the contact will not update for all future uses.



# Step 4: Identify Responsible Parties

Responsible Party

## Permittee Details

**Note:** This section will only appear if you've indicated that you (the applicant with your name, company, address) will not be the permittee.

- A** Use the **Contact Cards** to select the Permittee.
- B** Answer the required question, What is your relationship to the permittee?
  - If you select **Other**, use the **Relationship Explanation** field to explain your relationship.
- C** You have the option to add attachments such as a Power of Attorney document. To include a file, select **Add New File** and upload your file.

# Step 5: Enter in Supply Chain/Exporter(s) Information

## Knowledge of Exporters

In this section of the application you will provide the contact information of the exporter(s) of your material(s).

Answer the required question, “Do you know the name(s) and address(es) of your shipper(s)?”

\*Do you know the name(s) and address(es) of your shipper(s)?

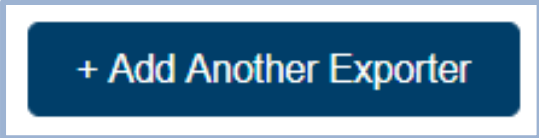
- A Yes
- B No-but I know the countries of export or they are various countries/regions

\*screenshot is image from import application. Interstate application will display different choices

## Exporter Details


A If you selected Yes, use the contact cards to select your exporter(s).

To add an additional Exporter, select Add Another Exporter. This is optional.



Find a Exporter

Q sam or Create New Contact

 **Samuala Adams** Edit

<b>Business Address</b> 3847 Business Ave San Antonio Phoenix Houston Tucson Dalla, Alaska 2637462940 United States (123) 546-6786	<b>Mailing Address</b> 3847 Business Ave San Antonio Phoenix Houston Tucson Dalla, Alaska 2637462940 United States
---	--

Select Exporter

Please note option B is displayed on the following page

# Step 5: Enter in Supply Chain/Exporter(s) Information

## Countries of Export (this does not appear for interstate transport permit applications)

**B** If you selected No:

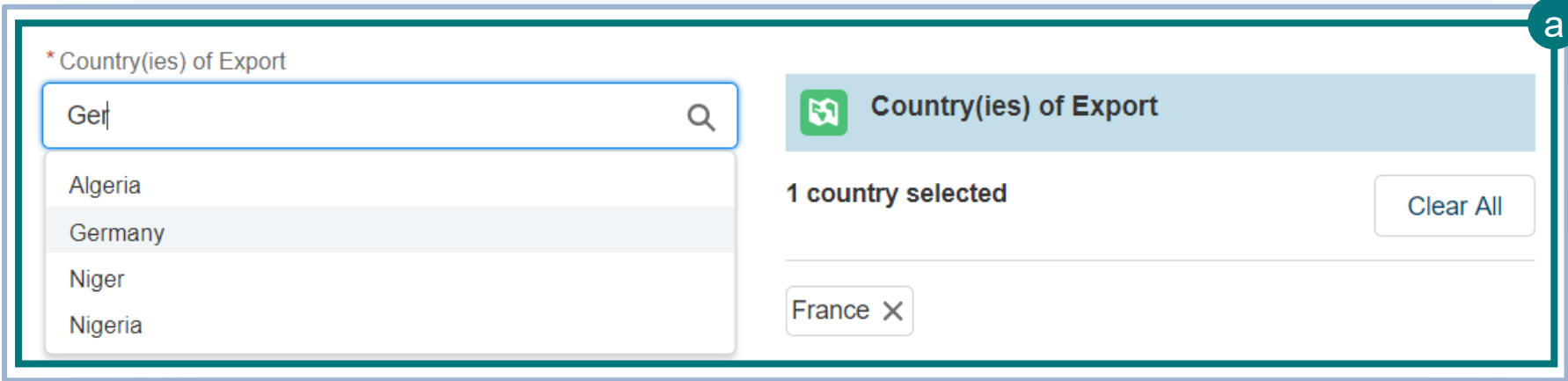
1 Read the  **Warning.**

2 Answer the required question, “Do you know your country(ies) of export?”

\* Do you know your country(ies) of export?

- a Yes
- b No, but they are various countries outside the US

a If you select Yes, the Country of Export section will appear. Use the section to **select the countries** from where your material is being shipped.



Please note option b is displayed on the following page

# Step 5: Enter in Supply Chain/Exporter(s) Information

## Countries of Export (this does not appear for interstate transport permit applications)

**B** If you selected No:

1 Read the  **Warning.**

2 Answer the required question, “Do you know your country(ies) of export?”

\* Do you know your country(ies) of export?

- a Yes
- b No, but they are various countries outside the US

**b** If you select No, complete the required field by explaining why you do not know the specific country(ies) from which your material is being exported.

\* Please explain why you do not know your exporter details or the country(ies) where your material(s) are being exported from.

# Step 6: Enter Transportation Information

## Ports and Transportation (this does not appear for interstate transport permit applications)

In this section of the application you will identify the Port of Arrival, Port of Exit (Transit applications only), and Mode of Transportation for your material(s).

In the **Ports section** of the page, **answer the required question**. Please note, this question will not appear on Transit applications.

**\* Do you know the port(s) where your material(s) will arrive?**

- A** Yes, I know the specific port(s)
- B** No, my material could arrive at any U.S. port

**A** If you answered **Yes**, use the **Port of Arrival** section to search for and select your ports.

\* Port of Arrival

memphis

Memphis

Memphis International Airport

Port(s) of Arrival

1 port of arrival selected

Clear All

Philadelphia X

**B** If you answered **No**, proceed to the Transportation section of the page.

## Step 6: Enter Transportation Information

Transportation

### Ports & Transportation (this does not appear for interstate transport permit applications)

In the **Ports** section of the page, use the **Port of Exit** section to search and select the specific ports. **Please note, this field will only appear if you indicated Transit as your movement type.**

The screenshot shows a web interface for selecting ports. On the left, a search box labeled '\* Port of Exit' contains the text 'memphis'. Below the search box, a dropdown menu is open, showing two options: 'Memphis' and 'Memphis International Airport'. To the right of the search box is a magnifying glass icon. On the right side of the interface, there is a section titled 'Port(s) of Exit' with a building icon. Below this title, it says '1 port of exit selected' and 'Clear All'. Below that, a selected port 'Philadelphia' is shown with an 'X' icon to its right. Two callout boxes provide instructions: one points to the 'Clear All' button, stating 'Select Clear All to remove all ports chosen', and another points to the 'X' icon, stating 'To Remove ports, select the "X" to the right of chosen port'.

## Step 6: Enter Transportation Information

### Ports & Transportation (this does not appear for interstate transport permit applications)

In the **Transportation section** of the page:

- A** Select your mode(s) of transportation by selecting them from the Available Mode(s) drop down.

Select all that apply.  
\* Mode(s) of Transport

Air X Land X

✓ Air

✓ Land

Sea

You can choose more than one option from the drop-down. A checkmark indicates an option is selected. Use the “X”s to remove selections.

- B** Answer the required question, “Do you wish to request an exception to hand-carry (on your person or baggage) the material(s)?”
- If you answered **Yes**, read the **Disclaimer** message.
  - If you answered **No** or **N/A**, proceed to the next page of the application.

# Step 7: Enter Material Information

## Material Details

In this section of the application, you will **provide all the details about each of your materials based on your selections from the VS Permitting Assistant.**

- Use the **Save & Next Material** button to navigate between each of the materials on your application. Please Note, **selecting the tabs on the left side of the page to navigate between materials will not save your data.**



**Note:** The “cards” you selected in the VS Permitting Assistant may contain additional information required for your application. Be sure to review your VS Permitting Assistant selections while entering your material details.

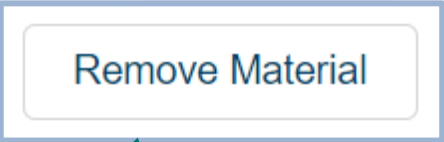
**Instructions**  
Fill out the following information for all of your materials and/or products.

+ Add Another Material

<input checked="" type="checkbox"/> Material: 100-year Eggs (Ming Dynasty Eggs)	<b>Material: Dried Egg and Egg Products (Bulk)</b> > VS Permitting Assistant Selections
Material: Dried Egg and Egg Products (Bulk)	* Intended Use Commercial
	* Intended Use Sub-Category --None--

A check mark next to a material name will indicate all of that material's required fields are completed.

Select the VS Permitting Assistant arrow to reveal the “card” you selected in the Assistant. This card may contain additional information required for your application.



Use the Remove Material button to delete materials from your application.



