



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

# APHIS eFile

**Guidance for Submitting a VS 17-129 Permit Application**  
*Application for 17-135 permit to import or transit live animals,  
including germplasm and hatching eggs*

**Version 2.0**  
**March 2022**

# WELCOME!

USDA APHIS Veterinary Services has a new online website to request Live Animal permits. This user guide will take you through the process of creating and submitting a 17-129 Live Animals permit application.

**For more APHIS eFile VS 17-129 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

## I want to apply for a Live Animals import/transit permit

Before you apply for your Live Animal 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 the Record ID number that is autogenerated when a permit has been created. This is not a smart number, and does not represent the year, permit type, or any additional information.
2. **Permit #** - APHIS Permit Number (6##-21-201-00015)
  - This is the number on your permit and the number that VS will reference.
  - The format of this number is: Program Prefix-Calendar Year-Ordinal Day-Sequential Number
    - The Program Prefix indicates the type of permit.



**Ref#: P-00139381 | Program: VS | VS**

Permit#: 6-21-84-00422

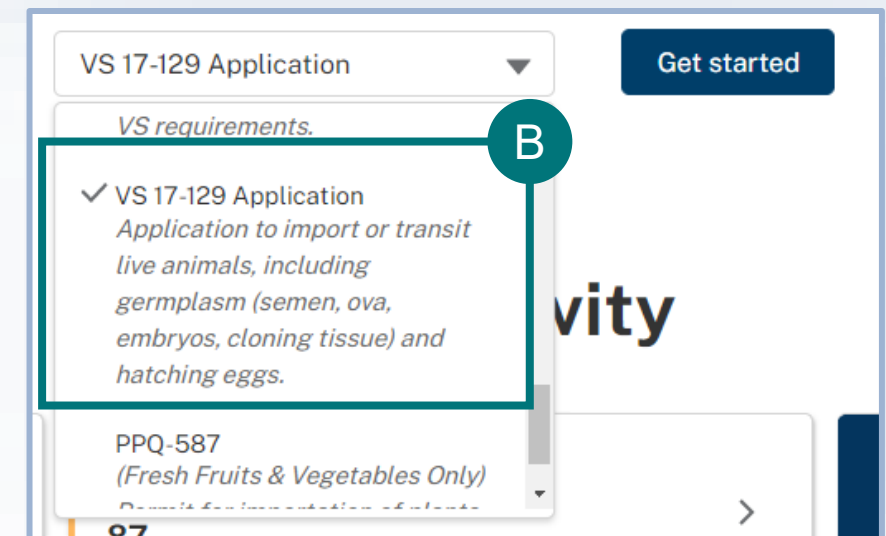
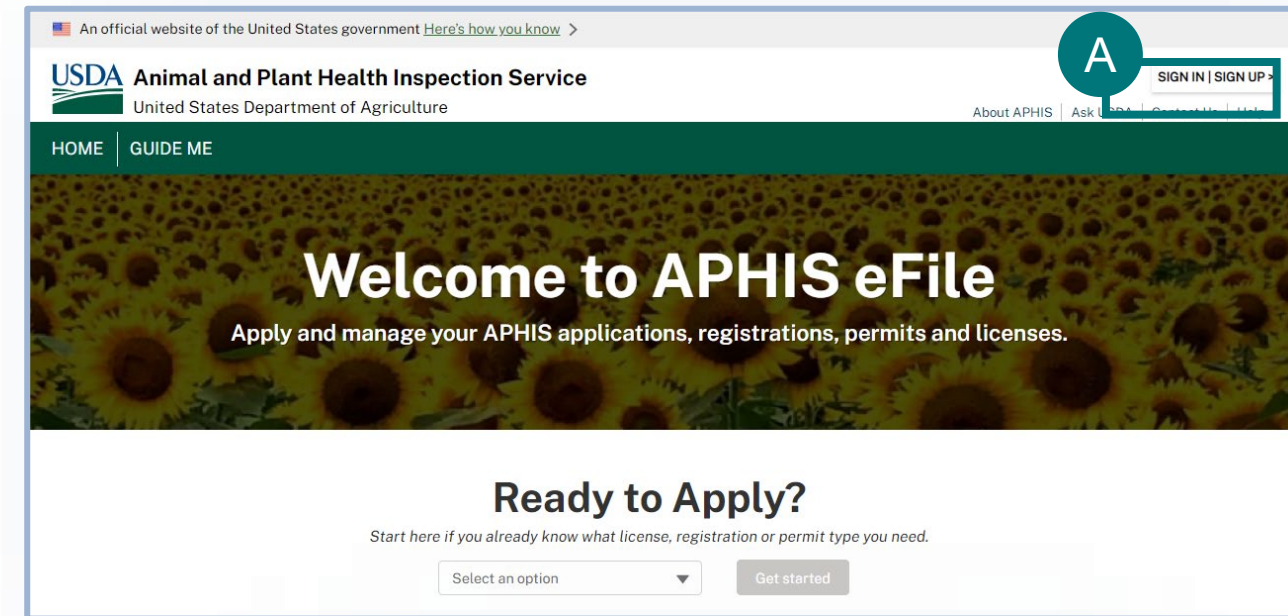
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# Step 1: Sign in to eFile

