



United States Department of Agriculture (USDA)  
 Animal and Plant Health Inspection Service (APHIS)  
 National Import and Export Services (NIES)  
 Veterinary Services (VS)  
 4700 River Road, Unit 40  
 Riverdale, MD 20737  
 Phone: (301) 851-3300 and Fax: (301) 734-8226

**FACSIMILE TRANSMITTAL**

**On Hold Shipment Notification Application**

If your shipment has been placed on hold or in quarantine by the USDA and/or Department of Homeland Security, Customs and Border Protection (CBP), please complete this form and submit it along with all requested documents to our office. **On hold processing fee is \$565.00 (this fee does not expedite or guarantee that the shipment will be released).** Methods of payment: APHIS User Fee Account, American Express, MasterCard or VISA (include the credit card number, expiration date and the cardholder's name). For additional information please call our office at 301-851-3300.

Payment information (credit card/expiration date) \_\_\_\_\_

**The documents listed below MUST accompany this application**

1. Valid Veterinary Services Import Permit or Application for New Permit (if applicable)
2. Airway Bill/Bill of Lading/Courier Tracking Receipt
3. Invoice/Manifest
4. Foreign Government Certification and/or Manufacturers Statement
5. Emergency Action Notification (EAN) (if applicable)

Emergency Action Notification (EAN) issued: Yes or No. If yes, please provide EAN document:

\_\_\_\_\_

**Provide the name, phone number, fax number and email address of the government official (CBP Inspector or USDA Inspector) that you have been in contact with regarding this shipment:**

Port of Entry: City \_\_\_\_\_ State \_\_\_\_\_

Port Fax Number \_\_\_\_\_

Name of Port Inspector \_\_\_\_\_ Phone Number \_\_\_\_\_ Email \_\_\_\_\_

U.S. Importer/Consignee: Name \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone & Fax Number \_\_\_\_\_  
 Email address \_\_\_\_\_

**Description of Material presently detained at the port of entry:**

Name of product \_\_\_\_\_

Identification of animal origin ingredients/components by species (e.g. cow, sheep, horse, bird)  
 \_\_\_\_\_

Country of Origin \_\_\_\_\_

Country of Export \_\_\_\_\_

Date of Arrival \_\_\_\_\_

Customs Entry Number: \_\_\_\_\_ Courier Name: \_\_\_\_\_

Tracking Number: \_\_\_\_\_ Container Number: \_\_\_\_\_

Airway Bill (if applicable): \_\_\_\_\_

Flight Information: \_\_\_\_\_

Bill of Lading (if applicable): \_\_\_\_\_

Vessel Name: \_\_\_\_\_

FAX the completed packet (On-Hold Shipment & documents) to 301-734-8226

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