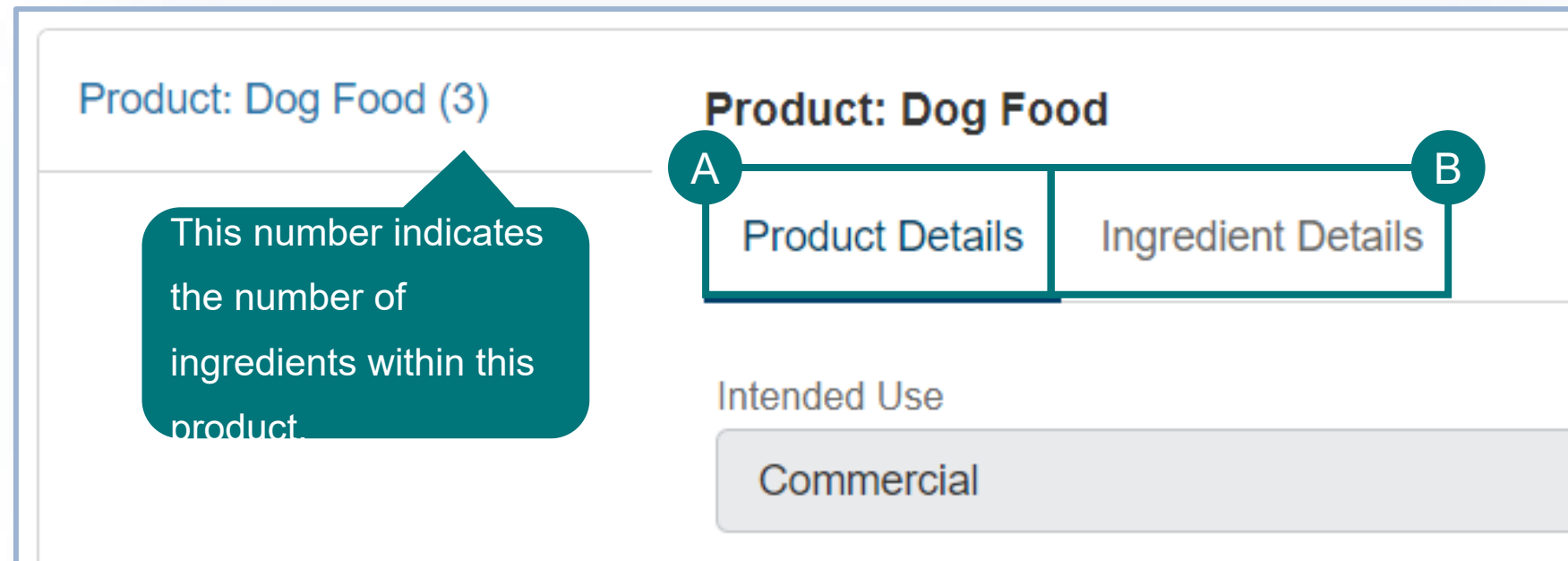
# Step 7: Enter Material Information

## Material Details

Products have two tabs within them:

- A Product Details** – Information about the overall product as a whole
- B Ingredient Details** – Information about each individual ingredient within the product

Select each of the tabs to navigate between the two.



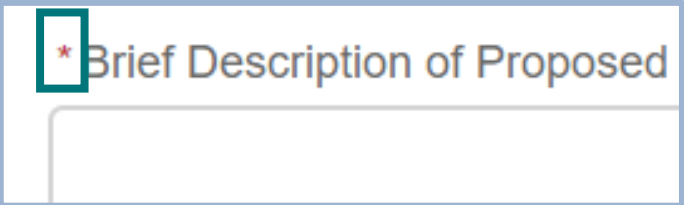
# Step 7: Enter Material Information

## Material Details

In this section of the application you will **provide all the details about each of your materials.**

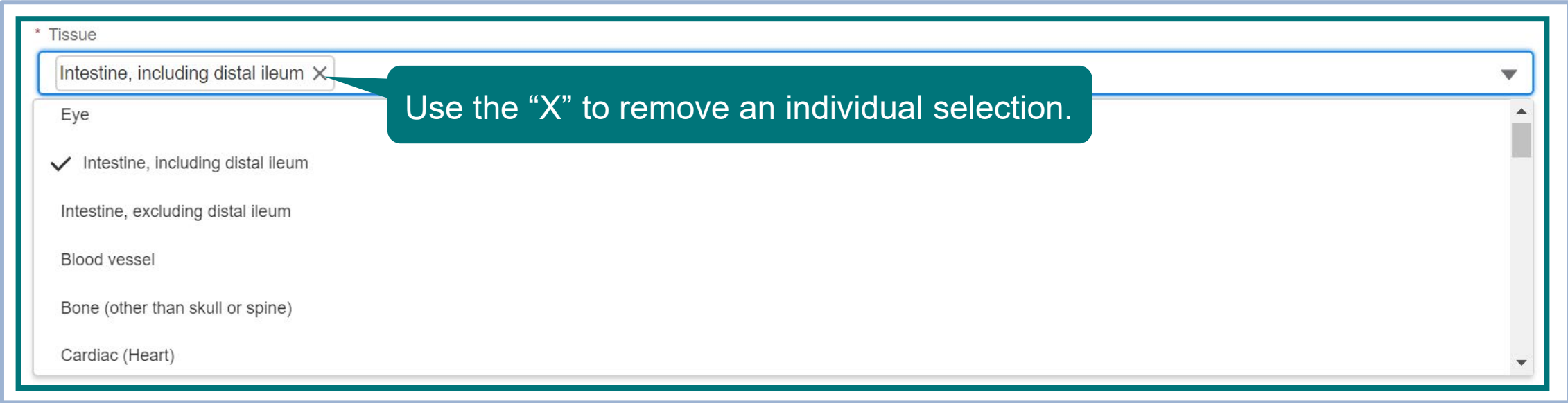
- **Complete all the required fields** for each of your materials.

Required fields are marked with a **red asterisk.**



**Note:** Several fields will pre-populate with the information you entered into the VS Permitting Assistant.

- There are several fields, such as the Tissue field, that are multi-select drop-downs. To use these fields, **select the drop-down and then choose all your applicable options.** A check-mark next to a tissue denotes that it is selected.



## Step 7: Enter Material Information

Material

### Material Details

Complete all the required fields for each of the applicant's materials.

- To use the Countries fields, **search for and select Countries one at a time.**

**Countries**

Country(ies) of Origin of Source Animal

Frant

France

**Country(ies) of Origin of Source Animal**

2 countries selected

Clear All

Argentina X Germany X

Use the "X" to remove an individual country and "Clear All" to remove all selected countries .

# Step 7: Enter Material Information

## Material Details

If your material is a **cell culture product**, you will also need to complete the VS 16-7 form fields in the application. **\*required for import applications only**

- A** Complete all required fields in the VS 16-7 section.
  - B** To add a cell line, select the **Add a Cell Line** button.
  - C** In the modal **enter your data** and then **save**. Your cell line will be added to the table.
    - Repeat steps B-C for all Cell Lines.
  - D** To add Nutritive Factors/Enzymes and , select the **Add Nutritive Factors/Enzymes** button.
  - E** In the modal, **enter your data** and then **save**. Your nutritive factor/enzyme will be added to the table.
    - Repeat steps D-E for all Nutritive Factors/Enzymes.
    - Repeat steps Again to add the "Animal Pathogens".
- NOTE: for the nutritive factors/enzymes and animal pathogens, you will need to type in the cell line name(s) you added in the "cell line identification"

The screenshot displays the application interface for entering material information. It is divided into several sections:


- VS 16-7 Section (A):** A form titled "VS 16-7" with a question: "Is the Material a cell culture product?". There are radio buttons for "Yes" (selected) and "No". Below this, a note states: "Because you have identified this material as a cell culture product, a VS 16-7 is required in order to complete your application." The section includes a "Cell Line" table with an "Add a Cell Line" button (B).
- New Cell Line Modal (C):** A modal window titled "New Cell Line" with instructions: "Enter the following information about your cell line." It contains several input fields: "Specific Identity of the Cell Line" (text input with "HeLa Cells"), "Species of Origin of the Cell Line" (dropdown menu with "Laboratory"), "Country of Origin of the Source Animal" (text input with "France"), and "Immunogen (for monoclonal antibodies and hybridomas)" (text input with "Antigen"). There are "Cancel" and "Save" buttons at the bottom right.
- Nutritive Factor/Enzymes Table:** A table with columns: "Media Nutritive Facto...", "Country of Origin", "Species of Origin of ...", and "Treatment of Nutritiv...". A row is shown with values: "Albumin", "France", "Laboratory", and "Treatment". There is an "Add a Nutritive Factor/Enzyme" button (D) and a "Total records: 1" indicator.
- New Nutritive Factor/Enzyme Modal (E):** A modal window titled "New Nutritive Factor/Enzyme" with instructions: "Enter the following information about your nutritive factor/enzyme." It contains several input fields: "Media Nutritive Factor or Enzyme" (dropdown menu with "Albumin"), "Country of Origin of Nutritive Factor or Enzyme" (text input with "France"), "Species of Origin of Nutritive Factor or Enzyme" (dropdown menu with "Laboratory"), and "Treatment of Nutritive Factor or Enzyme" (text input with "Treatment"). There are "Cancel" and "Save" buttons at the bottom right.

