



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

# **APHIS eFile**

## **How to Apply for PPQ 587 Import Permits**

*Application for permit to import plants and plant products*

**Version 3.0**  
**September 2021**

# WELCOME!

USDA APHIS Plant Protection and Quarantine (PPQ) has a new option to submit PPQ 587 import permit applications. This user guide will take you through the process of submitting a permit application, and how to amend, renew, and cancel permits.

If you have not logged into APHIS eFile yet, please refer to the [APHIS eFile First Time User Guide](#).  
If you've already gone through the first time user process and are an organization admin, refer to the [APHIS eFile Organization Accounts User Guide](#).

**For more APHIS eFile PPQ Form 587 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 THE APPLICANT

Before you apply for your PPQ 587 permit application, there are several things to note when applying in eFile.

## eFile PPQ 587 Application:

- There is a **500 article, or commodity, limit** on an application
- Each application has a **unique application number**, labeled with **A - #####**
- Add a reference name to make it easier to search for your application and easily identify it in the future
  - Example: “Spring Fruit Shipment”

## Post Application Submission:

- Each article-country combination on your application can result in its own outcome (i.e., a permit, a letter of denial, letter of no permit required, etc.)
- **One application can result in multiple permits**
- **You will receive email notifications** once a permit or letter has been issued or if there are additional actions you need to take
  - Each permit has a unique permit number, labeled with **P - #####**
  - Each letter has a unique letter number, labeled with **L - #####**
- You will still be able to access your permits in the Automated Commercial Environment (ACE) system

# I AM THE APPLICANT

Before you apply for your PPQ 587 permit application, there are several things to note when applying in eFile.

## Permit Numbers:

- In eFile there are two different permit numbers:

### 1. System Generated Permit Record Number Example: 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. APHIS Permit Number Example: 556-20-201-00015

- This number will be on your permit and the number that CBP will reference when importing your articles into the U.S.
- The format of this number is: Permit Prefix-Calendar Year-Ordinal Day-Sequential Number
  - The Program Prefix indicates the type of permit.

The screenshot shows a permit record card with the following details:

- Ref#:** P-00000280 | **Program:** PPQ | PPQ-587
- Permit#:** 556-20-234-00126 | From 9:26 Application
- Buttons:** View PDF, View Details, Change Organization
- Table:**

| Permittee                     | Commodity Type        | Issued     | Effective  | Expires    | Status |
|-------------------------------|-----------------------|------------|------------|------------|--------|
| USDA EAuthTester.d<br>current | Fruits and Vegetables | 08/21/2020 | 08/21/2020 | 08/21/2023 | Issued |

# TABLE OF CONTENTS

 **Complete and Submit Your Application**  
*Page 6*

 **View Outcomes and Labels**  
*Page 26*

 **Amend Permit**  
*Page 40*

 **Renew Permit**  
*Page 47*

 **Cancel Permit**  
*Page 54*

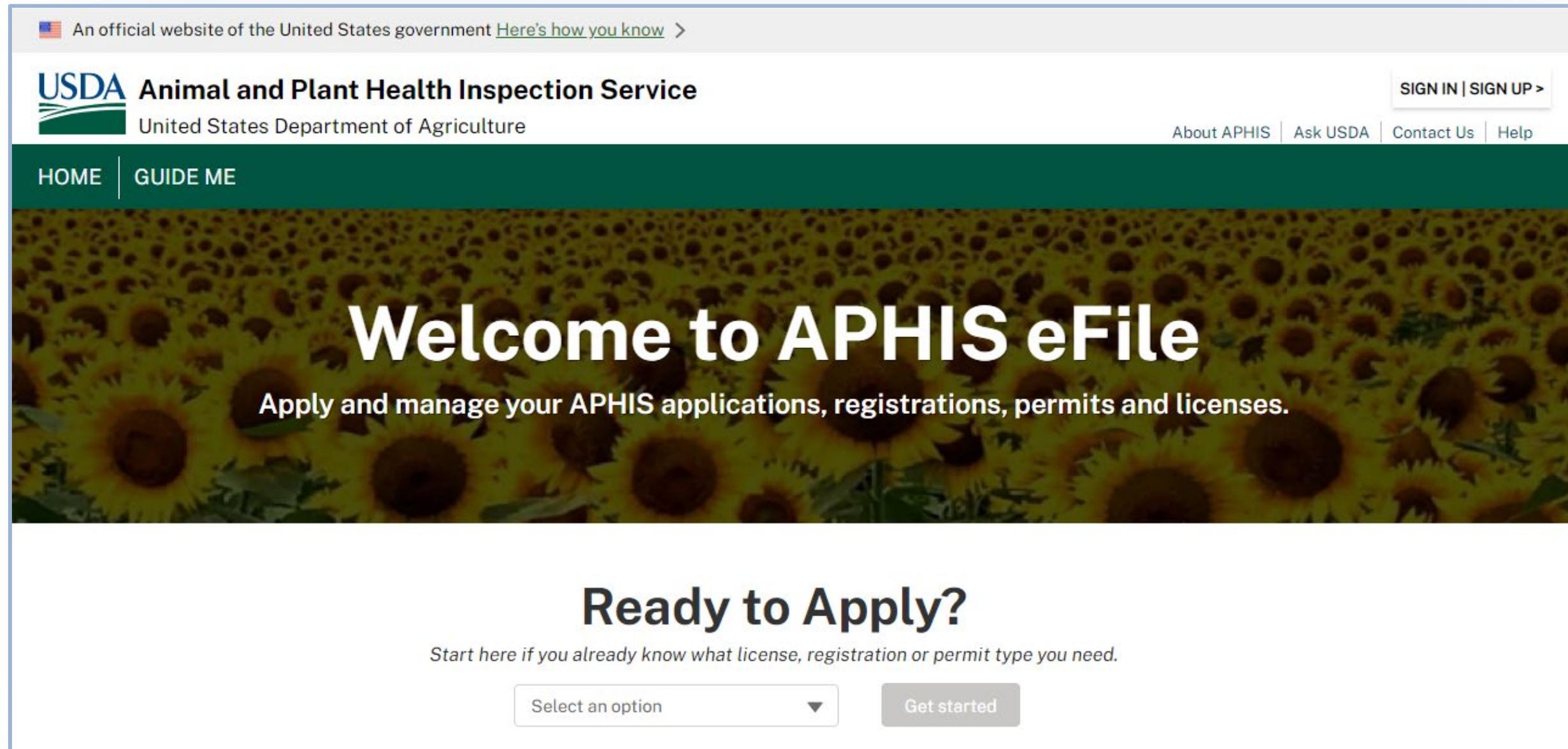
 **Clone an Application**  
*Page 59*

# I AM THE APPLICANT

- Step 1:** Navigate to APHIS eFile  
*Page 7*
- Step 2:** Sign into eFile  
*Page 8*
- Step 3:** Create a New Application  
*Page 9*
- Step 4:** Select Applicant/Permittee Contacts  
*Page 10*
- Step 5:** Select the Intended Use  
*Page 16*
- Step 6:** Select Articles  
*Page 18*
- Step 7:** Upload Files  
*Page 23*
- Step 8:** Certify and Submit Application  
*Page 24*

# Step 1: Navigate to APHIS eFile

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



The screenshot shows the APHIS eFile website homepage. At the top, there is a header with the USDA logo and the text "Animal and Plant Health Inspection Service" and "United States Department of Agriculture". To the right of the header, there are links for "SIGN IN | SIGN UP >", "About APHIS", "Ask USDA", "Contact Us", and "Help". Below the header, there is a navigation bar with "HOME" and "GUIDE ME" links. The main content area features a large banner with a sunflower background. The banner text reads "Welcome to APHIS eFile" in large white letters, followed by "Apply and manage your APHIS applications, registrations, permits and licenses." in smaller white text. Below the banner, there is a section titled "Ready to Apply?" with the subtitle "Start here if you already know what license, registration or permit type you need." Below this text, there is a dropdown menu with the text "Select an option" and a downward arrow, and a "Get started" button.

## Step 2: Sign into eFile

- A** Select **Login and sign in** using your **eAuthentication username and password**. 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.**

Note: If your eAuthentication is **not Verified**, you will be prompted with various questions to upgrade your eAuth (Example question: What is your Social Security number?). **Complete these questions in order to proceed.**

HOME | CREATE ACCOUNT | MANAGE ACCOUNT | HELP

We'll take you to your destination in just a moment...  
The application you are accessing requires you to log in to USDA eAuthentication. Please log in or create an account.

**Log In with PIV/CAC**

**Log In with Password**

User ID [Forgot User ID](#)

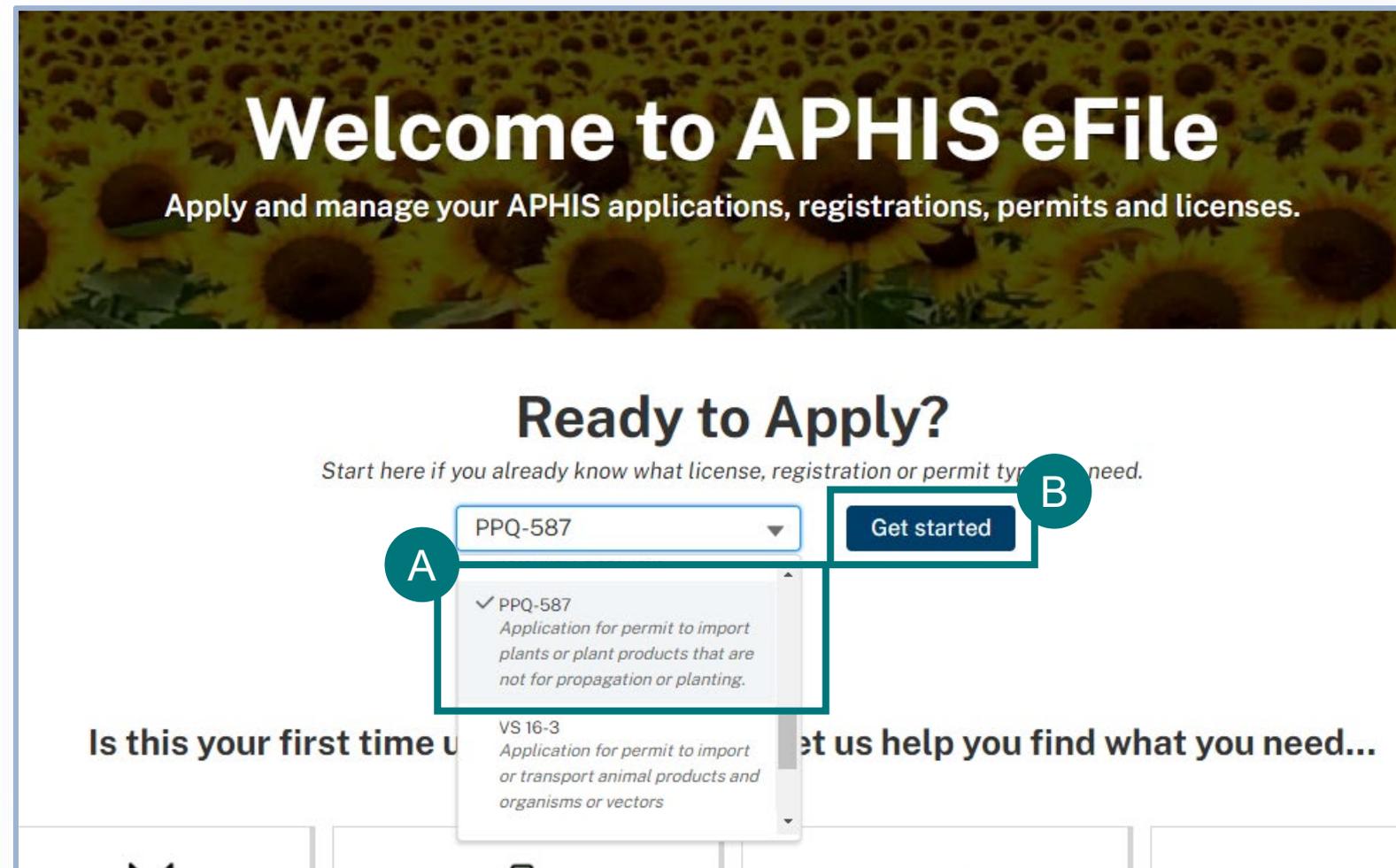
Password [Forgot Password](#)

Show Password

**Log In with PIV/CAC** | **Log In with Password**

## Step 3: Create a New Application

- A** Under the Ready to Apply section, select the **PPQ-587 Application**. Please note, the **application will not appear as an option if you are not signed in.**
- B** Select **Get Started** to begin your application.
  - Please note if **you have more than one account** in APHIS eFile, use the drop-down to select your Sharing Organization.