Navigate to <https://efile.aphis.usda.gov/s/> in **Google Chrome** (eFile is not supported by Internet Explorer).

- A** Sign in to eFile using your eAuthentication credentials.
  - If you are not eAuthenticated, select **Create an Account** and follow the steps to become eAuthenticated. **You must be eAuthenticated to apply in APHIS eFile.**
- B** Under the Ready to Apply section, choose the **VS 17-129 application** and then select **Get Started**.
  - The VS 17-129: Application to import or transit live animals, including germplasm (semen, ova, embryos, cloning tissue) and hatching eggs.
- C** In the pop-up window, read the Application Process and select **Proceed to VS Permitting Assistant**.



# Step 2: Complete the Permitting Assistant

Complete the Permitting Assistant to begin the application process.

- A Enter your **commodity's details** into the appropriate search fields.
- B Select the **Search** button to search for your material.

**Note:** Repeat steps A-B for all live animals you wish to import/transit. The VSPA will organize them into the appropriate applications.

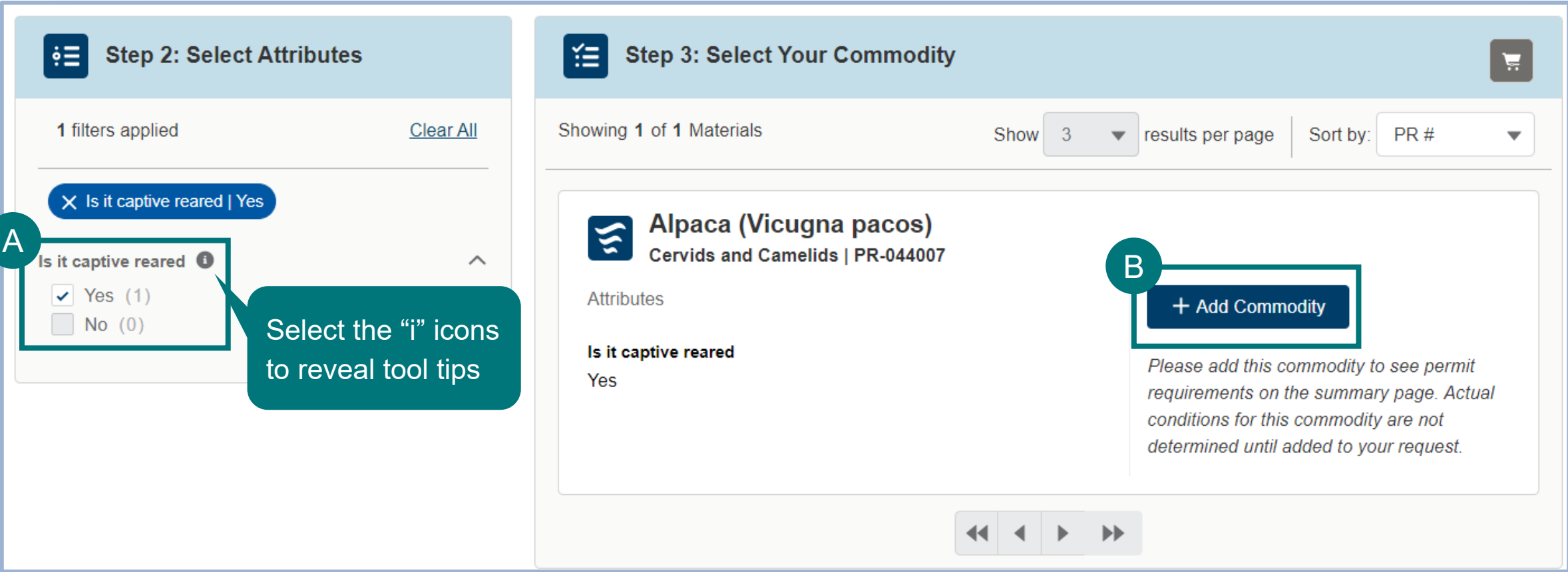
The screenshot shows the 'Step 1: Select a Category Tab to Enter a Commodity's Details' interface. It features three tabs: 'Animal Products & Byproducts', 'Live Animals' (highlighted with a red box), and 'Organisms & Vectors'. Below the tabs is a descriptive text: 'Live animals such as livestock (including horses), germplasm (semen, ...), birds, hatching eggs, and aquatic animals.' The main form area contains three input fields: 'Movement Type' (set to 'Import'), 'Commodity' (set to 'Alpaca (Vicugna pacos)' with an 'i' icon and a 'See List of Commodities' link), and 'Purpose' (set to 'Zoo'). Below these are 'Country of Origin' (set to 'France' with an 'i' icon and a 'See List of Countries' link) and a 'Search' button. Annotations include a red box around the 'Live Animals' tab, a red box around the 'Search' button, and a red callout bubble pointing to the 'i' icons with the text 'Select the "i" icons to reveal tool tips'. A red callout bubble at the bottom left points to the 'See List of Commodities' and 'See List of Countries' links with the text 'lists of your options'.