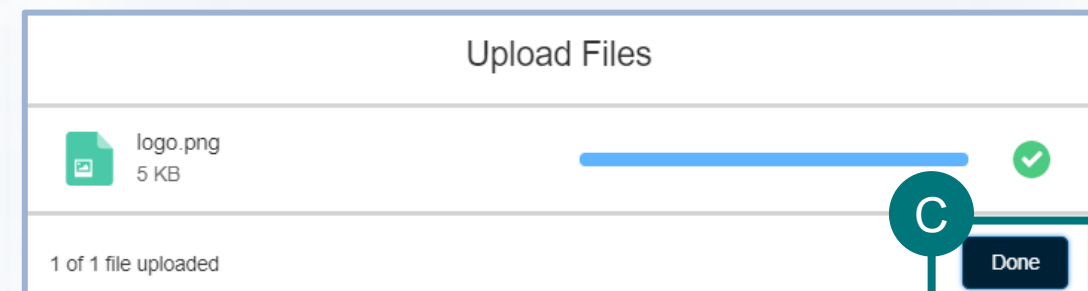
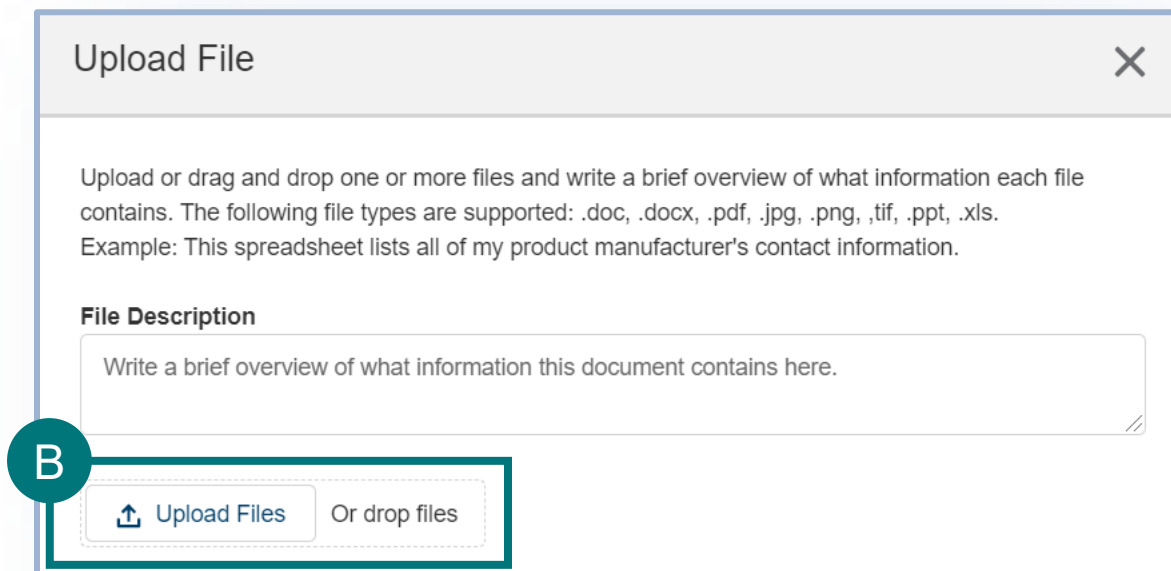
## Step 7: Enter Material Information

Material

### Material Details

In the Attachments section of the page, you have the **option to attach additional documentation that is specific to this material**. There will be an additional section later in the application where you can attach general files that are not specific to a material. This section is not required.

- A If you would like to upload files, select Add New File. 
- B In the popup window, select **Upload Files** and select your file or drag and drop your file on the “drop files” button.
- C Once your file has uploaded, select **Done**.



# Step 7: Enter Material Information

## Material Details

You have the option to add additional materials to your application. To do this:

**A** Select **Add Another Material**.

**Instructions**  
Fill out the following information for all of your materials and/or products.

**A** + Add Another Material

Material: 100-year Eggs (Ming Dynasty Eggs)      **Material: 100-year Eggs (Ming Dynasty Eggs)**

> VS Permitting Assistant Selections

\* Intended Use  
Commercial

**B** Read the **Redirecting You** modal. In order to add more materials to your application, you will be taken back to the VS Permitting Assistant. Please note, you will only be able to add additional materials that are allowed to be permitted with the materials already on your application.

**C** Select **I Understand & Continue** to proceed to the VS Permitting Assistant.

**Redirecting You to the VSPA** X

**Two things we'd like you to know first.**

1. The Permitting Assistant will **only return results that are compatible to be added with the materials currently on this application.**
2. **If you are unable to find a certain material,** it's likely that it cannot be grouped with the materials on your application.  
**Try adding the material to a different application or creating a new application.**

Don't show this message again.

Cancel      **I Understand & Continue** **C**

# Step 7: Enter Material Information

## Material Details

### Completion

- A Once you complete the details of all the details of the materials/products/ingredients, the left-hand tab will show a checkmark to show all the required information has been entered.
- B For ingredient details, the name of the ingredient will have the word "completed"

A

Material: Edible Birds' Nests

Material: Edible Salted Eggs Cooked

**Material: Edible Birds' Nests**

Copy Edible Birds' Nests's Information to Other

Copy Information From

--None--

Product: pet food (2)

Product: pet food

Product Details Ingredient Details

Organs or Organ Extracts - Completed

# Step 7: Enter Material Information

## Material Details

### Copying Material Details

**A** Once you complete the details of one material, you can copy TO your other incomplete material details.

OR

**B** Once you complete the details of one materials, you can navigate to another incomplete material and then copy the details FROM the complete material

**A** Material: Edible Birds' Nests

Material: Edible Salted Eggs Cooked

**A** Copy Edible Birds' Nests's Information to Other Materials

Copy Information From

--None--

**B** Material: Edible Salted Eggs Cooked

Copy Edible Salted Eggs Cooked's Information to Other Materials

Copy Information From

--None--

✓ --None--

Edible Birds' Nests of Avian Origin

**Copy To**

Select material(s) to copy Edible Birds' Nests's information to:

Select Materials

Edible Salted Eggs Cooked of Avian Origin

Select All

Cancel Save



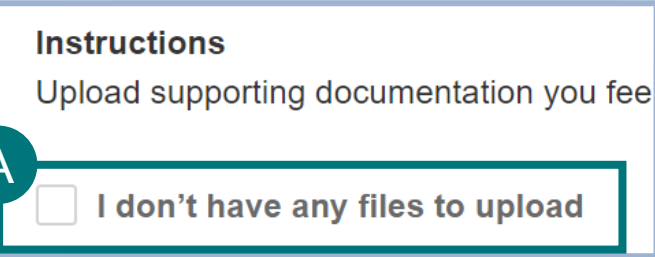
# Step 8: Upload Additional Documentation

Upload Files

## Supporting Documentation

In this section of the application you have the option to **add any additional documentation** that you feel would be beneficial for your application. The documentation in this section is **not specific to a material**.

**A** If you do not have any files to upload, select the **checkbox** and proceed to the next section of the application.



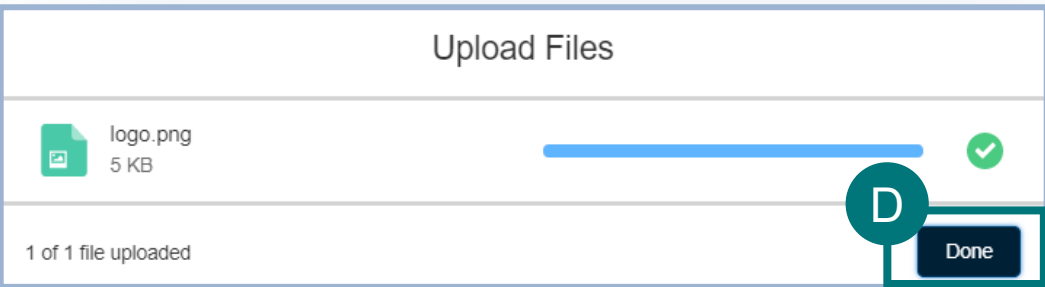
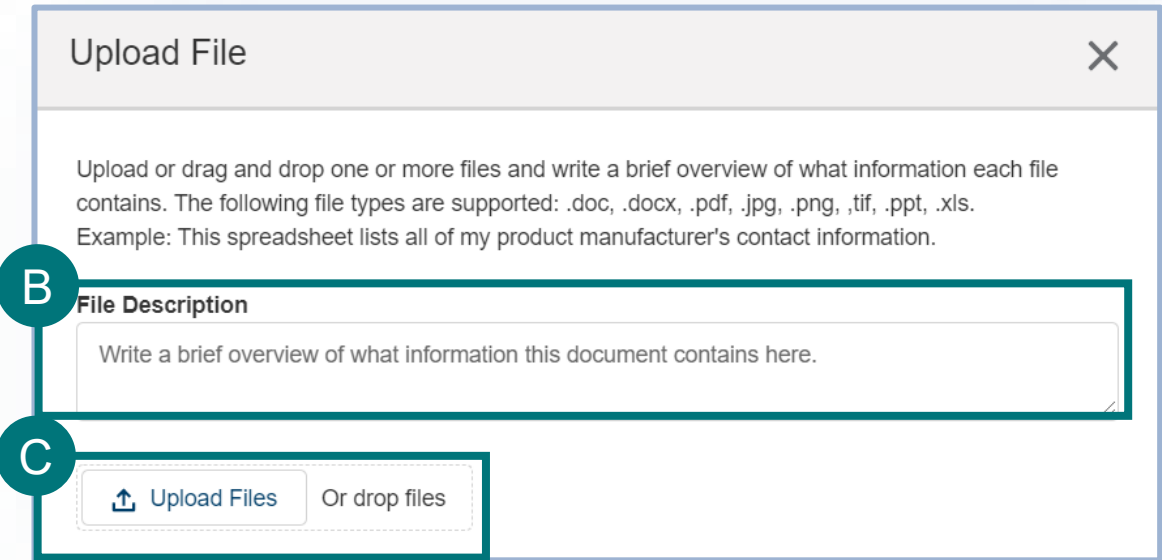
**B** Use the File Description text field to enter in information about the file(s) being uploaded.