## Step 4: Select Applicant/Permittee Contacts

Once you have created your new application, you will land on the Applicant/Permittee Contacts section of the application. In this section you will identify the responsible parties for your import materials.

Types of responsible parties include:

-  **Applicant** – The individual is who is applying for a PPQ permit.
-  **Permittee** – The individual who is the permit holder or responsible party and whose name will be on the permit.

# Step 4: Select Applicant/Permittee Contacts

## Applicant Information

- A** Confirm that your information on your Contact Card is up to date. If you are a first-time user, you may need to provide additional contact information such as your business and/or mailing address and phone number.
  - To update your contact information, select **Edit**, then update the information in the appropriate fields.
- B** Answer the required question, “Will you be the Permittee?” to indicate whether you will be the permit holder.
  - If you select **No**, you will need to provide the Permittee’s contact information in an additional section of the page.
  - Please note that to provide company information, input your company name into the Organization field on the contact.
  - Please note that to add a company to the contact information, input the company name into the Organization field.

The screenshot shows a form with two main sections. The left section, labeled 'A', is titled 'Applicant' and contains contact information for 'USDA Testing OrgABC'. It lists a Business Address (217 Legume, Agricole, Pennsylvania 778890, United States, 345-979-6250, applicant@ppqvs.com) and a Mailing Address (217 Legume Ln., Agricole, District of Columbia 778890, United States). An 'Edit' button is located in the top right of this section. The right section, labeled 'B', contains a required question: '\* Will you be the permittee?' with an information icon. Below the question are two radio button options: 'Yes' and 'No, I am applying on behalf of the permittee'.

# Step 4: Select Applicant/Permittee Contacts

## Using the Contact Cards

The Contact Cards are saved into eFile for repeated, future use. The cards are sorted alphabetically by last name from left to right.

**C** To find a contact you've previously used, enter the contact's **name, organization, or email** into the search bar or use the page arrows to manually search.

**D** To create a new contact, select **Create New Contact** and enter their information and save.

**E** 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 before selecting the contact. However, if you update after selection the contact will not update for all future uses.

The screenshot shows a web interface for selecting contacts. At the top, there is a search bar labeled 'Find a Permittee' with a magnifying glass icon and the 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 25 Contacts'. There are four contact cards displayed in a 2x2 grid. Each card has a name and title, business and mailing addresses, and a phone number. Each card also has an 'Edit' button and a 'Select Permittee' button. At the bottom of the interface, there are navigation arrows (back, forward, first, last) and a 'C' callout pointing to them.

**C** Find a Permittee  
Q Enter name, organization, or email or Create New Contact **D**

4 of 25 Contacts

**Dr. Alisha Lucille Adams Jr**  
Change Org. Edit

**Business Address**  
124 Main st  
San Antonio, Texas 78254  
United States  
(345) 210-3498  
changeadams@email.com

**Mailing Address**  
PO Box 1234  
Milton, Texas 02186  
United States

Select Permittee

**Mr. Paul Brown** Edit

**Business Address**  
5 Test St  
Sarasota, Florida 09876  
United States  
(111) 444-6666  
testcontact@gmail.com

**Mailing Address**  
5 Test St  
Sarasota, Florida 09876  
United States

Select Permittee

**Grace Brown** Edit

**Business Address**  
456 Carrie St  
Sitca, Alaska 156464  
United States  
1(133) 305-9897

**Mailing Address**  
456 Carrie St  
Sitca, Alaska 156464  
United States

Select Permittee

**Mr. Cirilla Donley** Edit **E**

**Business Address**  
8902 Change Way  
Houston, 74567  
Canada  
(304) 857-3028

**Mailing Address**  
8902 Change Way  
Houston, 74567  
Canada

Select Permittee

Navigation arrows: << < > >>

# Step 4: Select Applicant/Permittee Contacts

## Permittee Information

Please note **you will only see this section if you, the applicant, have indicated that you will not be the permit holder.** If you are a first-time user, you will need to create a new Permittee contact.

- F Use the Contact Card section to select the Permittee.

**Permittee Information**

Choose from your contact list the individual who is the permittee, OR create a new contact to use instead.

Find a Permittee

Search: mich

or [Create New Contact](#)

**Micheal Alexis Chicane III**  
Micheal's Fruitstand [Edit](#)

**Business Address**  
8321 Baltimore Avenue  
College Park, Maryland 20740  
United States  
(555) 020-0698  
test@test.com

**Mailing Address**  
8320 Old Courthouse Road  
Vienna, Virginia 22182  
United States

**F** [Select Permittee](#)

Navigation: << < > >>

If this is a contact you have never used before, select **Create New Contact**.

# Step 4: Select Applicant/Permittee Contacts

## Permittee Information

**G** Answer the required question, “What is your relationship to the permittee?”.

**Permittee Information**

**PPQVS Test Contact** Edit

**Business Address**  
1235 Test Ave.  
Dallas, Alaska 75214  
United States  
(000) 000-0000  
ppqvscontact@afs.com

**Mailing Address**  
1235 Test Ave.  
Dallas, Alaska 75214  
United States

Remove Permittee

**G** What is your relationship to the permittee?

- Broker
- Coworker
- Student
- Other

**\*Relationship Explanation**  
Please expand upon your relationship to the Permittee in detail.

I am authorized by the Permittee to submit applications on their behalf. Upon issuance of a permit, I agree to make the Permittee aware of the permit conditions that must be followed.

Review the certification statement and then select the checkbox.

If you select “Other”, enter a response in the **Relationship Explanation** required field.

## Step 4: Select Applicant/Permittee Contacts

Applicant/Permittee  
Contacts

### Permittee Information

- H Select **Add New File** to attach supporting documentation, such as a Power of Attorney Agreement, to prove that you have permission from the Permittee to fill out and submit this application on their behalf (accepts Word, PDF, JPEG, and PNG formats).

Note: It is not required for you to upload supporting documentation.

**Attachments**  
Please upload substantiating documents such as a power of attorney document to prove that you have permission from the permittee to fill this application out on their behalf.

No records to display

H **Add New File**

**Save** **Save and Next**

## Step 5: Select the Intended Use

Intended Use

**A** Select the **Intended Use**.

**B** Select the **Commodity Type**.

Note: The selection for Commodity Type will vary depending on the Intended Use.

**C** Enter an **Application Reference Name**.

Note: The Application Reference Name is a way for you to name this application, which can be easily identifiable in the future. This is not a required field.

**D** Select **Save and Next** to proceed to the next section.

The screenshot shows a web form titled 'Intended Use' with the following elements:

- Callout A:** Points to a dropdown menu labeled '\* Intended Use' with the placeholder text 'Select the intended use'. The menu is open, showing two options: 'Not for Propagation and Planting' and 'Plants for Planting'.
- Callout B:** Points to a dropdown menu labeled '\* Commodity Type' with the placeholder text 'Select the commodity type'. The menu is open, showing a list of commodity types: 'Fruits and Vegetables', 'Seeds, Nuts and Grains', 'Cut Flowers and Greenery', 'Handicrafts', 'Hay, Straw, Fiber', 'Cotton and Cotton Products', 'Herbal: Teas, Extracts, Oils', and 'Sugarcane and Sugarcane Products'.
- Callout C:** Points to a text input field labeled 'Application Reference Name' with a help icon.
- Callout D:** Points to the 'Save and Next' button at the bottom right of the form.

At the bottom of the form, there are three buttons: 'Back' (green), 'Save' (dark blue), and 'Save and Next' (dark blue).

## Step 5: Select the Intended Use

Intended Use

If you are submitting a PPQ 587 application with Plants for Planting as the Intended Use, the system will check for any permits issued with the same applicant/permittee contacts and intended use. **You can only have one permit with the Intended Use, Plants for Planting, active at a time.**

If you receive this pop-up, you have two options:

- 1 Select the linked permit reference # (P-0000) to amend or renew the issued permit.
- 2 Select Cancel and change the Applicant/Permittee contacts and/or Intended Use selected on the application.

Existing Permit(s)

Your entries for Applicant/Permittee Contacts and Intended Use match with a permit you have been issued. You can only have one permit with the selected Intended Use options active at a time.

You can review and create an amendment or renewal based on your issued permit to add or remove articles or you can change the Applicant/Permittee Contacts and/or Intended use selections on this application. Without making changes you will not be able to continue with this application. To amend or renew, click the hyperlinked Permit Number in the left-hand column, and then select to amend or renew the permit from the page.

| Permit Reference # | Permit Number     | Permit Reference Name | Effective Date | Expiration Date |
|--------------------|-------------------|-----------------------|----------------|-----------------|
| P-00139081         | 537-21-214-01515  |                       | 08/01/2021     | 08/01/2024      |
| P-00138614         | null-21-209-01467 |                       | 07/27/2021     | 07/27/2024      |

Buttons: Back, Save, Save and Next, Cancel, Go to My Activity

# Step 6: Select Articles



**A** Select the **Process Type**. Process types include Fresh, Dried, Frozen, Cooked, among others.

Note: The Process Types available will depend on the selections for Intended Use and Commodity Type.

**B** Enter the **Country of Origin** of the article(s) you wish to import into the lookup and select it when it displays.

Note: You can add multiple Countries of Origin at a time.

**C** **Find an Article** by typing the common or scientific name into the lookup. Select it when it displays.

Note: You can add multiple Articles at a time.

**D** Select **Add to Application**

Note: All country and article combinations of your selections will display in the selected articles table.

# Step 6: Select Articles



## Tips for Selecting Articles:

**E** Enter multiple Countries of Origin for one Article and select **Add Article(s) to Application.**

**F** Enter multiple Articles from one Country of Origin and select **Add Article(s) to Application.**

Note: There is a 500-article limit you can add to one application. An error message will display if you've reached the limit.

**E**

The screenshot shows the 'Process Type' dropdown set to 'Fresh'. The 'Country/Region of Origin' search field is empty. The 'Find Article' search field is empty. On the right, the 'Countries/Regions of Origin' section shows '4 countries selected' with tags for Mexico, Australia, Peru, and El Salvador. The 'Articles' section shows '1 article selected' with a tag for Strawberry. A 'Clear All' button is visible next to the article list. At the bottom right, there is a blue button labeled 'Add Article(s) to Application'.

Multiple Countries of Origin for one Article

**F**

The screenshot shows the 'Process Type' dropdown set to 'Fresh'. The 'Country/Region of Origin' search field is empty. The 'Find Article' search field is empty. On the right, the 'Countries/Regions of Origin' section shows '1 country selected' with a tag for Peru. The 'Articles' section shows '5 articles selected' with tags for Strawberry, Avocado, Lettuce, Baby Broccoli, and Tomato. A 'Clear All' button is visible next to the article list. At the bottom right, there is a blue button labeled 'Add Article(s) to Application'.