# Step 2: Complete the Permitting Assistant

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

B Once you've completed all the attributes and only one Step 3 card remains, select **Add Commodity**.





## Step 2: Complete the Permitting Assistant

SEARCH PAGE

To remove a commodity, select the Remove Commodity button.

To add additional commodities, edit any of the search fields and repeat the process.

**Note:** If you are moving several animals that can be described by the same Step 3 card, you will only add the commodity once in the VSPA and you will be able to provide the individual animal identification information as part of the application.

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

**Step 3: Select Your Commodity**

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

**Cockatoo**  
Birds, Ratites, and Poultry | PR-043356

Attributes

**Number of Birds**  
5 or less

**Remove Commodity**

Please add this commodity to see permit requirements on the summary page. Actual conditions for this commodity are not determined until added to your request.

**View Summary**



# Step 2: Complete the Permitting Assistant

The materials you have added have been sorted into categories:

**Permit Applications** – Commodities listed in this section require Permit applications. The materials have been sorted onto the appropriate number of applications.

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

**Inadmissible** – Commodities listed in this section are not allowed for import or transit.



Select each tab to view the results in that category.

[Permit Applications\(2\)](#) | [No Permit Required but Conditions Apply](#) | [Inadmissible](#)

---

### 1. VS 17-129 Permit Application

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

 **Alpaca (Vicugna pacos)**  
Cervids and Camelids | PR-044007   
From: France For Zoo Purposes

Attributes

**Is it captive reared**  
Yes



✓ Permit Required  
*This type of import is only permitted on a case by case basis after review by APHIS, please contact APHIS before applying.*

✓ Documentation Required

---

### 2. VS 17-129 Permit Application

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

 **Cockatoo**  
Birds, Ratites, and Poultry | PR-043356   
From: Peru For Pet Purposes | Exported From: Peru

Attributes

**Number of Birds**  
5 or less

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

✓ [Documentation Required](#) ▾

# Step 2: Complete the Permitting Assistant

## SUMMARY PAGE

- A** To add more commodities, select **Go Back and Add More Materials**.
- B** To delete a commodity from your summary request, select the **trashcan icon**.
- C** When applicable, review required documentation or download all letters by selecting the **View Letter** button associated with each material.
- D** To send yourself a copy of this request summary, enter your **email** into the field and select **Send**.
- E** Once you have reviewed all your results, select **Proceed to Applications** to continue to submit your application(s). If you are not already logged in, the button will be called Proceed to Log In and you will be prompted to log in.

The screenshot shows the 'Applications Summary' page. At the top left, a button labeled 'Go Back and Add More Materials' is highlighted with a red box and callout 'A'. At the top right, a button labeled 'Proceed to Applications' is highlighted with a red box and callout 'E'. The main content area is divided into two sections: '1. VS 17-129 Permit Application' and '2. VS 17-129 Permit Application'. Each section lists a commodity with its attributes and required documentation. In the first section, 'Alpaca (Vicugna pacos)' is listed with a trashcan icon highlighted by a red box and callout 'B'. In the second section, 'Cockatoo' is listed with a 'View Letter' button highlighted by a red box and callout 'C'. On the right side, the 'Applications Summary' table shows the subtotal for 2 materials, a total estimated processing fee of \$300.00, and a disclaimer. At the bottom right, an email field with 'Jane.Doe@email.com' and a 'Send' button is highlighted with a red box and callout 'D'.