**C** If you would like to upload files, select **Add New File**.



- In the popup window, select **Upload Files** and select **your file** or **drag and drop your file** on the “drop files” button.

**D** Once your file has uploaded, select **Done**



# Step 8: Upload Additional Documentation

Upload Files

## Supporting Documentation





Once your files have been uploaded, they will appear in a table view.

- A Select **Save and Next** to proceed to the next section of the application.

Use the trashcan icon to delete a file or the pencil icon to edit the description of the file.

I don't have any files to upload

[Add New File](#)

File Name	File Type	Description	Created Date	
logo2.PNG	PNG		05/13/2020, 03:02 PM	 
logo.PNG	PNG		05/13/2020, 02:55 PM	 

Show: 10

Page 1 of 1

Total records: 2

[Back](#) [Save](#) [Save and Next](#)

## Step 9: Review, Certify, and Submit

Review and Submit

### Review and Submit

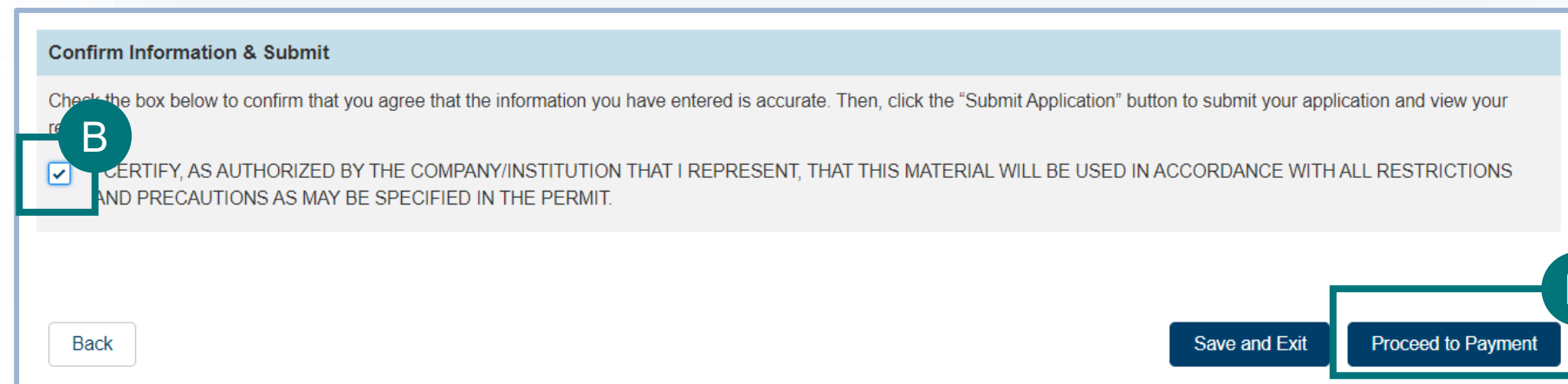
In this section of the application you will review your complete application, certify that the information you have entered is correct, and submit. Please note, once you submit your application you are not able to change any of the information.

**A** Review your data in each of the sections.

- **To edit your data** in a specific section of the application, select the **Edit** button associated with that section. You will be taken back to that page of the application to edit your data.



**B** Once you are ready to submit your application, **read the certification statement, select the “I certify...” checkbox** and select **Proceed to Payment**.



# Step 10: Payment

After you've completed the application, in order to submit you will need to pay the application fee. Review your **application processing fee** and then **select your method of payment**.


## Payment Methods:

- A** Online via Pay.gov
- B** Mail-in Payment
- C** APHIS User Fee Account

**NOTE:** if you are unable to pay online directly with any of the options listed, please contact our office for guidance.

### The application processing fee is \$150.00


Before we begin to process your application, you will need to pay the non-refundable processing fee. Select your payment type below, and proceed to enter payment details so that we can begin reviewing your application.



**A**

Online via Pay.gov


I will pay online via pay.gov using a credit card, debit card, or bank account (ACH).



**B**

Mail-in Payment

I will send in a check or money order for APHIS to process.



**C**

APHIS User Fee Account

I will enter my APHIS user fee account number and pay off the balance for my account.

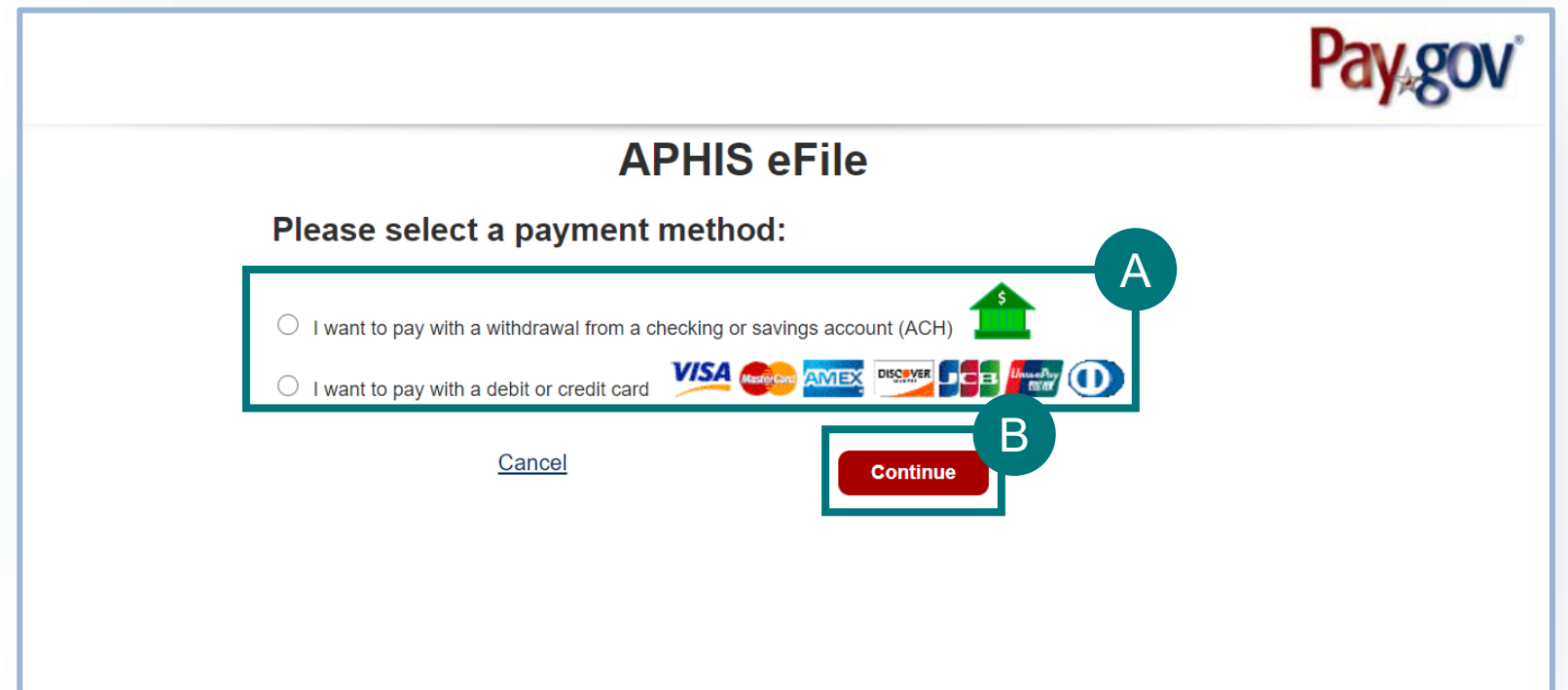
## Step 10: Payment – Online via Pay.gov

**Online via Pay.gov** as your payment method.

- **Please note**, when selecting this as your payment method you will be redirected to pay.gov, once you have completed the payment process you will, you will be returned to the APHIS eFile site.