Multiple Articles from one Country of Origin

# Step 6: Select Articles

Select Articles

## G Select Save and Next

Select the arrow associated with a column header to sort alphabetically.

Remove multiple articles at once by selecting the associated checkboxes and then **Remove Selection(s) from Application** button.

Use the trashcan icon to delete a single article from the table.

**Step 2: Review and Refine Application Articles**

**Application Articles**

Articles listed in this section will be submitted as part of your application have been added based on admissibility and plants parts. You can use the trash can icon or selection box and "Remove Selection(s) from Application" button to refine the articles you are applying for. Articles with an admissibility of Domestic Irradiation will require a Compliance Agreement before a permit can be issued. For more information regarding a compliance agreement click [here](#).

| <input type="checkbox"/> Country ↑ | Process Type | Article    | Plant Part                       | Admissibility          |  |
|------------------------------------|--------------|------------|----------------------------------|------------------------|--|
| <input type="checkbox"/> Mexico    | Fresh        | Avocado    | Fruit                            | Yes-with Permit        |  |
| <input type="checkbox"/> Mexico    | Fresh        | Lemon      | Fruit                            | Yes-with Permit        |  |
| <input type="checkbox"/> Mexico    | Fresh        | Lemon      | Bark; Flower; Leaf (Leaves); ... | No                     |  |
| <input type="checkbox"/> Mexico    | Dried        | Lard Fruit | All Plant Parts                  | Yes-No Permit Required |  |
| <input type="checkbox"/> Mexico    | Dried        | Yam        | All Plant Parts                  | Yes-No Permit Required |  |
| <input type="checkbox"/> Mexico    | Quick Frozen | Cassava    | Tuber                            | Yes-with Permit        |  |
| <input type="checkbox"/> Mexico    | Quick Frozen | Cassava    | Blossom; Fruit; Leaf (Leaves)    | Yes-with Permit        |  |

Show: 10

Page 1 of 1

Total records: 7

G

## Step 6: Select Articles

Select Articles

In some cases, you will see **two of the same line items, or country-article combinations in the Selected Articles table**. This means that it is optional for you to irradiate those line items in the U.S. include.

Note: Visit <https://acir.aphis.usda.gov/s/> to view the current list of articles that are optional to irradiate in the U.S.

### ✓ Application Articles

Articles listed in this section will be submitted as part of your application have been added based on admissibility and plants parts. You can use the trash can icon or selection box and "Remove Selection(s) from Application" button to refine the articles you are applying for. Articles with an admissibility of Domestic Irradiation will require a Compliance Agreement before a permit can be issued. For more information regarding a compliance agreement click [here](#).

| <input type="checkbox"/> | Country | ▼ | Process Type | ▼ | Article    | ▼ | Plant Part                   | ▼ | Admissibility              | ▼ |   |
|--------------------------|---------|---|--------------|---|------------|---|------------------------------|---|----------------------------|---|---|
| <input type="checkbox"/> | Mexico  |   | Fresh        |   | Mango      |   | Fruit                        |   | Yes-with Permit            |   |  |
| <input type="checkbox"/> | Mexico  |   | Fresh        |   | Mango      |   | Fruit                        |   | Domestic Irradiation Op... |   |  |
| <input type="checkbox"/> | Mexico  |   | Fresh        |   | Banana     |   | Flower; Leaf (Leaves)        |   | Yes-with Permit            |   |  |
| <input type="checkbox"/> | Mexico  |   | Fresh        |   | Banana     |   | Fruit; Hand of Fruit         |   | Yes-No Permit Required     |   |  |
| <input type="checkbox"/> | Mexico  |   | Quick Frozen |   | Cassava    |   | Blossom; Fruit; Leaf (Lea... |   | Yes-with Permit            |   |  |
| <input type="checkbox"/> | Mexico  |   | Quick Frozen |   | Cassava    |   | Tuber                        |   | Yes-with Permit            |   |  |
| <input type="checkbox"/> | Mexico  |   | Cooked       |   | Yam        |   | All Plant Parts              |   | Yes-No Permit Required     |   |  |
| <input type="checkbox"/> | Mexico  |   | Dried        |   | Yam        |   | All Plant Parts              |   | Yes-No Permit Required     |   |  |
| <input type="checkbox"/> | Mexico  |   | Dried        |   | Lard Fruit |   | All Plant Parts              |   | Yes-No Permit Required     |   |  |

# Step 6: Select Articles



In some cases, articles you have selected will appear in the Invalid Combinations table. This means that the country-article combinations, or line-items, you have selected are undetermined and are not in the ACIR database and you cannot apply for these. If you think this is a mistake, try specifying a specific article or searching using the scientific name. Please contact APHIS PPQ at [acirdatabase.comments@usda.gov](mailto:acirdatabase.comments@usda.gov) or 240-529-0350 or additional support.

 **Invalid Combinations**

The country and article combinations listed in this section will not be submitted as part of your application. Either they do not yet exist in our database or exist under a different article name. Try specifying a specific article (ex: limes or lemons instead of citrus) or searching using the scientific name of the article you are looking for.

| Country | Process Type | Article | Plant Part | Admissibility |
|---------|--------------|---------|------------|---------------|
| Mexico  | Fresh        | Citrus  |            | UNDETERMINED  |

Show:  ⌵ ⏪ ⏩ Page 1 of 1 Total records: 1

## Step 7: Upload Files

Upload Files

In certain instances, you can upload files to supplement your application. This file upload is an optional step. If you do not have any files to add, you can click the checkmark to indicate that you have no additional documentation.

- A Select **Add New File** to attach supporting documentation such as a SOPs, technical documentation, pictures of commodities, etc. (accepts Word, PDF, JPEG, and PNG formats).
- B If you don't have any files to upload, select the **I don't have any files to upload** checkmark.

Note: It is not required for you to upload supporting documentation.

The screenshot shows a progress bar at the top with five steps: 'Applicant/Permittee Contacts', 'Intended Use', 'Select Articles', 'Upload Files', and 'Certify & Submit'. The 'Upload Files' step is currently active. Below the progress bar is a section titled 'Supporting Documentation'. Underneath, there are 'Instructions' that read: 'Upload supporting documentation you feel would be beneficial to your application.' There are two radio button options: 'I don't have any files to upload' (which is selected and highlighted with a box and a 'B' callout) and 'Add New File' (highlighted with a box and an 'A' callout). Below the options is a table area that currently displays 'No records to display'.

# Step 8: Certify & Submit



**A** Review the **Applicant/Permittee Contacts**, **Intended Use**, and **Select Articles** sections to confirm your information is correct.

**B** Review the **certification statements** and select both of the “I hereby certify...” checkboxes.

Note: To see allowed imports and conditions, check ACIR at <https://acir.aphis.usda.gov/s/>.

**C** Once you have confirmed all data is correct, select **Submit Application**.

Note: Once you have submitted your application, you cannot make any changes.

**A** Applicant & Permit Holder Information

**Instructions**  
Confirm that the following information is correct. Click on "Edit" if you need to edit the information. Edit

**Applicant & Permittee**

**USDAeFile Applicant-2**

|   |   |
|---|---|
| <b>Business Address</b><br>1234 Business Way edit<br>San Antonio, Maryland 22343<br>United States<br>(323) 555-1111<br>efileapplication@email.com | <b>Mailing Address</b><br>1525 Wilson Blvd suite 25<br>Arlington, Virginia 21209<br>United States |
|---|---|

**Attachments**

No records to display

**Intended Use**

**Instructions**  
Confirm that the following information is correct. Click on "Edit" if you need to edit the information. Edit

|   |  |
|---|--|
| <b>Intended Use</b><br>Not for Propagation and Planting | <b>Commodity Type</b><br>Fruits and Vegetables |
|---|--|

**Instructions**  
Confirm that the following information is correct. Click on "Edit" if you need to edit the information. Edit

**Application Articles**

Articles listed in this section will be submitted as part of your application have been added based on admissibility and plants parts. You can use the trash can icon or selection box and "Remove Selection(s) from Application" button to refine the articles you are applying for. Articles with an admissibility of Domestic Irradiation will require a Compliance

**B** Check the box below to confirm that you agree that the information you have entered is accurate. Then, click the "Submit Application" button to submit your application and view your results.

I hereby certify that the information in this application is complete and accurate to the best of my knowledge and belief.  
 I hereby certify I have read, understood, and accept the requirements for the importation into the United States and its Territories of the regulated commodities listed on the application as given in the [ACIR Database](#). Note: requirements are subject to change without notice.

WARNING: Any alteration, forgery, or unauthorized use of this document is subject to civil penalties of up to \$250,000 (7 U.S.C 7734(b)) or punishable by a fine of not more than \$10,000, or imprisonment of not more than 5 years, or both (18 U.S.C 1001).

Back Save and Exit Submit Application

**C**

# Submission Confirmation

Congratulations! You have submitted your application. You will receive an email from APHIS eFile once your application has been processed. At that point you can view your application outcomes. You will also receive an email whenever a Permit or Letter is issued and when there are additional actions you need to take.

Note: Check your junk mailbox if you don't see an email from [aphis.efile@usda.gov](mailto:aphis.efile@usda.gov) in your inbox.

Select **Download Application PDF** to save a PDF copy of your application.

Add the APHIS eFile emails [aphis.efile@usda.gov](mailto:aphis.efile@usda.gov) and [support@salesforce.com](mailto:support@salesforce.com) to your address book to prevent any automatic emails are not sent to junk.

# VIEW OUTCOMES

 **Applicant Action Required**  
*Page 27*

 **Pending APHIS Review**  
*Page 33*

 **Permits**  
*Page 34*

 **Labels**  
*Page 35*

 **No Permit Required**  
*Page 38*

 **Prohibited**  
*Page 39*

# View Outcomes

Your application has been processed and each application line item, or article-country combination, has been sorted to its appropriate outcome category. The different outcome categories include:

- **Applicant Action Required**
- **Pending APHIS Review**
- **Permits (labels if needed)**
- **No Permit Required**
- **Prohibited**

The next pages review what each Outcome section means and any actions you can or should take.

The screenshot displays a web interface for viewing application outcomes, organized into five distinct sections:

- Applicant Action Required:** A table with columns for Country of Origin Name, Process Type, Article Name, and Actions. One entry shows Peru, Fresh, Fig, with the action 'Compliance Agmt Required'.
- Pending APHIS Review:** A table with columns for Country of Origin Name, Process Type, Article Name, and Port. One entry shows Grenada, Fresh, Ambarella, with the port 'Ports as Specified on I...'.
- Permits:** A section for permit P-00000175. It includes a table with columns for Status, Permit Type, Date Issued, and Expiration Date. The status is 'Issued', permit type is 'New', date issued is '8/12/2020', and expiration date is '8/12/2023'. There are buttons for 'View Permit Details' and 'View Permit PDF'.
- No Permit Required:** A table with columns for Country of Origin Name, Process Type, and Article Name. It lists five entries: Peru, Grenada, Algeria, American Samoa, and Mexico, all with 'Fresh' process type and 'Banana' article name. A 'View Letter' button is present. The interface shows 'Show: 10' and 'Total records: 5'.
- Prohibited:** A table with columns for Country of Origin Name, Process Type, and Article Name. It lists two entries: Philippines (Fresh, Mango) and Spain (Fresh, Apple). A 'View Letter' button is present. The interface shows 'Show: 10' and 'Total records: 2'.

# View Outcomes

## Applicant Action Required

Application line items that require your action will appear in this section.