Go Back and Add More Materials

Proceed to Applications

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

### 1. VS 17-129 Permit Application

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

**Alpaca (Vicugna pacos)**  
Cervids and Camelids | PR-044007  
From: France For Zoo Purposes

Attributes

Is it captive reared  
Yes

✓ Permit Required  
*This type of import is only permitted on a case by case basis after review by APHIS, please contact APHIS before applying.*

✓ Documentation Required

2. VS 17-129 Permit Application

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

**Cockatoo**  
Birds, Ratites, and Poultry | PR-043356  
From: Peru For Pet Purposes | Exported From: Peru

Attributes

Number of Birds  
5 or less

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

✓ Documentation Required

### Applications Summary

ePermits Permit Number for Renewal ⓘ

Enter your ePermit number here Save

Subtotal (2 Materials):  
2 Permit Applications  
0 No Permit Required but Conditions Apply  
0 Inadmissible

**VS 17-129 Permit Application \$150.00**  
• Alpaca (Vicugna pacos)

**VS 17-129 Permit Application \$150.00**  
• Cockatoo

**Estimated Processing Fee \$300.00**

**Disclaimer**

This is a non-refundable fee and is subject to change based on further provided information entered in the application form.

Email a Copy of the Overall Summary ⓘ

Jane.Doe@email.com

Send

# 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 commodities.

- A** If you are in more than one organization account in APHIS eFile, use the drop-down to select your Sharing Organization.
- B** Select **I Understand & Continue** to proceed to application.
- C** You will be sent to the My Activity page. Your most recent application(s) will be at the top of the list. To go to your application select **Go to Draft**.

### Next Steps

#### Split Application Notice

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

<b>VS 17-129 Permit Application</b> <ul style="list-style-type: none"><li>Bighorn sheep (<i>Ovis canadensis</i>)</li></ul>	<b>\$150.00</b>
<b>VS 17-129 Permit Application</b> <ul style="list-style-type: none"><li>Budgerigar</li><li>Parrot</li></ul>	<b>\$150.00</b>

**A** Sharing Organization

You belong to more than one organization. Please choose the organization you would like to share these record(s) with. As a reminder, other customers can only view/access data that is shared within an organization they belong to..

## My Activity

Filter

Filters Applied (3) [Clear All](#)

Activity Type

- Applications (11)
- Authorizations (0)
- Letters (0)
- Permits (0)



Status

- Applicant Action Required / Waiting on Customer (0)
- Denied (0)
- Draft / Open (11)
- Expired (0)
- In Review (0)
- Issued (0)

Search your activity

Showing 11 of 287 items

Sort by

 Ref#: A-00016683   Program: VS   VS 17-129	<input data-bbox="2682 1263 2852 1315" type="button" value="Go to Draft"/>				
<b>Applicant</b> eFile Applicant2	<b>Commodity Type</b> Live Animals	<b>Intended Use</b> Zoo	<b>Started</b> 04/07/2021	<b>Submitted</b>	<b>Status</b> Draft
 Ref#: A-00016684   Program: VS   VS 17-129	<input data-bbox="2682 1463 2852 1515" type="button" value="Go to Draft"/>				
<b>Applicant</b> eFile Applicant2	<b>Commodity Type</b> Live Animals	<b>Intended Use</b> Pet	<b>Started</b> 04/07/2021	<b>Submitted</b>	<b>Status</b> Draft

# Step 4: Identify Responsible Parties

## Applicant Details

- A** Confirm that your information on the Contact Card is correct. To have your Company name display on the permit, **edit your contact and add your Company name in the Organization field.**
- B** Answer the required questions to indicate whether you will be the importer and the delivery recipient.

The screenshot shows a contact card for Thomas Crowne. Callout A points to the contact information fields: Business Address (13 Washington Dr, Waterville, Alabama 55697, United States, (312) 456-7878, thomas.crowne@usda.prod.uat) and Mailing Address (13 Washington Dr, Waterville, Alabama 55697, United States). Callout B points to the questionnaire on the right: 'Will you be the Importer?' (Yes/No) and 'Will you be the Delivery Recipient?' (Yes/No). An 'Edit' button is visible next to the name.

- If you select no to either section, you will need to add importer and/or delivery recipient contact information in additional sections of the page.

## Emergency Contact Details

- C** Use the Contact Cards to select your Emergency Contact(s).
  - 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.

The screenshot shows an emergency contact search interface. A search bar contains 'Michelle' and a 'Create New Contact' button is to the right. Below the search bar, it says '1 of 1 Contacts'. A contact card for Michelle Thompson is displayed, with callout C pointing to the 'Select an Emergency Contact' button at the bottom of the card. The contact information for Michelle Thompson is: Business Address (12 Maple Ave, Chicago, Illinois 99081, United States, (333) 444-5555, michelle@thompson.com) and Mailing Address (12 Maple Ave, Chicago, Illinois 99081, United States). An 'Edit' button is visible next to the name.