**A** Select whether you want to pay with a **withdrawal** from a **checking or savings account (ACH)** or if you want to pay with a **debit or credit card**.

**B** Select **Continue** to finish completing your payment.



The screenshot shows the APHIS eFile payment selection interface on the Pay.gov website. The page title is "APHIS eFile" and the instruction is "Please select a payment method:". There are two radio button options: "I want to pay with a withdrawal from a checking or savings account (ACH)" with a green house icon, and "I want to pay with a debit or credit card" with logos for VISA, MasterCard, AMEX, DISCOVER, JCB, UnionPay, and Discover. A red "Continue" button is located below the options, and a "Cancel" link is to its left. A green box highlights the radio button options, and a red box highlights the "Continue" button. A green circle with the letter "A" is positioned to the right of the radio button options, and a red circle with the letter "B" is positioned to the right of the "Continue" button.

## Step 10: Payment – Mail-in Payment

**Mail-in Payment** method:

- **Please note**, you will need to write your application number on your check or money order to ensure the VS Staff can associate the payment with your application upon receipt. Cash payments will not be accepted.

**A** Enter your Check or Money Order Number

**B** Select **Confirm Payment Details**

### Tell us about your payment method

Please write your application number on your check or money order to ensure we can associate the payment with your application upon receipt. Cash payments will not be accepted.

<b>Make Checks Payable to:</b> USDA-APHIS-VS	<b>Mail Payment to:</b> USDA-APHIS-VS 4700 River Rd, Unit 40 Riverdale, MD 20737
---	---

\* Check or Money Order Number ⓘ

XXXX

Go Back

Confirm Payment Details

## Step 10: Payment – APHIS User Fee Account

**APHIS User Fee Account** payment method:

- **Please note**, VS Staff will associate the cost of the application with your account and will begin to review it after payment processing is complete.

**A** Enter APHIS User Fee Account Number

**B** Select **Confirm Payment Details**

### Tell us about your payment method

Please enter your APHIS user fee account number below. We will associate the cost of the application with your account and will begin to review it after payment processing is complete.

\* APHIS User Fee Account Number ⓘ

XXXXXXXXXX

Go Back **Confirm Payment Details**

# Step 10: Payment

## Congratulations!

- To ensure you have successfully completed your payment, you will see the confirmation screen below.
- You will receive a confirmation email once your application has been processed.

Congratulations, your application has been submitted and it is being reviewed!

Once your application has been processed, you will receive a confirmation email. You can also log back in to review your application status at a later time. To ensure our emails reach your inbox, we recommend you add [APIE@usda.gov](mailto:APIE@usda.gov) (for animal products, organisms and vectors), [LAIPermits@usda.gov](mailto:LAIPermits@usda.gov) (for live animals, germplasm, and hatching eggs), and [support@salesforce.com](mailto:support@salesforce.com) to your address book.

[Go to Application Details](#)



### Application Summary

Application Number  
A-00387725

Status  
Pending Processing Fee

Submission Date  
2/20/2024

### Need Help ?



If you have any further questions, please email [APIE@usda.gov](mailto:APIE@usda.gov) or [LAIPermits@usda.gov](mailto:LAIPermits@usda.gov) (as applicable) or call (301)-851-3300.

Office Hours:  
Monday-Friday: 8:00 AM - 4:30 PM (EST)  
Saturday-Sunday: Closed



## I want to amend or renew an eFile permit

- Definitions of Amendment and Renewal**  
*Page 50*
- Step 1: Sign into APHIS eFile and find your permit on the My Activity page**  
*Page 51*
- Step 2: Amend or renew your Permit**  
*Page 53 (amend) and 54 (renew)*

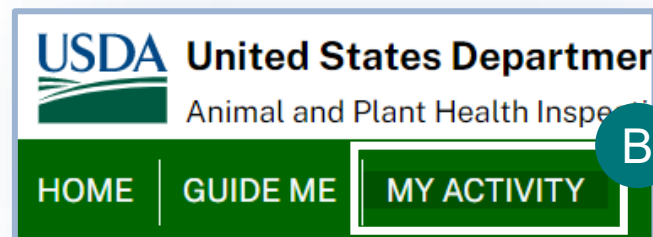
# DEFINITIONS

- **Amendment application:** an application to change to the printed information on an existing VS permit issued from APHIS eFile.
  - You may apply to amend a permit up until the permit expiration date.
    - NOTE: Amendments can only be issued if the permit has not expired. Permit applications take 3-4 weeks to process. If a permit is close to expiration, consider applying for a renewal with the changes you need.
  - Permit amendments **do not change the expiration date** of the permit; amended permits replace previous versions and are effective upon issuance.
    - If you submit an "amendment", it cannot be subsequently changed to a "renewal".
- **Renewal application:** Application to renew a VS permit that is close to expiration or has expired.
  - You may apply to renew a permit beginning **90 days** before the permit expiration date (not earlier)
  - Renewals (including any requested changes) are effective only after the current permit has expired. If you wish to change the content of the permit prior to its expiration, please submit an amendment application instead of renewal. Note that you will still need to renew the permit after the amendment is processed. If you have already created/submitted an amendment/renewal application, you cannot create another one until the previous one is processed.

# Step 1: Sign into APHIS eFile and find your permit on the My Activity page

Navigate to <https://efile.aphis.usda.gov/>

- A** Log in to eFile using your login credentials. Login Credentials are issued to an **individual** and are **not** to be shared with others.
- B** Select the **My Activity** tab.
- C** Use the **search bar or filters** to find the **permit** you want to amend or renew. (permit numbers begin with 639, 610, or 611)
- D** Select the **"View Details"** Button.
  - **If you cannot find the permit:**
    - Ensure you are not searching for or viewing the "application" (Applications begin with A-00...).
    - If you did not apply online for the permit, you will not have online access. Contact us at [apie@usda.gov](mailto:apie@usda.gov) to request the permits/applications to be transferred to you.



Filter

Filters Applied (0) Clear All

Activity Type

- Applications (0)
- Authorizations (0)
- Letters (0)
- Permits (5)

Status

- Acknowledged (0)
- Applicant Action Required / Waiting on Customer (0)
- Approved (0)
- Cancelled (0)
- Denied (0)
- Draft / Open (0)
- Expired (1)
- Expired-Importer (0)

Search: 639-22-34-00972

Showing 5 of 1998 items

Sort by: Select an option

Display recent: View All

Ref#	Program	Permit#	Permittee	Commodity Type	Issued	Effective	Expires	Status
P-00153609	VS   VS 16-6A	639-22-34-00972	Test1 USDAeFile Applicant1	Animal Product	02/03/2022	02/07/2022	03/03/2022	Iss
P-00153199	VS   VS 16-6A	639-22-34-00973						

View Details

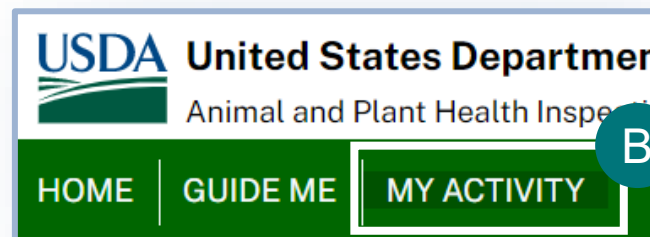
More Actions

- View Permit PDF
- Amend Permit
- Renew Permit
- Cancel Permit
- Change Organization

# Step 1: Sign into APHIS eFile and find your permit on the My Activity page

Navigate to <https://efile.aphis.usda.gov/>

- F** Review the permit details and
- B** Select the **My Activity** tab.
- C** Use the **search bar or filters** to find the **permit** you want to amend or renew. (permit numbers begin with 639, 610, or 611)
- D** Select the **"View Details"** Button.
  - All issued and active permits are eligible to be amended.
  - All issued permits that are within 90 days of expiration or expired are eligible to be renewed.
  - You can only complete one of these actions at a time. For example, if you've applied to amend your permit, you are not able to renew until the amendment is processed.