There are two kinds of actions you may need to take including:

- **Compliance Agreement Required:** You are required to obtain a Compliance Agreement because it is mandatory to irradiate the article in the United States.
  - You will need to review and accept Permit Conditions after obtaining a Compliance Agreement. You can take this action on the Permits section of your application details page.
- **Action Required:** It is optional to obtain a Compliance Agreement. If you choose to irradiate the article(s) in the United States, you **will** need a Compliance Agreement.

| Applicant Action Required |              |              |                             |
|---------------------------|--------------|--------------|-----------------------------|
| Country of Origin N...    | Process Type | Article Name | Actions                     |
| Peru                      | Fresh        | Fig          | Compliance Agmt<br>Required |
| Grenada                   | Fresh        | Ambarella    | Compliance Agmt<br>Required |
| Mexico                    | Fresh        | Fig          | Action Required             |
| Pakistan                  | Fresh        | Mango        | Action Required             |

Show: 10 Page 1 of 1 Total records: 4

*Please note the actions for both situations are displayed on the following pages.*

# View Outcomes – Compliance Agreement Required

## Applicant Action Required

### A Select **Compliance Agreement Required**.

- Answer the question, “**Do you have a valid Compliance Agreement?**”

### 1 If **Yes**, select **Save and Continue**.

Note: You will receive an email notifying you when draft permit conditions are ready for your review and acceptance.

### 2 If you select **No**, please read the warning message.

Note: You must have a Compliance Agreement to be issued a permit. The application line item, or country-article combination, will stay in the Applicant Action Required section until you return and indicate that you have a valid Compliance Agreement.

Compliance Agreement Required

Mango from Pakistan requires irradiation upon arrival into the United States. Do you have a valid Compliance Agreement?

1 Yes, I have a Compliance Agreement

2 No, I do not have a Compliance Agreement

Cancel Save and Continue

# View Outcomes – Accept Permit Conditions

You will be emailed when the permit has been drafted. You need to review and accept the conditions to receive the permit.

## To Accept Permit Conditions:

- A** Log into eFile and select **Applicant Action Required**
- B** Navigate to your permit by searching for the **Permit Ref # (P-00000000)**
- C** Select **View Details** associated with the permit

**Ready to Apply?**  
Start here if you already know what license, registration or permit type you need.

Select an application Get started

**Your Activity**

**A** Applicant Action Required 85 > Draft 491 > View All Activity >

**Filter**

Filters Applied (2) [Clear All](#)

Activity Type

- Applications (3)
- Authorizations (0)
- Letters (0)
- Permits (109)

Status

- Applicant Action Required / Waiting on Customer (8)
- Denied (0)
- Draft / Open (1)
- In Review (1)
- Issued (100)
- Pending APHIS Review (1)
- Pending Processing Fee (0)
- Permit in Draft (0)

**B** P-00000771

Showing 112 of 1673 items Sort by Created (Newest - Oldest)

**C** P-00000771 | Program: PPQ | PPQ-587  
From S10V2 Application View PDF View Details Change Organization

| Permittee | Commodity Type        | Issued | Effective | Expires | Status                    |
|-----------|-----------------------|--------|-----------|---------|---------------------------|
|           | Fruits and Vegetables |        |           |         | Applicant Action Required |

P-00000271 | Program: PPQ | PPQ-587  
P56-20-00001 View PDF View Details

| Permittee | Commodity Type        | Issued     | Effective  | Expires | Status |
|-----------|-----------------------|------------|------------|---------|--------|
|           | Fruits and Vegetables | 05/04/2020 | 05/04/2020 |         | Issued |

# View Outcomes – Accept Permit Conditions

**D** Select **View Permit PDF** to review the conditions on the Draft Permit

Note: You will be taken to a new browser tab with the draft Permit PDF.

**E** Once you've reviewed the conditions, navigate back to the permit details page and select **Accept Permit Conditions**

Note: After accepting the permit conditions, APHIS will review your acceptance and **you will receive an email once your Permit has been issued.**

Permit P-00000771 Applicant Action Required

| From S10V2 Application | PPQ-587 | Applicant: USDA EAuthTester.c | Permittee: USDA EAuthTester.c

**Your permit requires additional actions**

Please review the draft permit using the "View Permit PDF" button and verify the conditions. After verifying the conditions, select the "Accept Permit Conditions" button to receive your permit.

View Permit PDF

**Articles**

Country of Origin Name ▼ Process Type ▼ Article Name ▼

Algeria Fresh Allium sativum

Show:

Details Contacts

---

**Permit Details**

**Status**  
Applicant Action Required

**Commodity Type**  
Fruits and Vegetables

United States  
Department of  
Agriculture

DRAFT

United States Department of Agriculture  
Animal and Plant Health Inspection Service  
Plant Protection & Quarantine  
4700 River Road  
Riverdale, MD 20737

Permit to Import Plants and Plant Products  
Regulated by 7 CFR 319 .56

---

This permit was generated electronically via the eFile system

|   |  |
|---|--|
| <b>APPLICATION NUMBER:</b> A-00006326   | <b>DATE ISSUED:</b>  |
| <b>PERMIT NUMBER:</b>   | <b>EXPIRES:</b>  |
| <b>APPLICANT NAME:</b> Prof. USDA EAuthTester.c<br>(Relationship to Permittee) () | <b>PERMITTEE NAME:</b> Prof. USDA EAuthTester.c                        |
| <b>ORGANIZATION:</b>  | <b>ORGANIZATION:</b>   |
| <b>ADDRESS:</b> 123 Chloe St,<br>Charleston, Virginia, 77889                      | <b>ADDRESS:</b> 123 Chloe St,<br>Charleston, Virginia, 77889           |
| <b>MAILING ADDRESS:</b> 123 Rebecca St,<br>Charleston, Virginia, 77889            | <b>MAILING ADDRESS:</b> 123 Rebecca St,<br>Charleston, Virginia, 77889 |
| <b>PHONE:</b> (081) 245 6778  | <b>PHONE:</b> (081) 245 6778   |

Accept Permit Conditions

# View Outcomes – Action Required

## Applicant Action Required

### A Select Action Required

- Answer the question, “**Will you irradiate X article from X country in the United States?**”

Action Required

Will you irradiate the **Fig** from **Mexico** in the United States? ⓘ

1 Yes, I will irradiate in the United States

2 No, I will use another approved mitigation option

Cancel Save and Continue

- 1 If you select **Yes**, answer the follow up question “**Do you have a valid Compliance Agreement?**”.
  - If **Yes**, select **Save and Continue**.
  - If you select **No**, please read the warning message:

You must obtain a Compliance Agreement before being issued an import permit. For more information on how to obtain a Compliance Agreement, visit [https://www.aphis.usda.gov/aphis/ourfocus/planthealth/import-information/sa\\_quarantine\\_treatments/import-steps-ffv-irradiation-treatment](https://www.aphis.usda.gov/aphis/ourfocus/planthealth/import-information/sa_quarantine_treatments/import-steps-ffv-irradiation-treatment)

- 2 If you select No, select **Save and Continue**.

Note: When you select Save and Continue, your permit will be automatically issued and display in the Permits section of the page.

# View Outcomes – Pending APHIS Review

## Pending APHIS Review

Applications that require additional APHIS review or a Compliance Agreement, will appear in the Pending APHIS Review section. This section will only display if you have indicated that you have a valid compliance agreement, or your articles need additional review by APHIS staff. **You do not need to take any action on the items in this section.**

The screenshot shows a web interface for 'Pending APHIS Review'. It features a table with the following columns: 'Country of Origin Name', 'Process Type', and 'Article Name'. The table contains one row with the values 'Peru', 'Fresh', and 'Fig'. Below the table, there is a 'Show:' dropdown menu set to '10', a pagination control showing 'Page 1 of 1', and a 'Total records: 1' indicator.

| Country of Origin Name | Process Type | Article Name |
|------------------------|--------------|--------------|
| Peru                   | Fresh        | Fig          |

Show: 10

Page 1 of 1

Total records: 1

Note: Once the articles in this section have been reviewed by APHIS, they will be updated and sorted into either the Issued Permits, Prohibited, or No Permit Required sections. Check back here to see if there are any updates.

# View Outcomes – Permits

## Permits

Issued permits will appear in the Permits section. Please note one application may result in multiple permits.

**A** Select **View Permit** to see your issued permit and conditions.

Note: If any articles from this application still require APHIS review and are later approved by APHIS, you will receive additional permits for those articles.

**Permits**

P-00000410 P-00000409 P-00000408 P-00000407

|         |              |              |                  |                                     |                                 |
|---------|--------------|--------------|------------------|-------------------------------------|---------------------------------|
| Status: | Permit Type: | Date Issued: | Expiration Date: | <a href="#">View Permit Details</a> | <a href="#">View Permit PDF</a> |
| Issued  | New          | 6/9/2020     | 6/9/2023         |                                     |                                 |

Country of Origin  Process Type  Article Name

Show:  Total records: 1

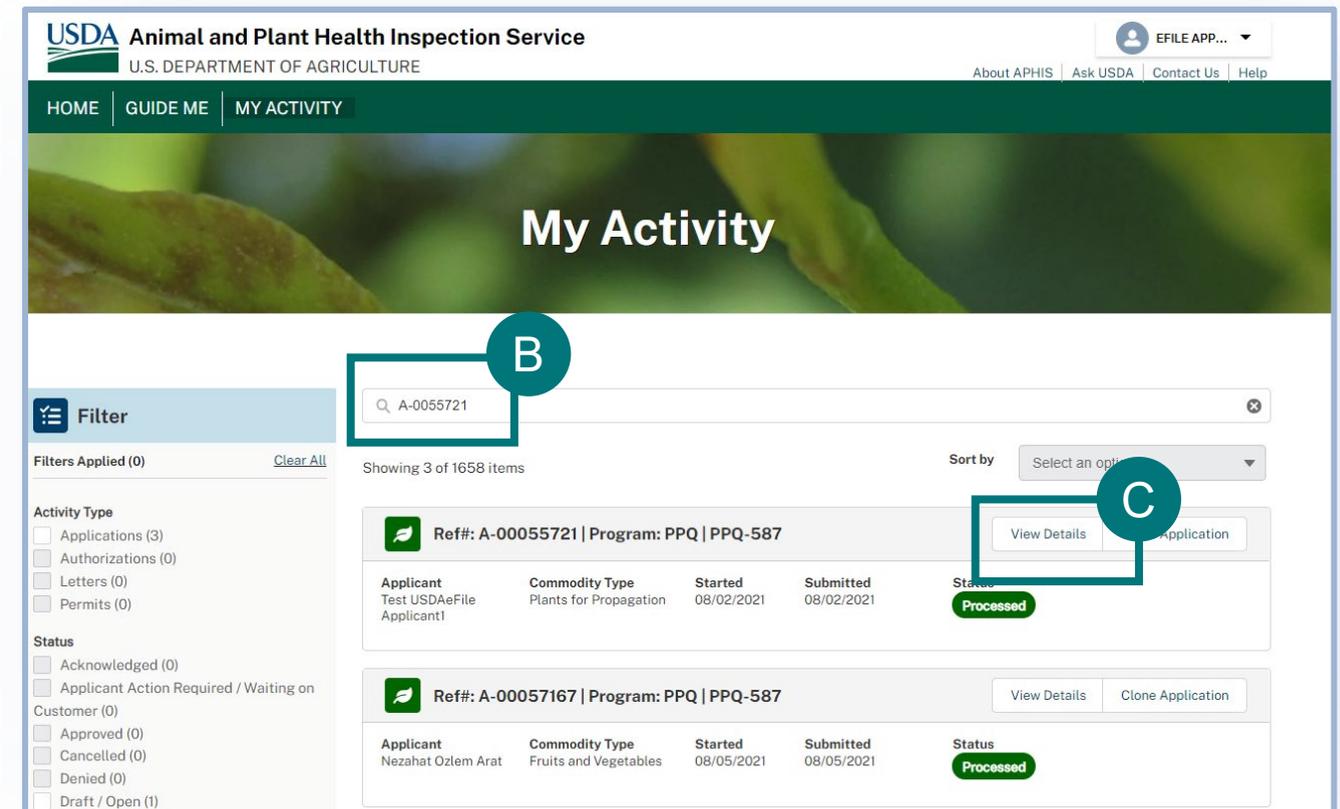
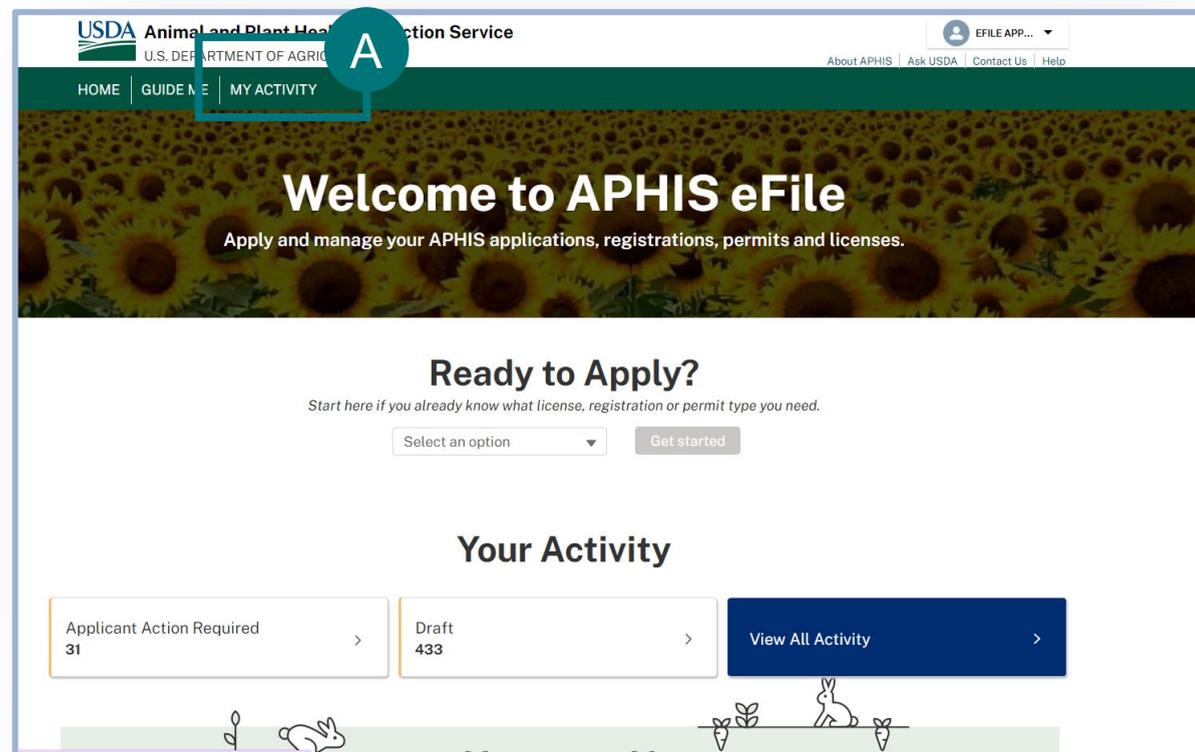
Page 1 of 1

