

Tips for Completing VS 16-3

- 1) VS 16-3 Block #3 - Provide detailed Importer information (name, organization, complete address, telephone number, fax number and email address) of the individual who will receive and be responsible for the imported material).

***NOTE:** The Applicant (Importer) in Block #3 must be the same person that signs the VS Form 16-3 Block #11 Signature of Applicant and Block #12 Typed Name and Title. The exporter cannot apply/submit application for the USDA Import Permit.

- 2) VS 16-3 Block #4 - Provide detailed list of the various shippers (exporting company or institution name, address, city and country) from which product will be procured. There is no need to specify the name and address of the company providing transportation services.
- 3) VS 16-3 Block #5 - Identify the product to be imported and all animal origin ingredients (ex. gelatin, milk, etc) in the product. For each animal origin ingredient, identify the species and country(s) of origin of the source animals, the tissue(s) from which the raw animal product was sourced, and the processing country(s).
- 4) VS 16-3 Block #5 - If the product is a cell culture or product of cell culture - indicate here and also complete supplementary form VS 16-7.
- 5) VS 16-3 Block #7 - Provide information on the proposed use of material and derivatives. If the material will be distributed, please specify here. (Also, for animal pathogens or vectors, describe facilities/biosafety procedures).
Example: Commercial/Wholesale, Retail Sale, Research at my facility, to be combined to with other ingredients to make final product, etc.
- 6) VS 16-3 Block #8 - If the imported product or a derivative will be used in any animals (including research animals), identify the animal species.
- 7) VS 16-3 Block #9 - Provide details of treatment of material prior to importation into the U.S. (Processing/purification methods, including time at specific temperatures, pH, other treatments, disease safeguards, etc.).
- 8) VS 16-3 Block #10 - Provide details of method of final disposition of imported material and derivatives (all material will be used, retail, wholesale, autoclave, incinerate, etc.).
- 9) VS 16-3 Block 11 - Signature of Applicant is required.
- 10) VS 16-3 Block 12 - Typed name and title is required.