Filter

Filters Applied (0) [Clear All](#)

Activity Type

- Applications (0)
- Authorizations (0)
- Letters (0)
- Permits (5)

Status

- Acknowledged (0)
- Applicant Action Required / Waiting on Customer (0)
- Approved (0)
- Cancelled (0)
- Denied (0)
- Draft / Open (0)
- Expired (1)
- Expired-Importer (0)

Search: 639-22-34-00972

Showing 5 of 1998 items

Sort by: Select an option

Display recent: View All

Ref#	Program	Permit#	Permittee	Commodity Type	Issued	Effective	Expires	Status
P-00153609	VS   VS 16-6A	639-22-34-00972	Test1 USDAeFile Applicant1	Animal Product	02/03/2022	02/07/2022	03/03/2022	Iss
P-00153199	VS   VS 16-6A	639-22-34-00973						

View Details

More Actions

- View Permit PDF
- Amend Permit
- Renew Permit
- Cancel Permit
- Change Organization

## Step 2: Amend Your Permit

- A** If you selected **Amend Permit**, read the **pop-up window** and select **I understand & Continue**.
- You will be taken to a new, amendment application. All data from your previous application will be copied into the amendment application.
  - **Edit your information** as needed and then on the Review and Submit page, certify and proceed to payment.
  - **Pay** to complete and submit your application.

**Permit Amendment**

Amendments/renewals with changes may require additional review and/or inspections. Requests for major changes, such as changes to materials, country, intended use, and/or inspected facility information may result in delays or denial of the request.

**Amendments:**  
You may apply to amend a permit up until the permit expiration date. Permit amendments do not change the expiration date of the permit; amended permits replace previous versions and are effective upon issuance.

**Renewals:**  
You may apply to renew a permit beginning 90 days before the permit expiration date. Please note that APHIS will not begin processing the renewal application until 42 days before the expiration date. Renewals (including any requested changes) are effective only after the current permit has expired. If you wish to change the content of the permit prior to its expiration, please submit an amendment application instead of renewal. Note that you will still need to renew the permit after the amendment is processed.

If you have already created/submitted an amendment/renewal application, you cannot create another one until the previous one is processed.

The non-refundable processing fee for a VS 16-6A Amendment is \$75. It does not guarantee permit issuance.

Cancel I Understand & Continue

**Note:** If approved, your amended permit will keep the same APHIS permit number (610-20-205-1234).

## Step 2: Renew your Permit

**A** If you selected **Renew Permit**, read the **pop-up window** and select **one of the radio options**:

**1** **Renew with no changes** when you do not need to edit any of the permit information and only wish to renew the effective and expiration dates.

- **Select I Understand & Continue.** You will be taken to a new, renewal application. All data from your previous application will be copied into the renewal application.
- On the Review and Submit page, **certify and proceed to payment.**
- **Pay** to complete and **submit** your application.

**2** **Renew with changes** when you need to edit information and renew the effective and expiration dates.

- **Select I Understand & Continue.** You will be taken to a new, renewal application. All data from your previous application will be copied into the renewal application.
- **Edit your information** as needed and then on the Review and Submit page, **certify and proceed to payment.**
- **Pay** to complete and **submit** your application.

**Permit Renewal**

Amendments/renewals with changes may require additional review and/or inspections. Requests for major changes, such as changes to materials, country, intended use, and/or inspected facility information may result in delays or denial of the request.

**Amendments:**  
You may apply to amend a permit up until the permit expiration date. Permit amendments do not change the expiration date of the permit; amended permits replace previous versions and are effective upon issuance.

**Renewals:**  
You may apply to renew a permit beginning 90 days before the permit expiration date. Please note that APHIS will not begin processing the renewal application until 42 days before the expiration date. Renewals (including any requested changes) are effective only after the current permit has expired. If you wish to change the content of the permit prior to its expiration, please submit an amendment application instead of renewal. Note that you will still need to renew the permit after the amendment is processed.

If you have already created/submitted an amendment/renewal application, you cannot create another one until the previous one is processed.

**\*Radio Group**

Renewal with no changes  
 Renewal with changes

The non-refundable processing fee for a VS 16-6A Renewal is \$97. It does not guarantee permit issuance.

Cancel **I Understand & Continue**

**Note:** If approved, your renewed permit will keep the same APHIS permit number (610-20-205-1234).

## Renewing ePermits Permits in eFile

- ePermits is our previous permit system and is not the same as APHIS eFile.
- Starting May 2022, VS encouraged all permit holders to renew their expiring permits into eFile via a data-entry option where one entered their old permit number to adjust the fee.
  - This "ePermits renewal" option is no longer available on the eFile customer portal; however, permit holders can still renew their expired permit from ePermits.
  - You essentially have to re-create your permit into our new eFile system. There is no data transfer from the old ePermits system. You will have to fill out a full application which will result in a new permit with a new number, but be charged the renewal processing fee per application. This is just a one-time transition process for each permit from the old ePermits system.
- Steps:
  1. Please email [apie@usda.gov](mailto:apie@usda.gov) and include your old permit number from the ePermits system in the email message. The permit team will provide detailed guidance; the basic steps are listed in the text below and next two slides.
  2. You will need to sign in to our eFile system and then submit a permit application. To do this, you will need to complete the VS Permitting Assistant and complete the permit application.
    1. Be sure to add all the materials on your previous ePermits permit to your request.
    2. Your application fee will be adjusted to the appropriate renewal amount by our staff.

## I want to renew an ePermits permit in eFile

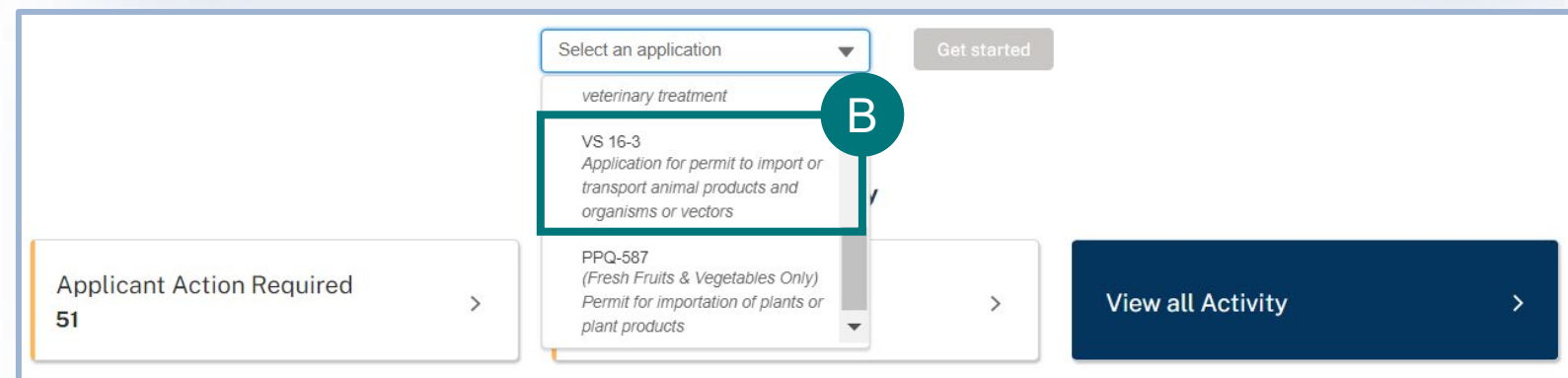
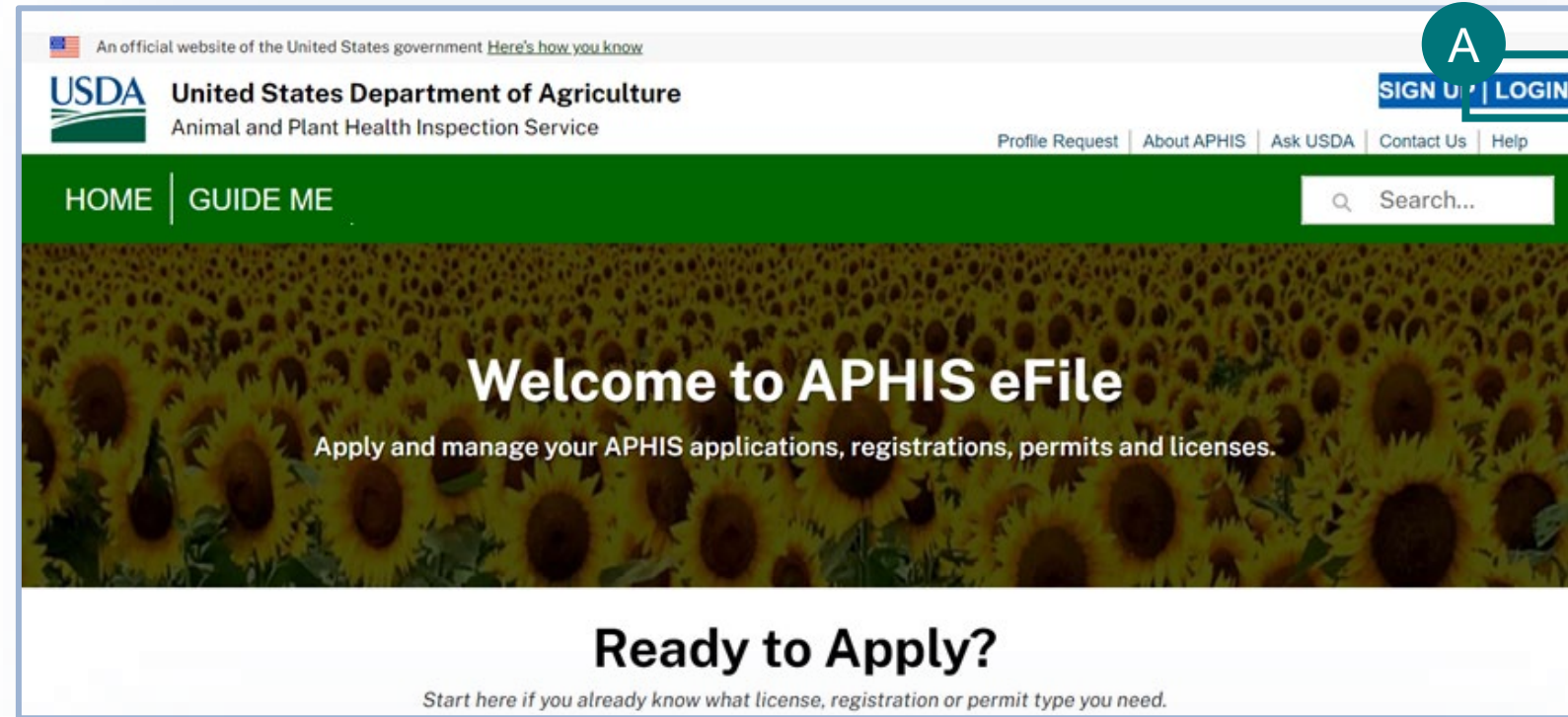
- Step 1:** Sign into APHIS eFile  
*Page 57*
- Step 2:** Complete the VSPA based on the ePermits permit you are renewing  
*Page 58*
- Step 3:** Proceed to, complete, and submit your Application  
*Page 60*



