

## Study Aids for applying for an import permit using ePermits on-line

Applying for a Veterinary Services (VS) animal product import permit using the ePermits database is a convenient and uncomplicated process. In order to apply via ePermits, the applicant must be eAuthenticated. The benefits to being eAuthenticated are worth the few minutes that it takes gain eAuthentication status. Once eAuthenticated, applicants may submit permit applications, communicate with the permitting office, and check the status of pending applications via the ePermits database.

We strongly encourage all applicants to become eAuthenticated. Once eAuthenticated, please log into the database at least once every 180 days or your password will expire!

### I. To become eAuthenticated:

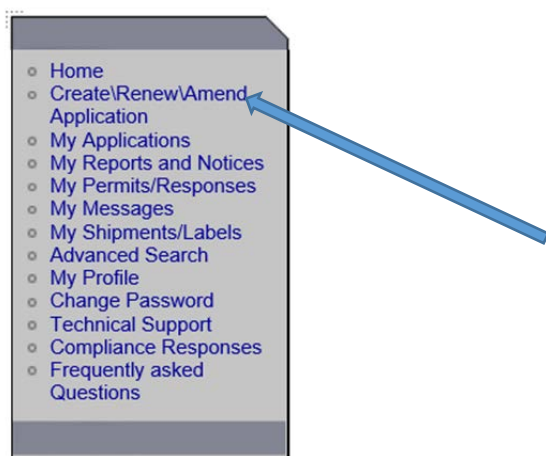
Click on the link: [http://www.aphis.usda.gov/animal\\_health/permits/](http://www.aphis.usda.gov/animal_health/permits/) then click on “eAuthentication” in the first paragraph. The rest of the steps are self-explanatory and take approximately 15-20 minutes to complete.

### II. To apply for a new import permit:

A. **Access ePermits** at the following link: <https://epermits.aphis.usda.gov/epermits>

1. Agree to the security terms and conditions.
2. Enter your eAuthentication user name and password.

The next page will have a left-hand menu that should look like this:



3. Click on “Create\Renew\Amend Application”

The next page should look like this:

**Create/Renew/Amend Application - Choose Application Type for VS**

You have selected **Veterinary Services (VS)** as the program office. If this is correct, please select the correct application type for the permit you are applying for, then select **Continue**. If you have selected an incorrect program office you may go back by using the browser "Back" button.

APHIS Form 2005 - Application for U.S. Veterinary Biological Product Permit (Veterinary Vaccine or Diagnostic test)  
 **VS Form 16-3 Application for Permit To: Import or Transport Controlled Material or Organisms or Vectors**  
 VS Form 17-129 Application for Import or In Transit Permit (Animals, Animal Semen, Animal Embryos, Birds, Poultry, or Hatching Eggs)  
 VS Notification of On-Hold Shipment

Note: Please use the APHIS Form 2005 only if you need to import or transit a veterinary biological product. Examples of these products include vaccines, bacterins, allergens, antiserum, antitoxins, diagnostic kits and certain immunomodulators for the prevention, diagnosis, management or cure of animal diseases. A level 1 eAuthentication account is sufficient to submit an APHIS 2005 form through ePermits. For more information concerning veterinary biologics: [http://www.aphis.usda.gov/wps/portal/aphis/ourfocus/importexport?1dmy&urile=wcm%3apath%3a%2Faphis\\_content\\_library%2Fsa\\_our\\_focus%2Fsa\\_animal\\_health%2Fsa\\_vet\\_biologics%2Fct\\_veterinary\\_biologics](http://www.aphis.usda.gov/wps/portal/aphis/ourfocus/importexport?1dmy&urile=wcm%3apath%3a%2Faphis_content_library%2Fsa_our_focus%2Fsa_animal_health%2Fsa_vet_biologics%2Fct_veterinary_biologics)

An APHIS VS 16-3 form is generally needed for materials derived from animals, animal by-products or exposed to animal-source materials. Materials which require a VS 16-3 form include, but are not limited to, products derived from livestock (i.e. avian, bovine, caprine, equine, and/or ovine), and microorganisms including bacteria, viruses, protozoa, and fungi. A level 2 eAuthentication account is required to submit a VS 16-3 form through ePermits. For more information concerning animal products: [www.aphis.usda.gov/wps/portal/aphis/ourfocus/importexport](http://www.aphis.usda.gov/wps/portal/aphis/ourfocus/importexport)

**Continue**

4. Click on "VS Form 16-3 Application for Permit To: Import or Transport Controlled Materials or Organisms or Vectors."
5. Then click "Continue"

The next page should look like this:

**Specify: New, Amendment or Renewal Application**

New Application
  Amendment Application
 Renewal Application

Permit Number: 
Expiration Date:

Issuance Date: 
Expiration Date:

**Continue**

6. Click "New Application"

*If requesting an amendment or renewal, then click the appropriate choice. Be advised that you will need to know the existing permit's number, issuance date and expiration date. This information can be found on the existing permit.*

*Amendments are changes to the permit that are made prior to its expiration date. Amendments do not change the expiration date. Renewals are permits which have their expiration date extended (usually) by an additional year. Instructions for applying for amendments and renewals are provided later in this document.*

7. Click "Continue"

The next page should have this bar at the top:



This is the Progress/status bar. It indicates each step in the permit application process. There are a progression of steps and each step must be completed prior to moving to the next step.

The current step will be written in blue. From the progress bar above, you can see that the first step is "Type of 16-3."

### Application Step 1 – Type of 16-3

**Type of 16-3**

**VS Form 16-3**

Failure to supply all applicable information can delay the processing of this application.

---

No controlled material, organisms or vectors may be imported or moved interstate unless the data requested on this form is furnished and certified (9 CFR 94, 95, and 122).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0015. The time required to complete this information collection is estimated to average between 1.6 and 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

---

U.S. DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE  
VETERINARY SERVICES  
National Center for Import-Export, Products Program  
4700 River Road, Unit 40  
Riverdale, MD 20737-1231

APPLICATION FOR PERMIT TO:  
IMPORT OR TRANSPORT CONTROLLED MATERIAL OR  
ORGANISMS OR VECTORS

---

\* = Required field

\* Do you want to apply for a permit to import or transport a **Select Agent?**  No  Yes

\* Are you applying for a permit to import or transport **Animal By-Products** or **Organisms or Vectors**?  Animal By-Products  Organisms or Vectors (bacteria, viruses, fungi, etc.)

**Continue**

- Click “No” you do not want to apply for a permit to import or transport Select Agent.
- Click “Animal By-Products” for a permit to import or transport.
- Then click Continue.

## B. Enter Information onto the permit application

### Application Step 2 – Mode of Transportation:



1. \* Mode of Transportation

---

2. \* U.S. Ports of Entry Hold down the Ctrl key to select multiple ports using your mouse

-- Select --

ALCAN, AK

ALEXANDRIA BAY, NY

ANCHORAGE, AK

**AS APPLICABLE**

ATLANTA, GA

Agana, Guam

Aquadilla, Puerto Rico

Austin, TX

BALTIMORE, MD

BIRMINGHAM, AL

BLAINE, WA

BORINQUEN, PUERTO RICO

BOSTON, MA

BROWNSVILLE, TX

BUFFALO, NY

CANADIAN BORDER PORTS

CHARLESTON, SC

CHARLOTTE, NC

CHICAGO, IL

Select NOT APPLICABLE for domestic shipments.  
Select applicable port(s) for shipments from outside the U.S.

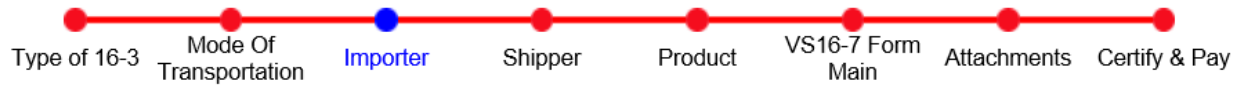
#### 1. Mode of Transportation

- Select from the drop-down menu. You may pick: Air, Land, Sea, or Any

#### 2. U.S. Ports of Entry

- You may select a number of ports by pressing the “Ctrl” button and clicking on the ports.
- If you are using a number of ports, we recommend that you click “AS APPLICABLE”
- Click “Continue”

### Application step 3 - Importer:



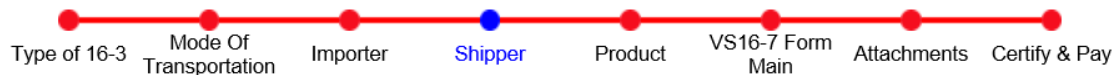
#### Importer Information

#### 3. Importer

- Fill in your information, as we consider you (the applicant) to be the Importer.
- Fill in your company name if you have one, otherwise leave the company field blank.
- Please be sure to include your **e-mail** address(es) and click
- Check the box if your mailing address is the same as your street address; the information will auto populate.
- After you have completed entering your information. Click

*Please note: 1. Communication regarding the application is sent via email to the addresses listed in this section. 2. e-mail addresses are not saved until you click Continue!*

### Application Step 4 - Shippers



#### Quantity of Shippers

#### 4. Shipper

- Specify the Name and Address of one or more domestic producers/shippers
  - Specify the Name and Address of one or more foreign producers/shippers
- If there are too many domestic or foreign shippers to enter on the application, then select the following:
- Various shippers within the U.S.