# Step 5: Identify Shipper

## Shipper Details

A

Use the Contact Cards to select your Shipper.

- **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.
- **To create a new contact**, select the Create New Contact button.

The screenshot shows a user interface for finding a shipper. At the top, there is a search bar labeled "Find a Shipper" containing the text "Alex" and a search icon. To the right of the search bar is a button labeled "Create New Contact". Below the search bar, it says "1 of 1 Contacts". A contact card for "Alex Odell" is displayed, featuring a person icon, the name "Alex Odell", and an "Edit" button. The contact card lists "Business Address" and "Mailing Address" as "4457 Street Rd, Atlanta, Georgia 33654, United States", along with a phone number "(123) 456-7890" and an email "alex@odell.com". A "Select Shipper" button is located at the bottom of the contact card and is highlighted with a red box and a red circle containing the letter "A".



# Step 6: Enter Transportation Information

## Travel Plan Details

- A Select your Mode(s) of Transport.**
  - Depending on your selections, you may be required to **enter additional Incoming Airline or Vessel information.**
- B Enter your Proposed Dates.**

The screenshot shows a form with two main sections. Section A, labeled 'Method', contains a dropdown menu for 'Mode(s) of Transport' with 'Air' and 'Sea' selected. Section B, labeled 'Proposed Dates', contains two date input fields: 'Proposed Shipping Date (MM/DD/YYYY)' and 'Proposed Arrival Date (MM/DD/YYYY)', both with calendar icons.

## Route of Travel Details

- C Use the Route of Travel tables to detail your route of travel.** You must include each stop in order, starting with Origin and ending with Final destination. Be sure to list all stops and countries enroute.
    - Use the **Pencil icons** to edit the existing stops.
    - Use the **Add Additional** buttons to add new stops.
    - Use the **arrows** to reorder your stops.
- If this is a **transit application**, there will be an additional table called **Within the U.S.**

The screenshot shows two tables. The first table, 'Before U.S. Entry', has columns for Order, Description, and City, Country. The second table, 'After U.S. Entry', has columns for Order, Description, City, State, Port, and Quarantine at Stop. Both tables include pencil icons for editing and 'Add Additional' buttons.

Order	Description	City, Country
1	* Origin	test, Mexico
2	* Port of Embarkation	test, Mexico

Order	Description	City, State	Port	* Quarantine at Stop
1	* U.S. Port of Entry		Aguascalientes	Yes
2	* Final Destination: Delivery Recipient's physical address	SOUTH SAN FRANCISCO, Col...		No

# Step 7: Enter Commodity Details

## Commodities Details

- A** Enter all details about your live animals.
  - Select **Add Another Commodity** to go back and add more live animals to your application.
  - Enter the quantity.
  - Enter the Individual Animal ID.
  - Add any supporting documentation.
  - Add any additional information.
  - Use the tabs on the left to switch between each of your live animals. You will need to complete all the above sections for each of your animals.

Select VS Permitting Assistant Selections to view additional information about your commodity

+ Add Another Commodity

Dwarf Cassowary

**Commodity: Dwarf Cassowary**

VS Permitting Assistant Selections

**Dwarf Cassowary**  
Birds, Ratites, and Poultry | PR-097499  
From: France For Commercial Purposes | Exported From: France

Attributes

**Pen Raised**  
Yes

✓ Permit Required  
*Please check the conditions and criteria below for acceptable port of entry options and import protocols. If any of this criteria cannot be met, contact 301-851-3300, Option 2 to discuss.*

✓ Documentation Required

Movement Type	Commodity	Purpose	Country of Origin	Country of Export
Import	Dwarf Cassowary	Commercial	France	France

**Quantity**

\* Quantity of Commodity  
Enter how many of your selected commodity you are moving here

\* Unit of Measurement  
Select a unit of measurement for your commodity's quantity

\* Individual Animal ID  
Provide ID information for each individual animal you are moving as part of this commodity. If this commodity is an egg(s), embryo(s), or semen, you can provide on ID for the whole set.

- If you need to go back to the VSPA and add another animal, use the **Add Another Commodity** button. This button is not how you would indicate the quantity of an animal.