# Step 1: Sign in to eFile

Navigate to <https://efile.aphis.usda.gov/s/>

- A** Log in to eFile using your login credentials.
  - If you do not have login credentials, select **Create an Account** and follow the steps. **You must have valid login credentials to apply in APHIS eFile.**
  - Login Credentials are issued to an **individual** and are **not** to be shared with others.
- B** Under the Ready to Apply section, choose the **VS 16-3 application** and then select **Get Started**.
  - The VS 16-3: Application for 16-6A permit to import or transport animal products, organisms and vectors.



## Step 2: Complete the VSPA based on the ePermits permit you are renewing

SEARCH PAGE

Complete the VS Permitting Assistant to begin the application process. For assistance using the VS Permitting Assistant, please see the VS Permitting Assistant section of this guide.

**Note:** Make sure to add all the materials on your ePermits Permit to your Application Summary.

The screenshot shows a web form titled "Step 1: Enter Your Material's Details & Search". It has two tabs: "Animal Products & Byproducts" and "Organisms & Vectors", with the latter selected. Below the tabs is a heading: "Organisms, their derivatives, or vectors which may contain or be exposed to livestock, aquatic, and poultry pathogens." The form contains several fields: "Movement Type" (Import), "Category" (Derivative of a Livestock or Poultry Pathogen), "Organism or Vector" (Camelpox virus), "Source of the Biological Material" (Aquatic Animals), and "Country of Origin" (Central African Republic). There are also checkboxes for "Not Found on the Organism or Vector List" and "See List of Organisms & Vectors", and a "Search" button at the bottom right.

Once you've added all your materials proceed to your Application Summary by selecting the Shopping Cart icon or the View Summary button.

View Summary

# Step 3: Proceed to Application(s) from VSPA

- A** Once you have reviewed all your results, select the **Proceed to Applications button** (it may appear as "proceed to log in" if you did not sign in yet) to continue to complete and submit your applications in eFile.
- Only the items from your summary which require the permit application will be transferred to the permit application.
  - If no items require a permit, then you will not be able to log in and apply for a permit.

The screenshot displays the 'Applications Summary' page with two materials. The first material, 'anti-Human influenza A virus antibodies', is categorized as '1 VS 16-3 Import Permit Application' with an estimated processing fee of \$150.00. It has a status of 'Permit Required' and 'Documentation Required'. The second material, 'Bulk Gelatin or Empty Gelatin Capsules of Aquatic Animals Origin', is categorized as 'No Permit Required but Conditions Apply' with an estimated processing fee of \$0.00. It has a status of 'NO Permit Required' and 'Documentation Required'. A 'Proceed to Applications' button is highlighted with a green box and a circled 'A'. A 'Proceed to Log-In' button is also highlighted with a green box and a circled 'A'. A note at the bottom states: 'Note: In the two images shown, you can proceed to the permit application *only* for the permitted materials. The commodities not needing a permit will not be transferred to a permit application.'

## Step 3: Proceed to Application(s) from VSPA

After you login/proceed, you will be sent to the **My Activity** page that lists all applications associated with your account, the applications are sorted by Newest to Oldest. Your most recent application(s) will be at the top of the list.

**B** To navigate to your application, select one of the three options:

- 1 application # (Ref #)
- 2 Go to Draft
- 3 Click on status "Draft"

\*\*\*Please email VS at [apie@usda.gov](mailto:apie@usda.gov) with the draft application # and the old permit # so VS can adjust the expected fee before you complete and submit the application.\*\*\*

The screenshot shows the 'My Activity' page with a search bar, a filter sidebar, and a list of applications. The filter sidebar on the left shows 'Filters Applied (3)' and 'Clear All' options. Under 'Activity Type', 'Applications (33)' is selected. Under 'Status', 'Draft / Open (33)' is selected. The main content area shows a search bar, 'Showing 33 of 995 items', and a 'Sort by' dropdown. The application list has three items, each with a 'Go to Draft' button and a 'Change Organization' button. The first item has a 'Status' button labeled 'Draft'. Red boxes and numbers 1, 2, and 3 highlight the application reference number, the 'Go to Draft' button, and the 'Draft' status button respectively.

Ref#	Program	Applicant	Material Type	Intended Use	Started	Submitted	Status
A-00008288	VS   VS 16-3	eFile Applicant			09/08/2020		Draft
A-00008280	VS   VS 16-3	PPQVS App2			09/03/2020		Draft
A-00006680	VS   VS 16-3	Power Farm			09/02/2020		Draft

## Step 3: Proceed to Application(s) from VSPA

- Complete the application in full, being sure to enter accurate information for addresses, names, etc.

**A** Please include a copy of the previous ePermits permit if possible

- If you are requesting specific changes from the previous permit, please be sure to specify this in the permit application by attaching a document or listing the change in text on the "Material" section.

**USDA Animal and Plant Health Inspection Service**  
U.S. DEPARTMENT OF AGRICULTURE

USDAEFILE...  
About APHIS | Ask USDA | Contact Us | Help

HOME | GUIDE ME | MY ACTIVITY

**New VS 16-3 Permit Application**  
Application Number: A-00168395

Delete Draft  
Status: Draft  
Type: New Application

Responsible Party | **Supply Chain** | Transportation | **Material** | Upload Files | Review and Submit

**Material(s) Details**

**Instructions**  
Fill out the following information for all of your materials and/or products.

YES  
 N/A-will not be conducting a study

**Additional Information**  
If there is any additional information you would like us to know, please describe below.

**Attachments**  
Please upload any supporting documents for this material, such as an ingredient list, processing flow charts, purification method description, product label, government certificates, instructions for use, journal references, etc.

Add New File

No records to display

Back | Save | Save and Next

# I AM AN APPLICANT

## My application requires a Lab Inspection

If your application requires a lab inspection for your receiving location, **you will receive an email with the inspection request.** This email will also blind copy the VS field office who will assign the inspector to conduct the inspection. The email will also include the inspection documents (to be completed by the VS inspector), including a preliminary Questionnaire (completed by you).

The VS field office will reach out to you for scheduling.

If you have questions or need assistance, please **contact the VS permit team.** See the Appendix for contact information.

Sandbox: Inspection Request: APHIS eFile Permit Application Number A-00402 [REDACTED]



VS APIE <apie@usda.gov>

To [REDACTED]

Retention Policy USDA 7 Year Permanently Delete (7 years)



ABSL-3 Checklist.pdf

976 KB



BSL-3 Checklist.pdf

877 KB



Preliminary Inspection Questionnaire

Dear USDAeFile Applicant2:

We have received your application A-0040 [REDACTED] for a USDA permit to obtain [REDACTED] from [REDACTED] [REDACTED] enclosed the BSL-3 and ABSL-3 checklists for use by the Veterinary Medical Officer (VMO) during the inspection and a Preliminary Assessment

Dear VS VMO:

We are requesting that you schedule an inspection of USDAeFile Applicant2's laboratory facility and document its biosafety level. This inspection is reviewed by logging into APHIS eFile. **This BSL-3 inspection is subject to related user fees, which are [REDACTED] or [REDACTED].** [Facility Information](#)

# I AM AN APPLICANT

## I want to Withdraw my Application

**A** To withdraw an application, navigate to your My Activity page and select the **View Details** associated with the application you would like to withdraw.