#### 4. Shipper:

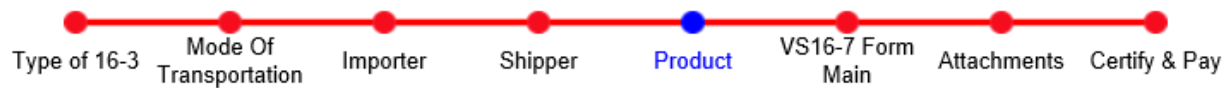
- Enter the entity from whom you will be receiving the imported material (*Do not write the courier such as FedEx or DHL!*).
- Choose if your shipper has a specific address or if it is various shippers in a particular country. If so, then select the country.

*Please note that for certain permits a specific address must be entered. Contact us if you have questions.*

- Click "Continue"

## Application Step 5 - Product Summary

This is where you enter the specific animal product you wish to import.



### 5. Material

- a. To begin Click "Enter New Product"

**Enter New Product**

Describe the Material to be Imported.

**5. Describe the Material to be Imported** (Provide the following information, as applicable: Animal species and tissue of origin of animal product, country of origin of the animals from which the raw animal product was sourced, processing country, recombinant system and genetic inserts, antibody immunogens, stabilizers, nutritive factors of animal origin in media.) (COMPLETE VS FORM 16-7 for cell cultures and their products)

\* Material:

Description:

Is the material a  
\* cell culture or  
cell culture  
product?  Yes  No

*Answering "Yes" may require a VS Form 16-7 to be submitted with this application.*

- b. \* Material: Click from the drop-down, the broad category (meat, feed, serum, tissue etc.).
- c. Description: enter text to better explain what you are importing. For example, if you clicked on "feed," you may type "aquaculture feed for ornamental fish" and list the specific animal materials (organ/part).
- d. \* Is the material a cell culture or cell culture product? *Note: You may wish to attach an ingredients list or other supporting documentation. See step 7 below to attach documents.*

The next block of information is regarding the country of origin of the material that was just described.

Country of Origin		Species	Delete
Country of Origin:	<input type="text" value="-- Select --"/>	Describe (if Other):	<input type="text"/>
Species:	<input type="text" value="-- Select --"/>	Describe (if Other):	<input type="text"/>
<input type="button" value="Add"/>			

- e. Click from the drop-down list, the "Country of Origin" of the exported material.
- f. Click from the drop-down list, the species of animal from which the exported material is derived.
- g. Click "Add" if you need to add more products. If not, then move to the next section.

**6. Quantity, Frequency of Importation, and Expected Completion Date (estimate):**

Quantity:

Frequency of Importation:

Expected Completion Date:  

**6. Quantity, Frequency of Importation, and Expected Completion Date (estimate):**

- Quantity: you may type (free text) the quantity (i.e. 40 kgs). This helps us determine if we will issue a commercial permit or a research permit.
- Frequency of Importation: enter text such as weekly, monthly, once a year, etc.
- Expected Date of Completion: enter an estimated date that the last import will be made.

**7. Proposed use of Material and Derivatives:**

\*

Also, for animal pathogens or vectors describe facilities/biosafety procedures:

**7. Proposed use of Material and Derivatives:**

- Type in (free text) the proposed use (i.e. retail sale, analysis, in vivo testing, etc.).
- Type in the research facility's biosafety procedures if an animal pathogen is being imported.
- Also type in the address of research facilities (if applicable).

**8. If For Use in Animals, Specify the Animal Species:**

Species		Delete
Species: -- Select --	Describe (if Other): <input type="text"/>	<input type="button" value="Add"/>

**8. If For Use in Animals, Specify the Animal Species:**

*Complete if the imported material will be used in animals (i.e. for pet food, feeding trials, in vivo testing)*

- Species: use the drop-down box to pick which animal species will receive the product.
- Click "Add" to pick another animal species.

**9. Treatment of Material Prior to Importation into the U.S.** (processing/purification methods, including time at specific temperatures, pH, other treatments, disease safeguards, etc.):

\*

**9. Treatment of Material Prior to Importation into the U.S.**

- Free text: type in the treatment applied to the imported material. Include temperature in degrees F or degrees C also be sure to provide the duration of time the material is held at that temperature. Also, any acid or alkaline treatment should include the pH value as well as the duration of time held at the pH value.