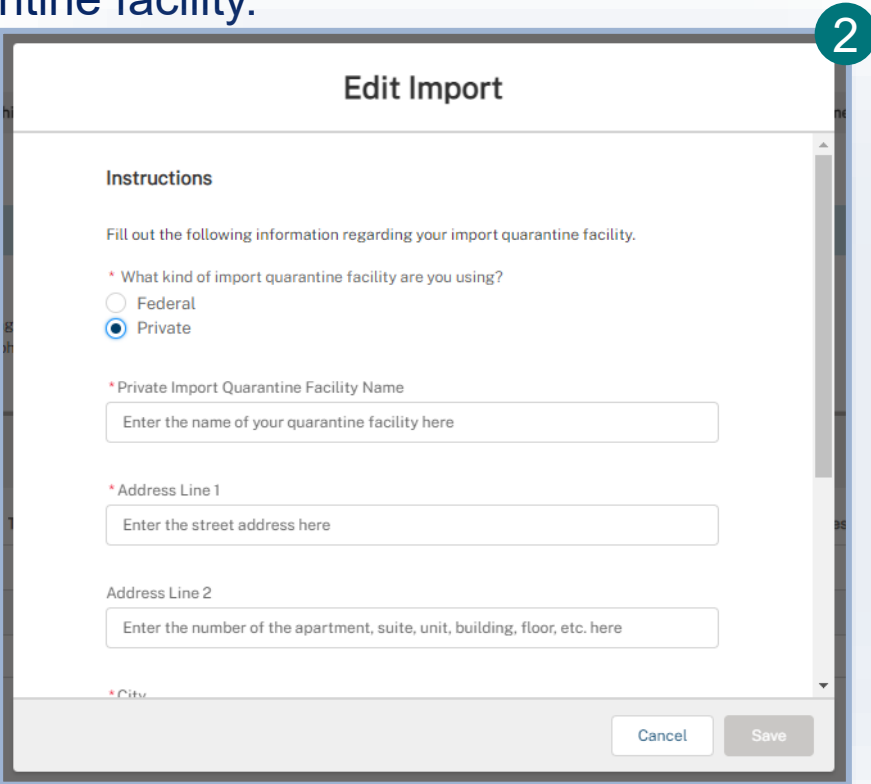
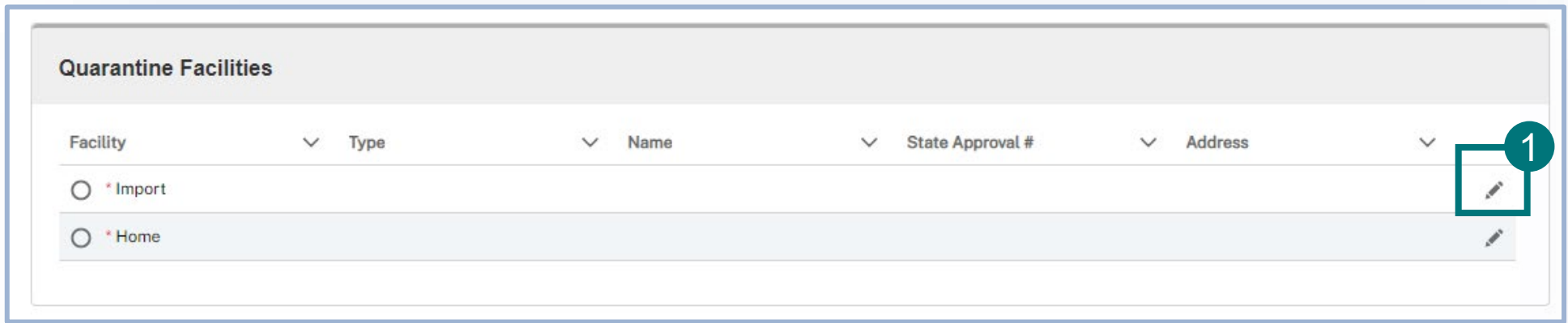


# Step 8: Enter Quarantine Information

## Quarantine Facility Details

**Note:** Based on your selections in the VSPA, the Quarantine section will display when applicable. Proceed to the Documents section if you do not see the Quarantine section.

- A** Use the Quarantine Facilities table to detail the facilities you will using to quarantine your commodities. The facilities must be in the U.S. and have a physical address.
  - 1** Use the **Pencil icon to edit the existing facilities and add details.** The type of pre-populated facility will vary depending on your specific application.
  - 2** Follow the prompts in the pop-up windows to enter all the details of your quarantine facility.



# Step 9: Upload Documents

## Supporting Documentation

- A** Select **Add New File** to upload any supporting documentation you believe would be beneficial for your application.
  - If you have no files to upload, **select the “I don’t have any files to upload” checkbox.**

File Name	File Type	Description	Created Date
Certification.docx	docx	Health Certificate	06/02/2021, 11:26 AM

## Additional Information

- B** Enter any **additional information** you believe would be helpful in the review of your application in the Additional Information field.

Additional Information

Enter any additional information you have here.