# How to Access Your Labels

## Labels

Please note that labels will only be generated for certain plants for planting commodities.

- A On your home page, select the **My Activity** tab.
- B Next, search for your APHIS eFile application number in the search bar.
- C Select the **View Details** button to access the application details page.



# How to Access Your Labels

## Labels

**D** To access the labels from this page you will select **View Permit Details**.

**E** You will have to scroll down on the page to see the Plant Inspection Station locations listed with the ability to download the labels for each location. From there you will be able to both view and print your labels.

**Note:** You can only put one label per package. Be mindful that all commodities may not be allowed to be imported to all PIS stations. You must check your permit conditions to verify that you are selecting an allowable PIS station to ship to.

**Permits**

P-00139081

|         |              |              |                  |
|---------|--------------|--------------|------------------|
| Status: | Permit Type: | Date Issued: | Expiration Date: |
| Issued  | New          | 8/2/2021     | 8/2/2024         |

[View Permit Details](#) [View Permit PDF](#)

**Plant Inspection Station Labels** [Download All](#)

The new [Plant Inspection Station \(PIS\) Labels](#) setup makes it easier for you to manage your PIS labels.

1. PIS labels are now automatically provided for each permit; one for each station.
2. You can use the same label for each package sent to the same station.
3. A PIS label can be used multiple times over the permit's lifetime; it does not expire once used.

**Plant Inspection Station**

|                         |                          |
|-------------------------|--------------------------|
| Laurel, MD              | <a href="#">Download</a> |
| Miami, FL               | <a href="#">Download</a> |
| Jamaica, NY             | <a href="#">Download</a> |
| South San Francisco, CA | <a href="#">Download</a> |
| Jamaica, NY             | <a href="#">Download</a> |
| USDA,                   | <a href="#">Download</a> |
| Beltsville, MD          | <a href="#">Download</a> |
| Laurel,                 | <a href="#">Download</a> |

Show: 10 [Previous](#) [Next](#) [First](#) [Last](#) Total records: 8

Page 1 of 1

# How to Access Your Labels

## Labels

Below you will see an example of the instruction page and labels that are generated after downloading the labels for your specific Plant Inspection Station location. You must follow these instructions when applying the label to your shipment.

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

### Label Shipping Instructions for Regulated/Quarantine Articles

**Green and Yellow Labels** PPQ 588, PPQ 587, PPQ 546, and PPQ 330 (soil 3 pounds or less) import permits

**Unless otherwise instructed in the permit conditions, follow these directions when labeling your postal or express carrier shipments. Not following these directions could lead to civil penalties. In addition, shipments will be refused entry into the United States of America or destroyed.**

**Print the labels in COLOR and DO NOT write on, modify, or deface the label.**

#### Inside of the Package

The PPQ 588, PPQ 587, PPQ 546, or PPQ 330 permit authorizes importation of specified regulated articles. Therefore, the inclusion of articles not specifically authorized on the permit will lead to refusal or destruction of the entire shipment.

#### Documentation

Place the following documentation **inside** each package:

1. A copy of the permit or the permit number.
2. Invoice, packing list, or statement of contents.
3. Phytosanitary Certificate *(if required)*.
4. All underlying packaging/wrapping must have the following documentation to direct the shipment to its final destination after inspection:
  - a. Final destination's address (must match the permittee's address on the permit).
  - b. A prepaid delivery waybill, or carrier account number.
  - c. Any other needed information, such as delivery instructions or pickup instructions.

**Note:** USDA APHIS does not defray any additional shipping costs for transiting the shipment through a PPQ plant inspection station as the initial U.S. destination.

#### Outside of the Package

##### Labeling

Attach the following information on the **outside** of each package:

1. The name and address of the shipper.
2. Required labels – PPQ Form 508
  - a. Securely attach the green/yellow label to the exterior of each your packages with clear/transparent tape. The PPQ label will direct the package to the PPQ plant inspection station authorized by the permit.
3. The Express Carrier or Postal shipping label **MUST** be addressed to the PPQ plant inspection station indicated on the PPQ label. **DO NOT** include the permit address on the outside of the package.
4. **NO OTHER** address information can be on the outside of the package.

**Contact Us**  
Email: [plantproducts.permits@usda.gov](mailto:plantproducts.permits@usda.gov)  
Phone: +1 (301) 851-2046 or 1-877-770-5990  
Office Hours: Mon-Fri; 9 AM - 5 PM EST



# View Outcomes – No Permit Required

## No Permit Required

Articles that are **allowed** for importation and **do not require a permit** will appear in the No Permit Required section.

You will receive a letter that (1) states you do not require a permit for these articles and (2) lists possible conditions for their importation. To view the letter:

- A Select **View Letter**

Note: At this point a letter has been issued and does not require further review by APHIS.

| Country of Origin Name | Process Type | Article Name | Port      |
|------------------------|--------------|--------------|-----------|
| Canada                 | Fresh        | Kale         | All Ports |
| Canada                 | Fresh        | Mint         | All Ports |
| Peru                   | Fresh        | Banana       | All Ports |
| Guatemala              | Fresh        | Banana       | All Ports |

View Records: 10

Total records: 4

Page 1 of 1

# View Outcomes – Prohibited

## Prohibited

Articles that are **not allowed** for importation will appear in this section.

 **Prohibited** [View Letter](#)

| Country of Origin Name | Process Type | Article Name |
|------------------------|--------------|--------------|
| Philippines            | Fresh        | Mango        |
| Spain                  | Fresh        | Apple        |