- On the Application Details page, select **Withdraw**

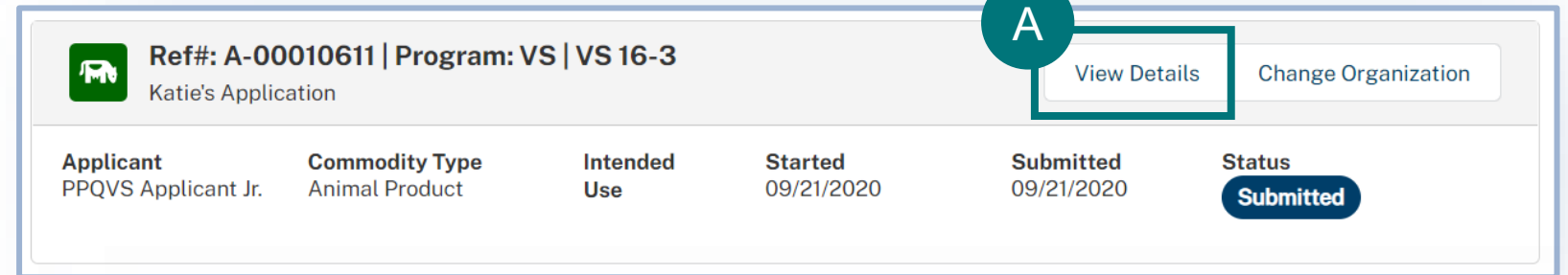
**B** **Application.**

- In the pop-up window, read the guidance and then

**C** select the **Reason for Withdrawal drop-down.**

- When you are done, select **Submit.**

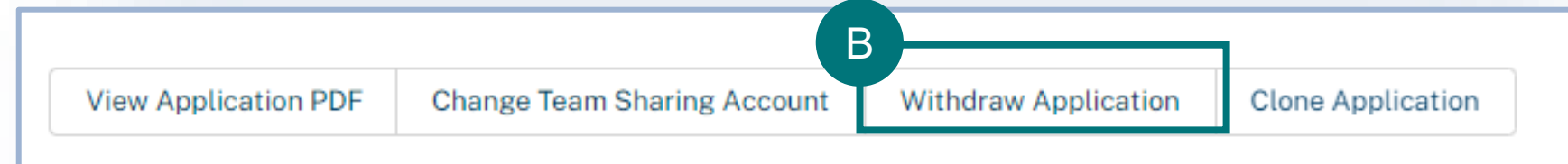
**D** Once you submit, your withdrawal will be pending APHIS approval. Once APHIS approves your request, your application will be withdrawn.



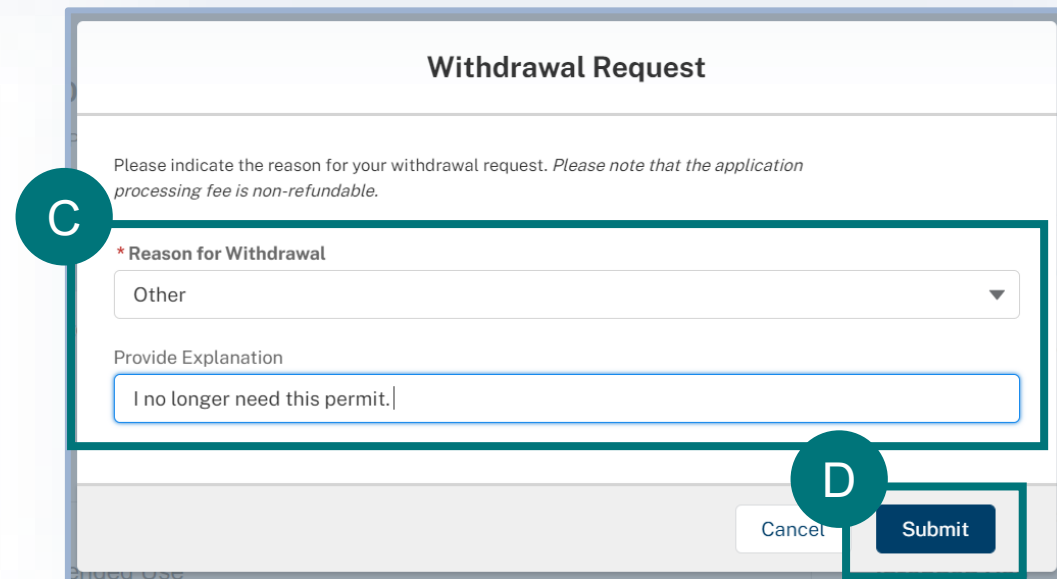
Ref#: A-00010611 | Program: VS | VS 16-3  
Katie's Application

**A** View Details Change Organization

Applicant	Commodity Type	Intended Use	Started	Submitted	Status
PPQVS Applicant Jr.	Animal Product	Use	09/21/2020	09/21/2020	Submitted



**B** View Application PDF Change Team Sharing Account Withdraw Application Clone Application



**Withdrawal Request**

Please indicate the reason for your withdrawal request. Please note that the application processing fee is non-refundable.

**C** \* Reason for Withdrawal  
Other

Provide Explanation  
I no longer need this permit.

**D** Cancel Submit

# I AM AN APPLICANT

## I want to Copy (Clone) my Application

**A** To Copy an application, navigate to your My Activity page and select the **View Details** associated with the application you would like to copy.

- On the Application Details page, select **Clone**

**B** **Application.**

**C** In the pop-up window, read the guidance fully.

**D** To continue with copying the application, select **I Understand & Continue**.

- NOTE: Copying an application will not renew or amend a permit; it will create a new permit application

The screenshot shows the application details page for 'Katie's Application' (Ref#: A-00010611 | Program: VS | VS 16-3). The application is submitted and has a status of 'Submitted'. The 'View Details' button is highlighted with a red circle 'A'. Below the application details, the 'Clone Application' button is highlighted with a red circle 'B'. The 'Clone a VS Application' pop-up window is shown below, with the 'I Understand & Continue' button highlighted with a red circle 'D'. The pop-up window contains the following text:

**Clone a VS Application**

Cloning a VS application allows you to **copy some, but not all, its information into a new application**. The new application does not replace the original application, and will result in its own permit or other outcome.

Once the cloned application is created, complete it by re-entering information that wasn't copied over.

**What will be copied:**

- My Details
- Responsible Party
- Supply Chain
- Transportation
- Material details, including animal origin, countries, and intended use

**What IS NOT copied:**

- Uploaded Files
- Payment Information

If your material details (animal origin, countries, and intended use) will be different OR you would rather fill out this information from scratch, start a new VS 16-3 application.

Buttons: Cancel, I Understand & Continue

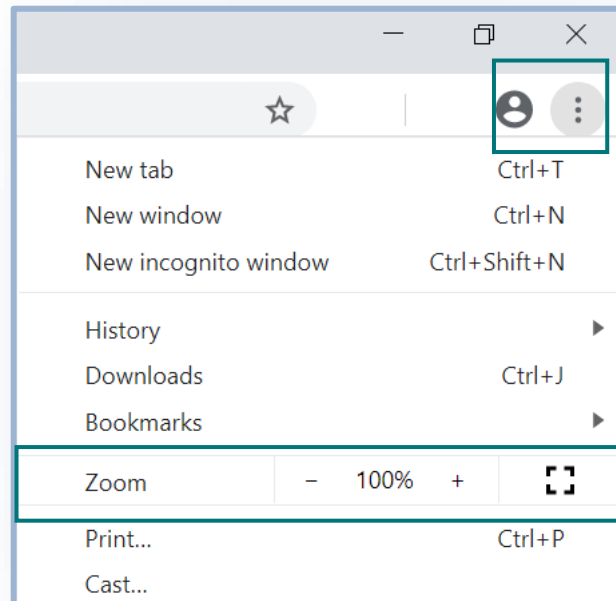


# APPENDIX

## System Setup



- **Compatible browser** – For the best user experience, please use **Google Chrome**. Other available browsers include Firefox, Safari, and Edge.
- **Emails** – Add the APHIS eFile email at [aphis.efile@usda.gov](mailto:aphis.efile@usda.gov) and [support@salesforce.com](mailto:support@salesforce.com) to your address book so that any automatic emails are not sent to junk
- **Zoom** –100%



## Contact

If you require assistance with your **applications** (such as status requests, help with understanding the VSPA, etc), please contact:

### **Veterinary Services**

(301) 851 3300

[APIE@usda.gov](mailto:APIE@usda.gov)

If you require **technical assistance**, please contact:

[help@usda.gov](mailto:help@usda.gov)

Technical support includes account management, errors within the APHIS eFile system, or problems accessing information such as an issued permit. **\*DO NOT** contact the helpdesk requesting a status on an application.