# Step 10: Review, Certify, and Proceed to Payment

Review and Submit

## Review Application Sections


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

## Confirm Information & Submit

- B** Once you are ready to submit your application, read the certification statement and select the “I certify...” checkbox.
- C** If you would like to add additional recipients, other than yourself, to receive a copy of the issued permit, select the checkbox and use the contact cards to indicate the additional recipients.
  - Note:** These contacts will not display on the permit.

**B** Check the box below to confirm that you agree that the information you have entered is accurate. Then proceed to the next step of submitting your application.

I CERTIFY, AS AUTHORIZED BY THE COMPANY/INSTITUTION THAT I REPRESENT, THAT THIS COMMODITY WILL BE USED IN ACCORDANCE WITH ALL RESTRICTIONS AND PRECAUTIONS AS MAY BE SPECIFIED IN THE PERMIT.



**C**  **Additional Permit Recipients**  
 I would like to send a copy of the issued Permit to Additional Recipients.

**Additional Permit Recipient(s)**

Find an Additional Permit Recipient

or

3 of 3 Contacts

 <b>Thomas Crowne</b> <b>Business Address</b> 13 Washington Dr Waterville, Alabama 55697 United States (312) 456-7878 thomas.crowne@usda.prod.uat <input type="button" value="Select Additional Permit Recipient"/>	<b>Mailing Address</b> 13 Washington Dr Waterville, Alabama 55697 United States	 <b>Alex Odell</b> <b>Business Address</b> 4457 Street Rd Atlanta, Georgia 33654 United States (123) 456-7890 alex@odell.com <input type="button" value="Select Additional Permit Recipient"/>	<b>Mailing Address</b> 4457 Street Rd Atlanta, Georgia 33654 United States
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# Step 11: Pay the Processing Fee




## Payment

### A Select your payment method and pay the application processing fee.

- You will receive a receipt of payment once VS initiates the application review process.

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

 <p><b>Online via Pay.gov</b></p> <p>I will pay online via pay.gov using a credit card, debit card, or bank account (ACH).</p> <input type="radio"/>	 <p><b>Mail-in Payment</b></p> <p>I will send in a check or money order for APHIS to process.</p> <input type="radio"/>	 <p><b>APHIS User Fee Account</b></p> <p>I will enter my APHIS user fee account number and pay off the balance for my account.</p> <input type="radio"/>
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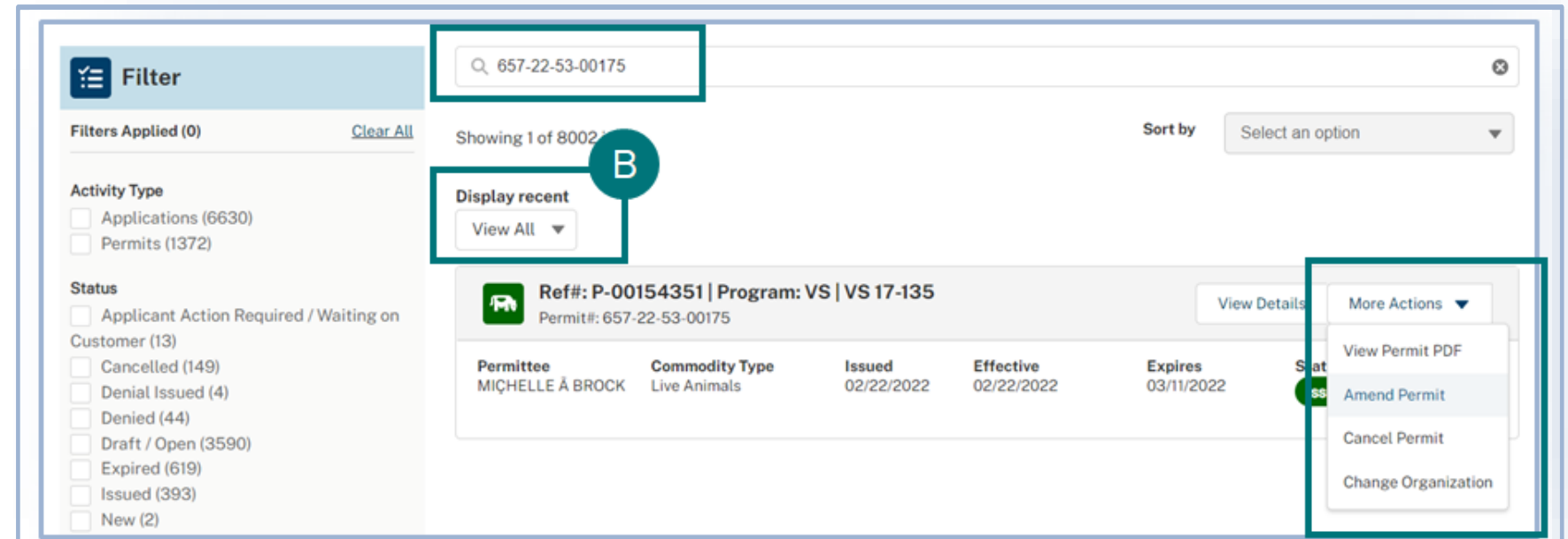
Confirm Payment Type