Show:  Page 1 of 1 Total records: **2**

# AMEND PERMIT

 **Step 1:** Navigate to My Activity Page and Search for your Permit  
*Page 41*

 **Step 2:** Select Amend Permit  
*Page 42*

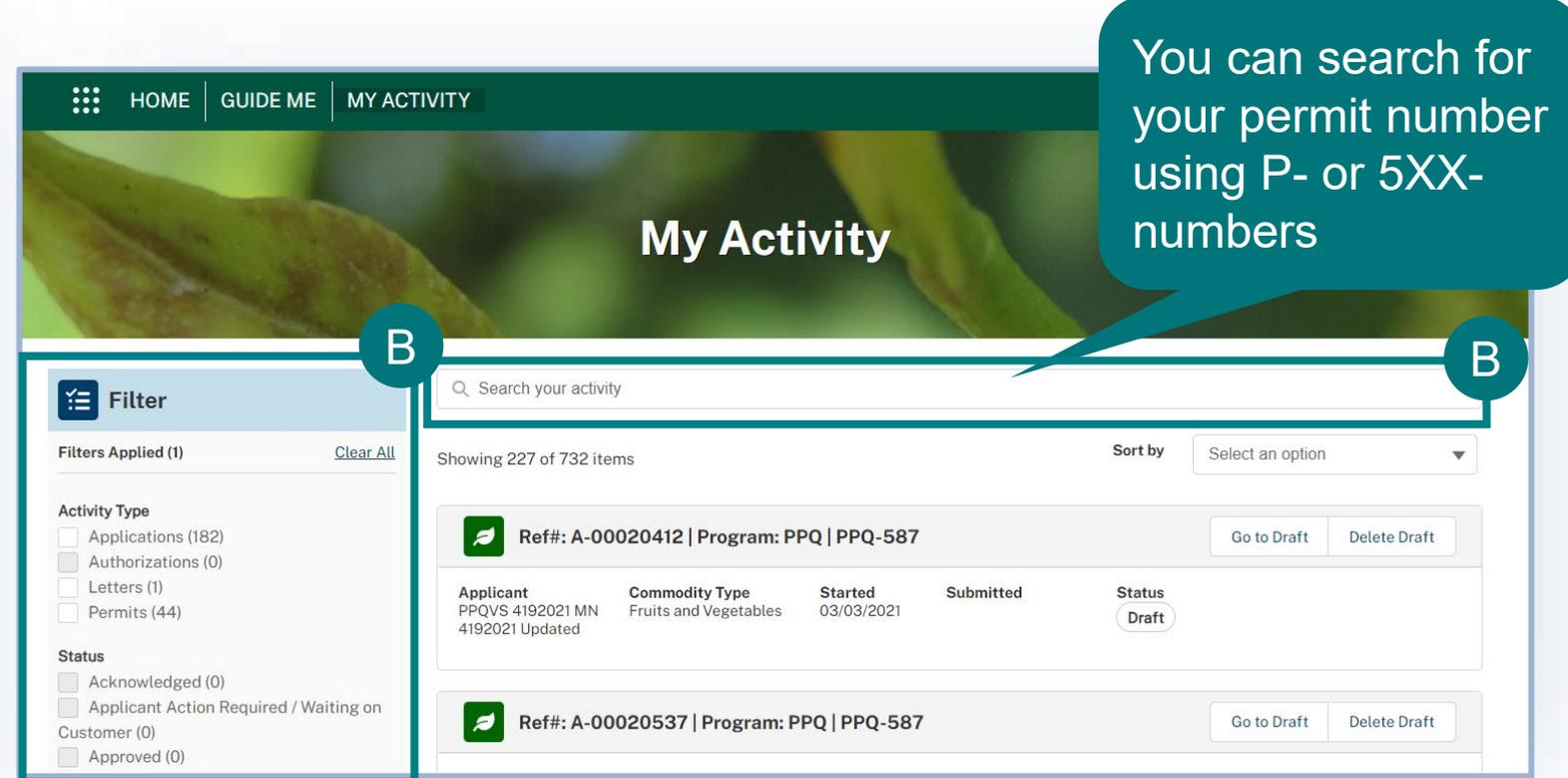
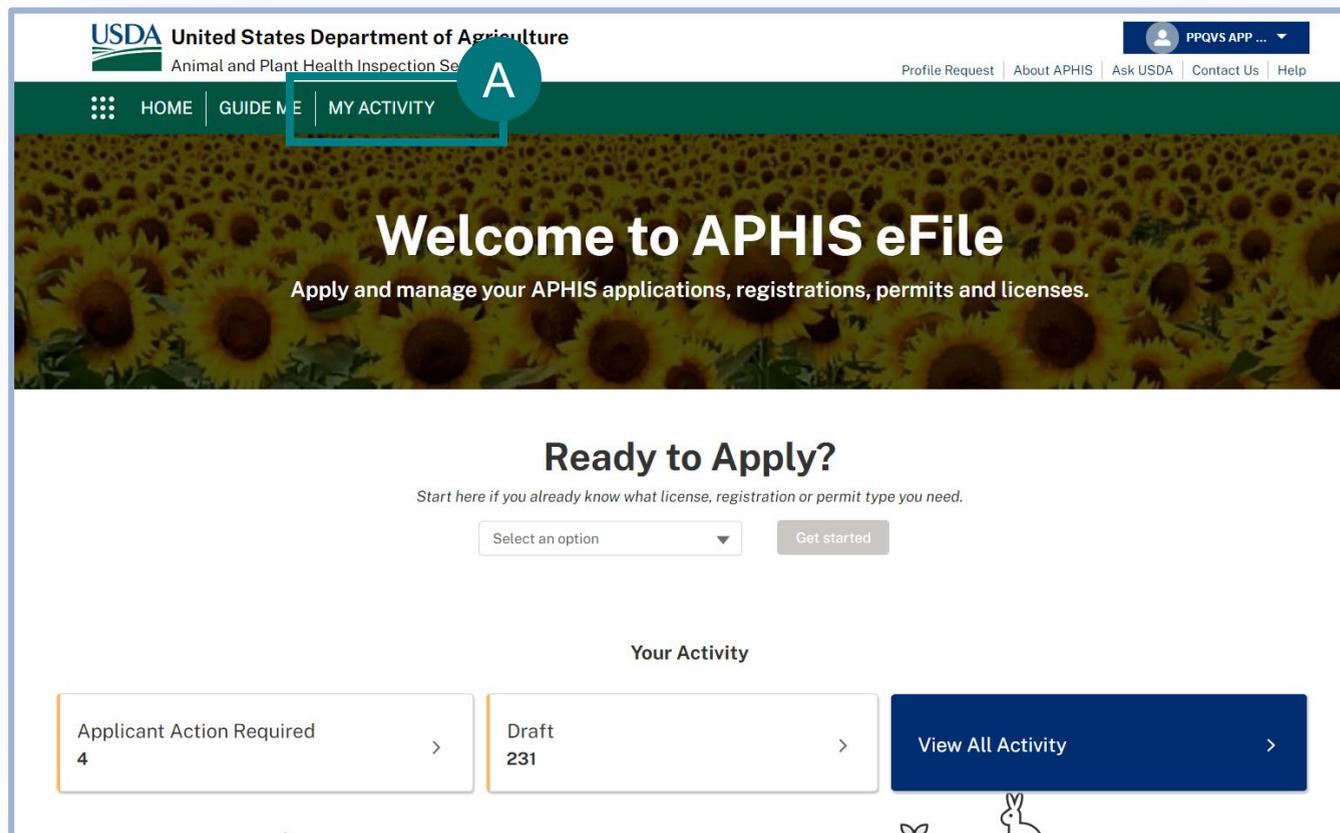
 **Step 3:** Select I Understand & Continue  
*Page 43*

 **Step 4:** Edit or update application information  
*Page 44*

 **Step 5:** Certify & Submit your amendment application  
*Page 45*

# Step 1: Navigate to My Activity page and search for your Permit

- A Navigate to My Activity Page.
- B Search for your permit by using the **search bar** or the **filters** on the left.



# Step 2: Select Amend Permit

A Select the dropdown arrow in the Permit card and select **Amend Permit**.

 **Ref#: P-00000408 | Program: PPQ | PPQ-587**  
Permit#: 556-20-240-00005

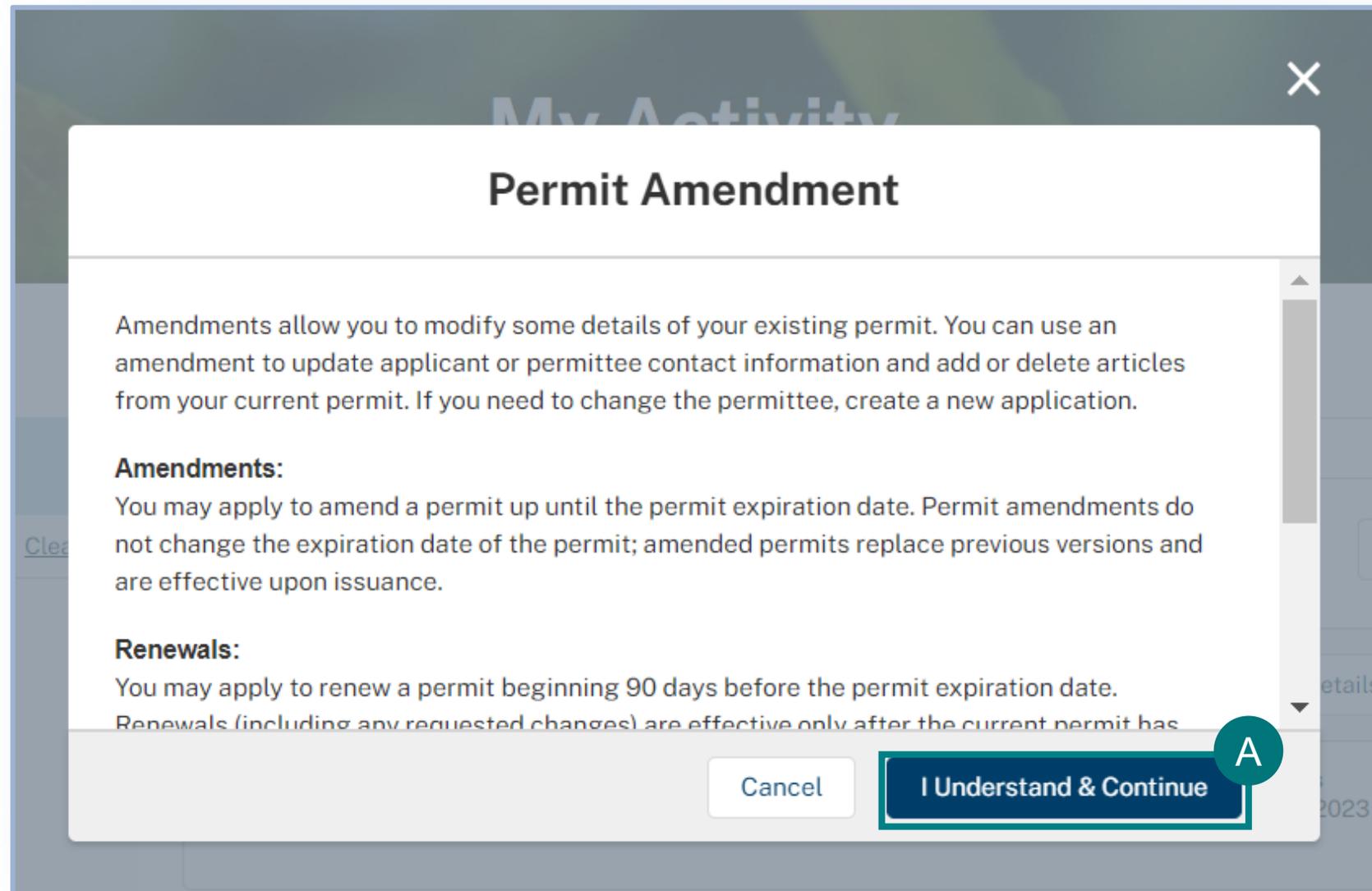
[View PDF](#) [View Details](#) [Change Organization](#) ▼

| Permittee              | Commodity Type        | Issued     | Effective  | Expires    | Status        |
|------------------------|-----------------------|------------|------------|------------|---------------|
| USDA eFile Applicant32 | Fruits and Vegetables | 08/27/2020 | 08/27/2020 | 08/27/2023 | <b>Issued</b> |

- Amend Permit
- Renew Permit
- Cancel Permit

## Step 3: Select I Understand & Continue

- A Read the amendment information in the pop-out window and select **I Understand & Continue**.



# Step 4: Edit or Update Application Information

**A** After selecting **I Understand & Continue**, your original permit application will be copied, and you will be navigated to the first section of the application. You can edit your address information and delete or add articles to your application by going to the Select Articles section.

✓ Applicant/Permittee Contacts    ✓ Intended Use    ✓ Select Articles    ✓ Upload Files    Certify & Submit

### My Details

**Instructions**

You are always the Applicant because you applied for this permit. Check that your information is correct and answer the following question.

**Applicant**

**USDA EAuthTester.d** Edit

|   |  |
|---|--|
| <b>Business Address</b><br>123 Test Drive<br>Dallas, Montana 12365<br>United States<br>(123) 654-9874<br>usda.eauth.testers4@accenturefederal.com | <b>Mailing Address</b><br>678 Magnolia Gardens<br>Ft. Lauderdale, Florida 98745<br>United States |
|---|--|

**\*Will you be the permittee?**

Yes

No, I am applying on behalf of the permittee

Save Save and Next

Please note you cannot change the permittee. Submit a new application if the permittee has changed.

# Step 5: Certify & Submit Amendment Application

- A** Review the **Applicant/Permittee Contacts**, **Intended Use**, and **Select Articles** sections to confirm your information is correct.
- B** Enter your **Amendment Reason**.
- C** Review the **certification statements** and select both of the “I hereby certify...” checkboxes.

Note: To see allowed imports and conditions, check ACIR at <https://acir.aphis.usda.gov/s/>.

- D** Once you have confirmed all data is correct, select **Submit Application**.

Note: Once you have submitted your application, you cannot make any changes.

**A** Applicant & Permit Holder Information

**Instructions**  
Confirm that the following information is correct. Click on "Edit" if you need to edit the information.

**Applicant & Permittee**

|   |   |
|---|---|
| <b>Business Address</b><br>1234 Business Way edit<br>San Antonio, Maryland 22343<br>United States<br>(323) 555-1111<br>efileapplication@email.com | <b>Mailing Address</b><br>1525 Wilson Blvd suite 25<br>Arlington, Virginia 21209<br>United States |
|---|---|

**Attachments**

No records to display

**B** Amendment Reason

**Instructions**  
Please enter the reason you are requesting an amendment to your application.

\* **Amendment Reason**

Deleted an article I no longer needed.

**C** Check the box below to confirm that you agree that the information you have entered is accurate. Then, click the "Submit Application" button to submit your application and view your results.

- I hereby certify that the information in this application is complete and accurate to the best of my knowledge and belief.
- I hereby certify I have read, understood, and accept the requirements for the importation into the United States and its Territories of the regulated commodities listed on the application as given in the ACIR Database. Note: requirements are subject to change without notice.