10. Method of Final Disposition of Imported Material and Derivatives:

\*

**10. Method of Final Disposition of Imported Material and Derivatives:**

- a. Free text: write what will happen to the imported material after it is imported into the United States, such as: retail sale, personal use, research and evaluation, incineration, etc.

Do you want to copy this material?

Yes  No

Continue

At the bottom right there is a box that asks “Do you want to copy this material?”

- b. Click “yes” if you wish to add more of the exact same material or similar material. *This saves time because you will not have to re-type all of the information over again.*
- c. Click “no” if you have no more material to add, thereby not needing to copy the material.
- d. Click “Continue”

Enter New Product

Done Entering Product

You will be given the opportunity to add more products to your application by clicking “Enter New Product”.

- e. If you do not wish to add any more products, click “Done Entering Product”

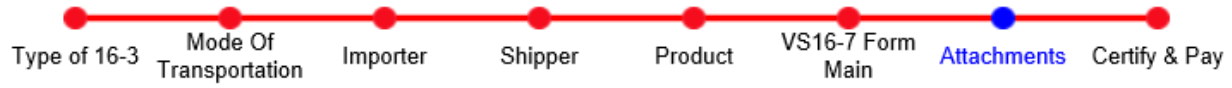
**Step 6 – VS 16-7 Form Main**



**If you are not importing a cell line/culture, you will not be prompted to the step VS 16-7 Form Main.**



## Step 7 – Attachments



**Attachments Summary**

Attachment File Name	Delete
No Attachments found	

**Choose a file to attach**

### 11. Attachments Summary

- a. Attach any supporting documentation for the application. Click “Browse” to locate documents on your computer or removable disk.
- b. It is helpful to name and date the attached documents (i.e. “ingredients list April 25 2016”).
- c. After browsing and locating applicable documents on your computer or removable disk, click “Attach.”
- d. Once finished attaching all documents, click “Done with Attachments.”

## Step 8 – Certify & Pay

This is the final step along the progress bar and completes the import permit application process.



The final page in the application process should look like this:

**Certify & Pay**

\* = Required

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

**Payment:**

Request Type: New Application  
 Processing Fee: \$150.00  
 Select Payment Type:  On-Line Credit Card  
 Mail-in Check  
 Money Order  
 APHIS User Account      APHIS User Fee Account Number:   
 No Charge  
 Applicant Did Not Provide Payment

**Continue**

## 12. Certify and Pay

- a. Check the box "I certify, as authorized by the company/institution that I represent, that this material will be used in accordance with all restrictions and precautions as may be specified by the permit.
- b. Payment
  1. "Request type and Processing Fee:" will already be auto-populated.
  2. Select Payment Type: from the options provided. **If you have an aphis User Fee Account Number, please write it in the box after the words, "APHIS User Fee Account Number"**
  3. Please note that if you choose to pay by check or money order, our office will not process the application until the payment is received.
- c. Click "Continue"

Your application will be automatically submitted to our office through the ePermits database.

**\*Prior to leaving the next page, write down your permit application number for future reference!\***

### III. Amendments

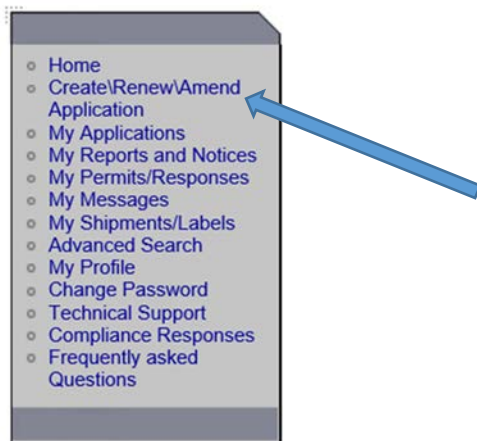
If you are in possession of an import permit and changes need to be made to the permit prior to the permit's expiration date, then you may request an amendment. The expiration date of the permit will not change if the permit is amended.

#### A. To apply for an amendment:

*Please note: prior to applying for an amendment, have the permit number, issuance date and expiration readily available.*

1. Access ePermits at the following link: <https://epermits.aphis.usda.gov/epermits>
2. Agree to the security terms and conditions.
3. Enter your eAuthentication user name and password.

The next page will have a left-hand menu that should look like this:



4. Click on Create\Renew\Amend Application

The next page of the amendment process should look like this:

**Create/Renew/Amend Application - Choose Application Type for VS**

You have selected **Veterinary Services (VS)** as the program office. If this is correct, please select the correct application type for the permit you are applying for, then select **Continue**. If you have selected an incorrect program office you may go back by using the browser "Back" button.