# I AM AN APPLICANT

## I want to amend an eFile permit

Navigate to <https://efile.aphis.usda.gov/> in **Google Chrome** (eFile is not supported by Internet Explorer).

- A** Log in to eFile using your eAuthentication credentials.
- B** Select the **My Activity** tab and update the **Display recent drop-down to View All**.
- C** Use the **search bar or filters** to find the permit you want to amend.
- D** Select the **More Actions** drop-down and choose **Amend Permit**.
  - Only issued permits are eligible to be amended.



**Note:** If approved, your amended permit will keep the same APHIS permit number (6##-20-205-1234).

# 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.
- B** On the Application Details page, select **Withdraw Application**.
- C** In the pop-up window, select the **Reason for Withdrawal drop-down** and **choose your reason for withdrawing**.
- D** When you are done, select **Submit**.

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

The screenshot shows the application details page and a pop-up withdrawal request form. The application details page includes a header with a green elephant icon, the reference number 'Ref#: A-00031063', and the program 'Program: VS | VS 17-129'. A 'View Details' button is highlighted with a green box and labeled 'A'. Below this is a table with columns for Applicant, Commodity Type, Intended Use, Started, Submitted, and Status. The status is 'Pending Processing Fee'. A 'Withdraw Application' button is highlighted with a green box and labeled 'B'. The application details page also shows the application number 'A-00031063', the route of travel 'Before U.S. Entry', and tabs for 'Details', 'Transportation', and 'Contacts'. The 'Withdrawal Request' pop-up form has a title 'Withdrawal Request' and a note: 'Please indicate the reason for your withdrawal request. Please note that the application processing fee is non-refundable.' A dropdown menu for 'Reason for Withdrawal' is highlighted with a green box and labeled 'C', with 'Other' selected. Below it is a text box for 'Provide Explanation' containing the text 'I no longer need this permit.' At the bottom of the form, a 'Submit' button is highlighted with a green box and labeled 'D', and a 'Cancel' button is also visible.

Applicant	Commodity Type	Intended Use	Started	Submitted	Status
USDAeFile Applicant1	Live Animals	Immediate Slaughter	08/12/2021	08/12/2021	Pending Processing Fee

**Withdrawal Request**

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

\* Reason for Withdrawal  
Other

Provide Explanation  
I no longer need this permit.

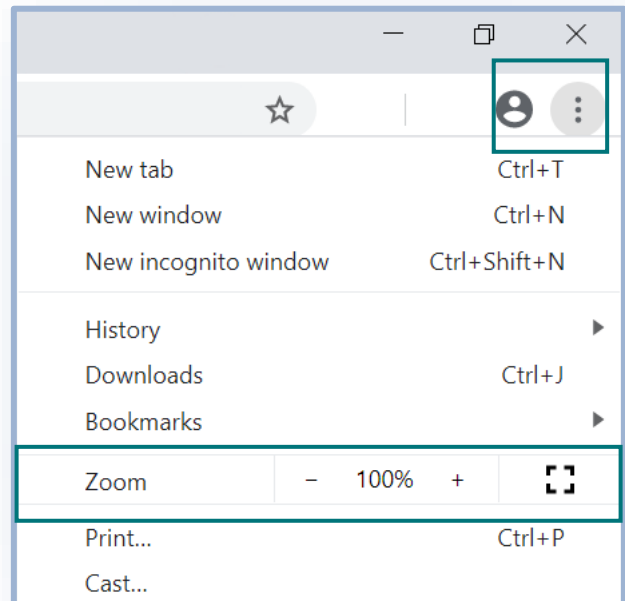
Cancel Submit

# APPENDIX

## System Setup



- **Compatible browser** – For the best user experience, please use **Google Chrome**. Other available browsers include Firefox, Safari, and Edge. **eFile is NOT supported by Internet Explorer.**
- **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**, please contact:

### **Veterinary Services**

(301) 851 3300

[vs.live.animals.import.permits@usda.gov](mailto:vs.live.animals.import.permits@usda.gov)

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

### **Help Desk**

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