WARNING: Any alteration, forgery, or unauthorized use of this document is subject to civil penalties of up to \$250,000 (7 U.S.C 7734(b)) or punishable by a fine of not more than \$10,000, or imprisonment of not more than 5 years, or both (18 U.S.C 1001).

**D** Back Save and Exit Submit Application

# Submission Confirmation

Congratulations! You have submitted your amendment application. You will receive an email from APHIS eFile once your application has been processed. At that point you can view your application outcomes. You will also receive an email whenever a Permit or Letter is issued and when there are additional actions you need to take.

Note: Check your junk mailbox if you don't see an email from [aphis.efile@usda.gov](mailto:aphis.efile@usda.gov) in your inbox.

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

A confirmation email has been sent to the primary email address in your profile.

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 [aphis.efile@usda.gov](mailto:aphis.efile@usda.gov) and [support@salesforce.com](mailto:support@salesforce.com) to your address book.

[Download Application PDF](#)

PPQ-587 Permit Application Summary

Application Number  
A-00000908

Status  
Submitted

Submission Date  
8/11/2020

stions,  
or  
.gov

Select **Download Application PDF** to save a PDF copy of your application.

Add the APHIS eFile emails [aphis.efile@usda.gov](mailto:aphis.efile@usda.gov) and [support@salesforce.com](mailto:support@salesforce.com) to your address book to prevent any automatic emails are not sent to junk.

# RENEW PERMIT

 **Step 1:** Navigate to My Activity Page and Search for your Permit  
*Page 48*

 **Step 2:** Select Renew Permit  
*Page 49*

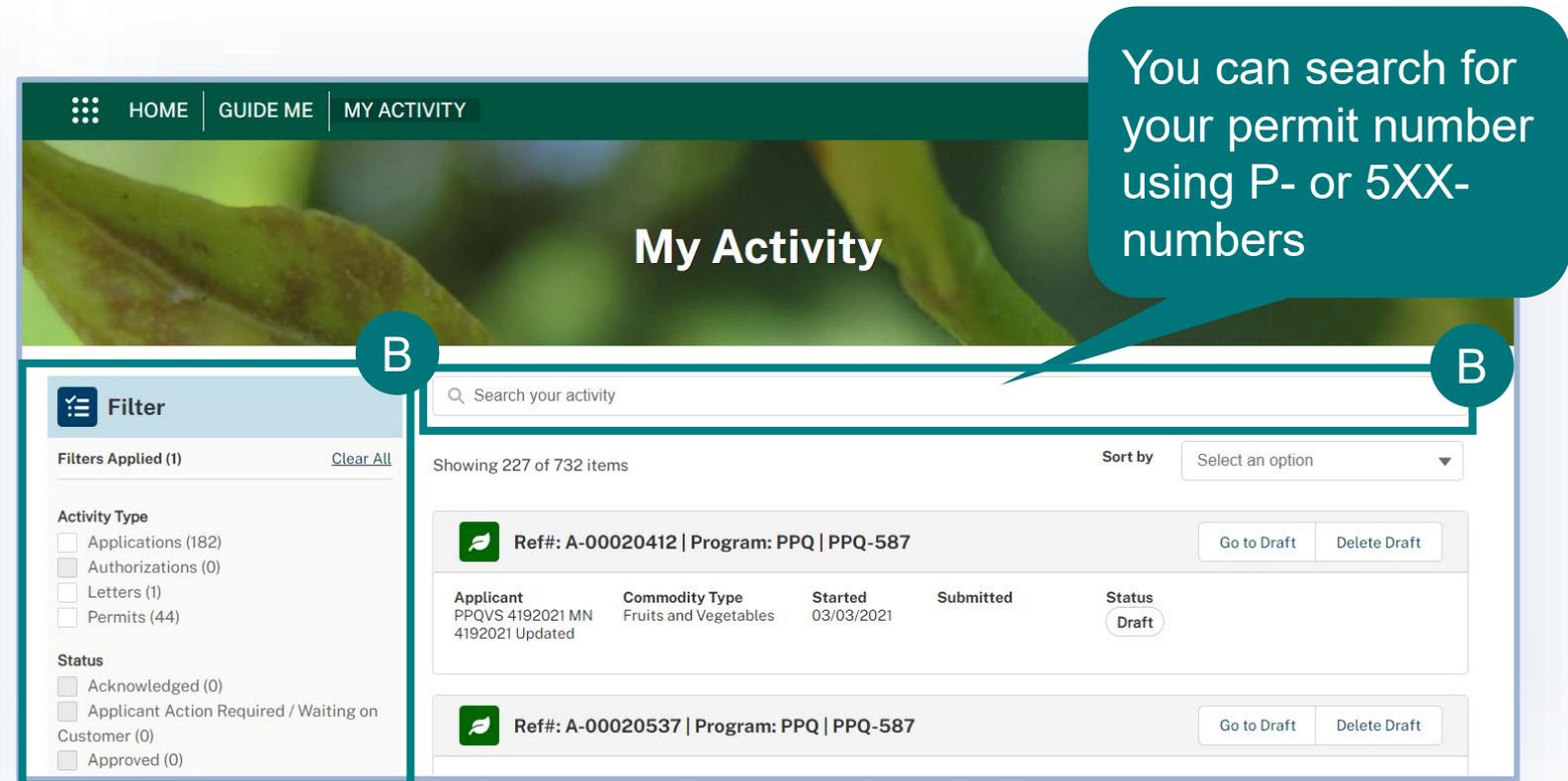
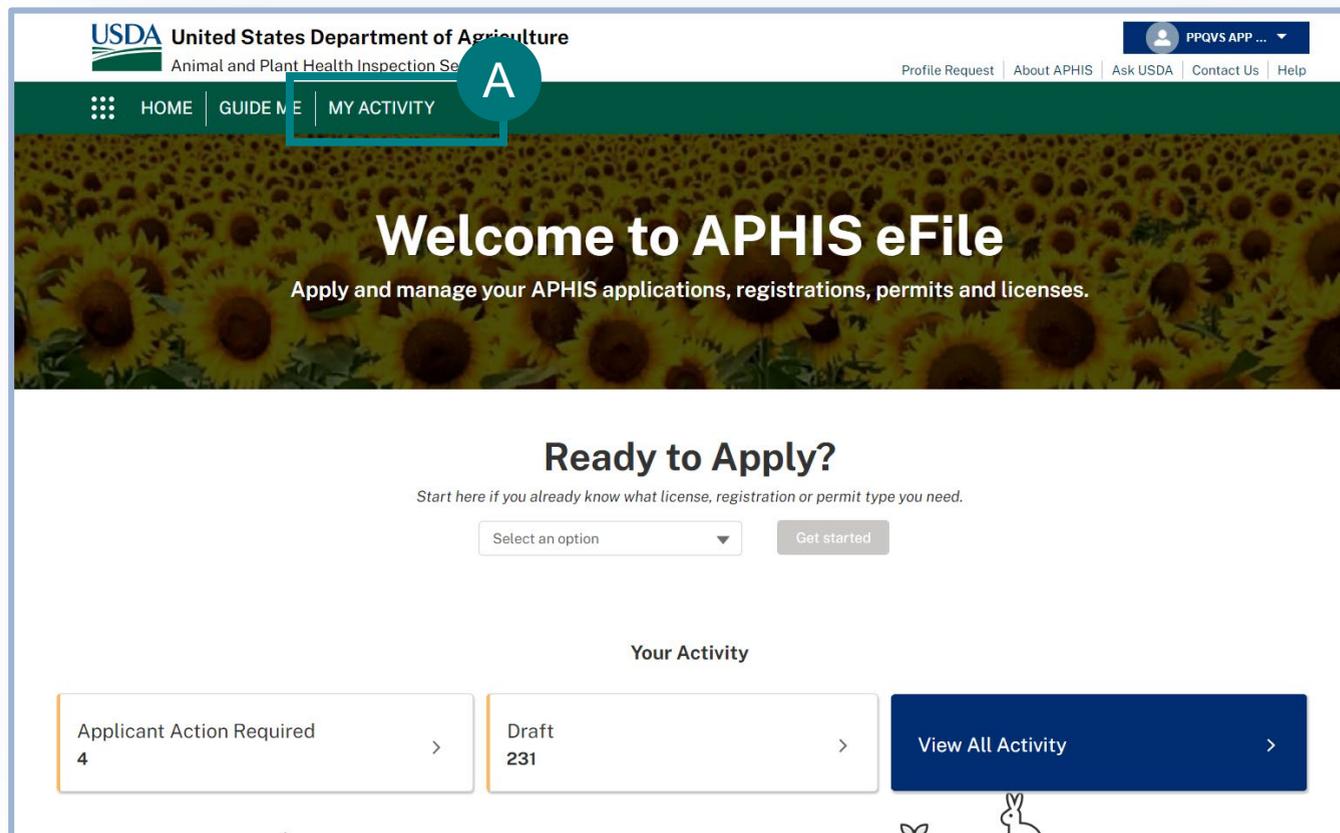
 **Step 3:** Select I Understand & Continue  
*Page 50*

 **Step 4:** Review Application Information  
*Page 51*

 **Step 5:** Certify & Submit your renewal application  
*Page 52*

# Step 1: Navigate to My Activity page and search for your Permit

- A Navigate to My Activity Page.
- B Search for your permit by using the **search bar** or the **filters** on the left.



# Step 2: Select Renew Permit

A Select the dropdown arrow next to the Permit card and select **Renew Permit**.

 **Ref#: P-00000408 | Program: PPQ | PPQ-587**  
Permit#: 556-20-240-00005

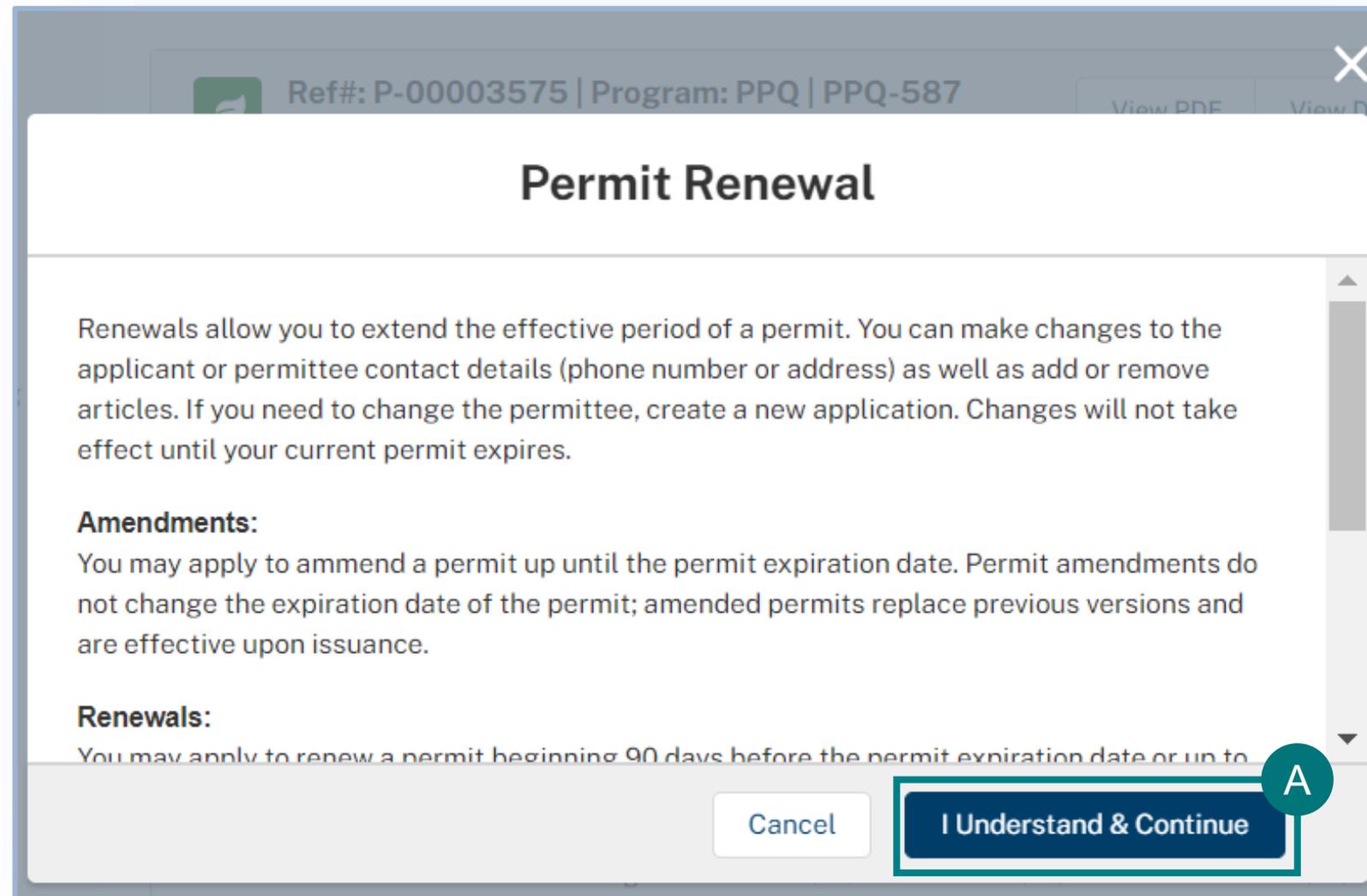
[View PDF](#) [View Details](#) [Change Organization](#) ▼