APHIS Form 2005 - Application for U.S. Veterinary Biological Product Permit (Veterinary Vaccine or Diagnostic test)  
 **VS Form 16-3 Application for Permit To: Import or Transport Controlled Material or Organisms or Vectors**  
 VS Form 17-129 Application for Import or In Transit Permit (Animals, Animal Semen, Animal Embryos, Birds, Poultry, or Hatching Eggs)  
 VS Notification of On-Hold Shipment

Note: Please use the APHIS Form 2005 only if you need to import or transit a veterinary biological product. Examples of these products include vaccines, bacterins, allergens, antiserum, antitoxins, diagnostic kits and certain immunomodulators for the prevention, diagnosis, management or cure of animal diseases. A level 1 eAuthentication account is sufficient to submit an APHIS 2005 form through ePermits. For more information concerning veterinary biologics: [http://www.aphis.usda.gov/wps/portal/aphis/ourfocus/importexport?1dmy&urile=wcm%3apath%3a%2Faphis\\_content\\_library%2Fsa\\_our\\_focus%2Fsa\\_animal\\_health%2Fsa\\_vet\\_biologics%2Fct\\_veterinary\\_biologics](http://www.aphis.usda.gov/wps/portal/aphis/ourfocus/importexport?1dmy&urile=wcm%3apath%3a%2Faphis_content_library%2Fsa_our_focus%2Fsa_animal_health%2Fsa_vet_biologics%2Fct_veterinary_biologics)

An APHIS VS 16-3 form is generally needed for materials derived from animals, animal by-products or exposed to animal-source materials. Materials which require a VS 16-3 form include, but are not limited to, products derived from livestock (i.e. avian, bovine, caprine, equine, and/or ovine), and microorganisms including bacteria, viruses, protozoa, and fungi. A level 2 eAuthentication account is required to submit a VS 16-3 form through ePermits. For more information concerning animal products: [www.aphis.usda.gov/wps/portal/aphis/ourfocus/importexport](http://www.aphis.usda.gov/wps/portal/aphis/ourfocus/importexport)



**Continue**

5. Click on "VS Form 16-3 Application for Permit To: Import or Transport Controlled Materials or Organisms or Vectors."
6. Then click "Continue"

The next page in the amendment process should look like this:

**Specify: New, Amendment or Renewal Application**

New Application     
  **Amendment Application**     
  Renewal Application

Permit Number:   
 Issuance Date:       
 Expiration Date:  

**Continue**

7. Click "Amendment Application"
8. Enter the permit number, Issuance Date and Expiration Date of the permit to be amended.
9. Click Continue

The rest of the Steps (**Step 1 – Step 8**) are the same as those listed under Section II above "To apply for a new import permit." However, all of the fields will be auto-populated with the information taken from the existing permit. You may make your requested changes (amendments) to the information in any of the steps.

#### IV. Renewals

If you are in possession of an import permit and it has expired or is within 6 weeks of expiration, you may apply to have the permit renewed for another period of duration (usually 1 year). Any changes that you wish made to the permit may also be requested with the renewal request.


*Please note: prior to applying for a renewal, have the permit number, issuance date and expiration readily available.*


- A. To apply for a renewal:
  1. Follow the same steps 1-6 above as for Amendments.
  2. The next page should look like this:

**Specify: New, Amendment or Renewal Application**

New Application
  Amendment Application
  Renewal Application

Permit Number:

Issuance Date:  

Expiration Date:  

**Continue**

3. Click “Renewal Application” when prompted
4. The rest of the Steps (**Step 1 – Step 8**) are the same as those listed under **Section II** (above) “**To apply for a new import permit.**” All answers should already be populated from the information taken from the existing permit. You may make changes or enter updated information in any of the steps.

#### V. Transfer of Ownership

ePermits profiles are specific to the individual who was eAuthenticated. Therefore, if the eAuthenticated individual is no longer present at a particular company or an alternate individual will be making permit requests, then the permit must undergo a “transfer of ownership” before an alternate person can access the permit in the ePermits database.

- A. To request a transfer of ownership, please submit to our office the following information:
  1. Permit number
  2. Permittee name and address
  3. Company name and address
  4. New individual’s username and address
  5. New company name

You may e-mail the information to our applications in-box: [animalproducts.application@aphis.usda.gov](mailto:animalproducts.application@aphis.usda.gov)

Upon receipt, our office will confirm the information, issue the transfer of ownership, and notify the new permittee of the change. Additional questions may be submitted on-line at:

[AskNIES.products@aphis.usda.gov](mailto:AskNIES.products@aphis.usda.gov)