| Permittee              | Commodity Type        | Issued     | Effective  | Expires    | Status        |
|------------------------|-----------------------|------------|------------|------------|---------------|
| USDA eFile Applicant32 | Fruits and Vegetables | 08/27/2020 | 08/27/2020 | 08/27/2023 | <b>Issued</b> |

- Amend Permit
- Renew Permit**
- Cancel Permit

## Step 3: Select I Understand & Continue

- A Select I Understand & Continue.



Ref#: P-00003575 | Program: PPQ | PPQ-587

### Permit Renewal

Renewals allow you to extend the effective period of a permit. You can make changes to the applicant or permittee contact details (phone number or address) as well as add or remove articles. If you need to change the permittee, create a new application. Changes will not take effect until your current permit expires.

**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 or up to

Cancel **I Understand & Continue**

The image shows a 'Permit Renewal' dialog box with a title bar containing 'Ref#: P-00003575 | Program: PPQ | PPQ-587'. The dialog box contains three sections of text: 'Renewals allow you to extend the effective period of a permit...', 'Amendments: You may apply to amend a permit up until the permit expiration date...', and 'Renewals: You may apply to renew a permit beginning 90 days before the permit expiration date or up to...'. At the bottom, there are two buttons: 'Cancel' and 'I Understand & Continue'. The 'I Understand & Continue' button is highlighted with a red box and a red circle containing the letter 'A'.

## Step 4: Review Application Information

- A** After selecting **I Understand & Continue**, your original permit application will be copied, and you will be navigated to the first section of the application. Review the information on your application to ensure it's accurate. You can edit your address information and delete or add articles to your application by going to the Select Articles section.

Progress bar:  Applicant/Permittee Contacts |  Intended Use |  Select Articles |  Upload Files |  Certify & Submit

### My Details

**Instructions**

You are always the Applicant because you applied for this permit. Check that your information is correct and answer the following question.

**Applicant**

**USDA EAuthTester.d** Edit

|   |  |
|---|--|
| <b>Business Address</b><br>123 Test Drive<br>Dallas, Montana 12365<br>United States<br>(123) 654-9874<br>usda.eauth.testers4@accenturefederal.com | <b>Mailing Address</b><br>678 Magnolia Gardens<br>Ft. Lauderdale, Florida 98745<br>United States |
|---|--|

**\*Will you be the permittee?**

Yes

No, I am applying on behalf of the permittee

Save Save and Next

Please note you cannot change the permittee. Submit a new application if the permittee has changed.

# Step 5: Certify & Submit Renewal Application

**A** Review the **Applicant/Permittee Contacts**, **Intended Use**, and **Select Articles** sections to confirm your information is correct.

**B** Review the **certification statements** and select both of the “I hereby certify...” checkboxes.

Note: To see allowed imports and conditions, check ACIR at <https://acir.aphis.usda.gov/s/>.

**C** Once you have confirmed all data is correct, select **Submit Application**.

Note: Once you have submitted your application, you cannot make any changes.

**A** Applicant & Permit Holder Information

**Instructions**  
Confirm that the following information is correct. Click on "Edit" if you need to edit the information. Edit

**Applicant & Permittee**

**USDAeFile Applicant-2**

|   |   |
|---|---|
| <b>Business Address</b><br>1234 Business Way edit<br>San Antonio, Maryland 22343<br>United States<br>(323) 555-1111<br>efileapplication@email.com | <b>Mailing Address</b><br>1525 Wilson Blvd suite 25<br>Arlington, Virginia 21209<br>United States |
|---|---|

**Attachments**

No records to display

**Intended Use**

**Instructions**  
Confirm that the following information is correct. Click on "Edit" if you need to edit the information. Edit

|   |  |
|---|--|
| <b>Intended Use</b><br>Not for Propagation and Planting | <b>Commodity Type</b><br>Fruits and Vegetables |
|---|--|

**Instructions**  
Confirm that the following information is correct. Click on "Edit" if you need to edit the information. Edit

**Application Articles**

Articles listed in this section will be submitted as part of your application have been added based on admissibility and plants parts. You can use the trash can icon or selection box and "Remove Selection(s) from Application" button to refine the articles you are applying for. Articles with an admissibility of Domestic Irradiation will require a Compliance Agreement before a permit can be issued. For more information regarding a compliance agreement click here.

Country    Process Type    Article    Plant Part    Admissibility

**B** Check the box below to confirm that you agree that the information you have entered is accurate. Then, click the "Submit Application" button to submit your application and view your results.

I hereby certify that the information in this application is complete and accurate to the best of my knowledge and belief.

I hereby certify I have read, understood, and accept the requirements for the importation into the United States and its Territories of the regulated commodities listed on the application as given in the [ACIR Database](#). Note: requirements are subject to change without notice.

WARNING: Any alteration, forgery, or unauthorized use of this document is subject to civil penalties of up to \$250,000 (7 U.S.C 7734(b)) or punishable by a fine of not more than \$10,000, or imprisonment of not more than 5 years, or both (18 U.S.C 1001).

**C** Back Save and Exit Submit Application

Use the **Edit** button to update information in the appropriate sections.

# Submission Confirmation

Congratulations! You have submitted your renewal application. You will receive an email from APHIS eFile once your application has been processed. At that point you can view your application outcomes. You will also receive an email whenever a Permit or Letter is issued and when there are additional actions you need to take.

Note: Check your junk mailbox if you don't see an email from [aphis.efile@usda.gov](mailto:aphis.efile@usda.gov) in your inbox.

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

A confirmation email has been sent to the primary email address in your profile.

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 [aphis.efile@usda.gov](mailto:aphis.efile@usda.gov) and [support@salesforce.com](mailto:support@salesforce.com) to your address book.

[Download Application PDF](#)

PPQ-587 Permit Application Summary

Application Number  
A-00000908

Status  
Submitted

Submission Date  
8/11/2020

stions,  
or  
.gov

Select **Download Application PDF** to save a PDF copy of your application.

Add the APHIS eFile emails [aphis.efile@usda.gov](mailto:aphis.efile@usda.gov) and [support@salesforce.com](mailto:support@salesforce.com) to your address book to prevent any automatic emails are not sent to junk.



# CANCEL PERMIT

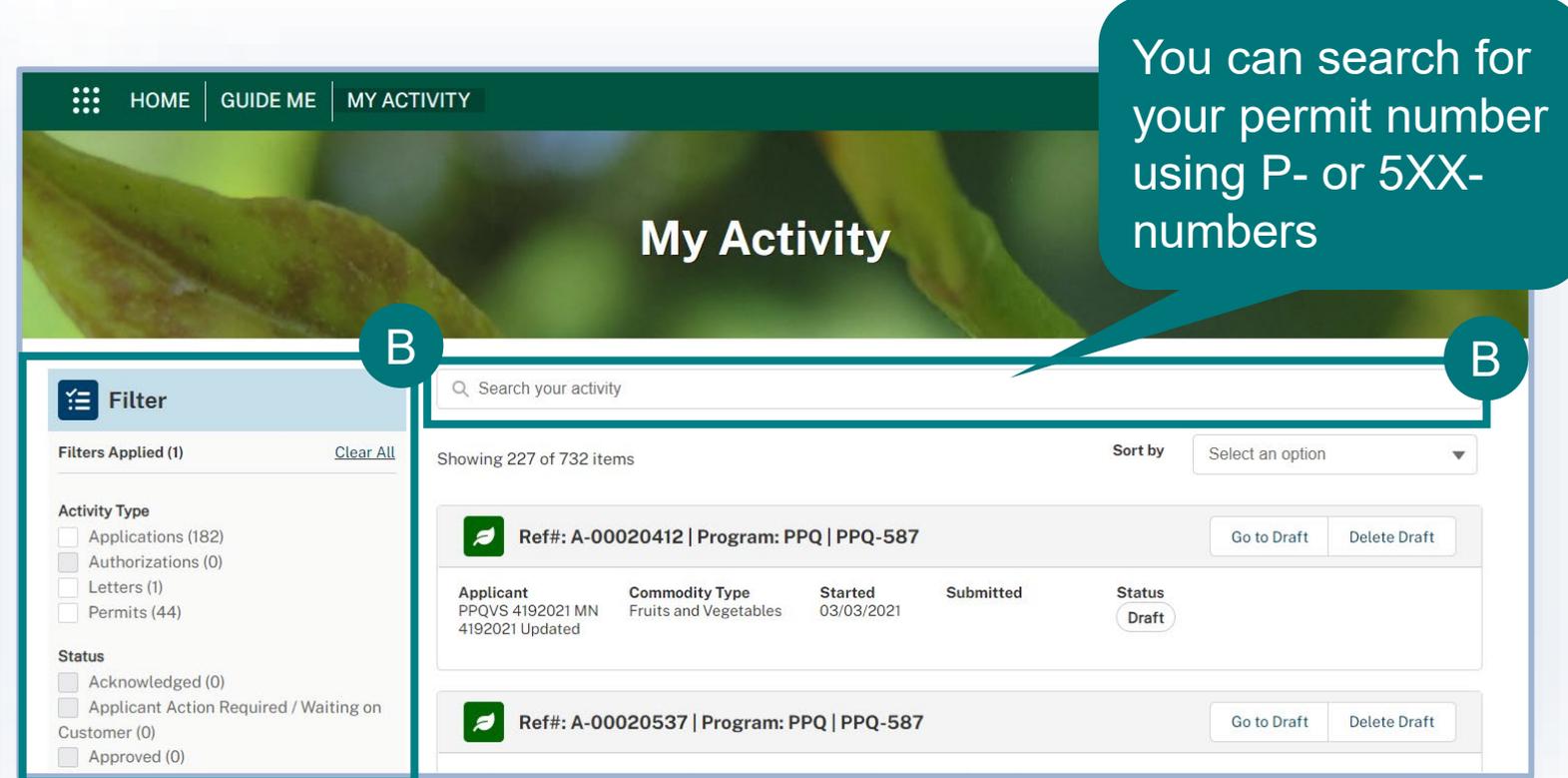
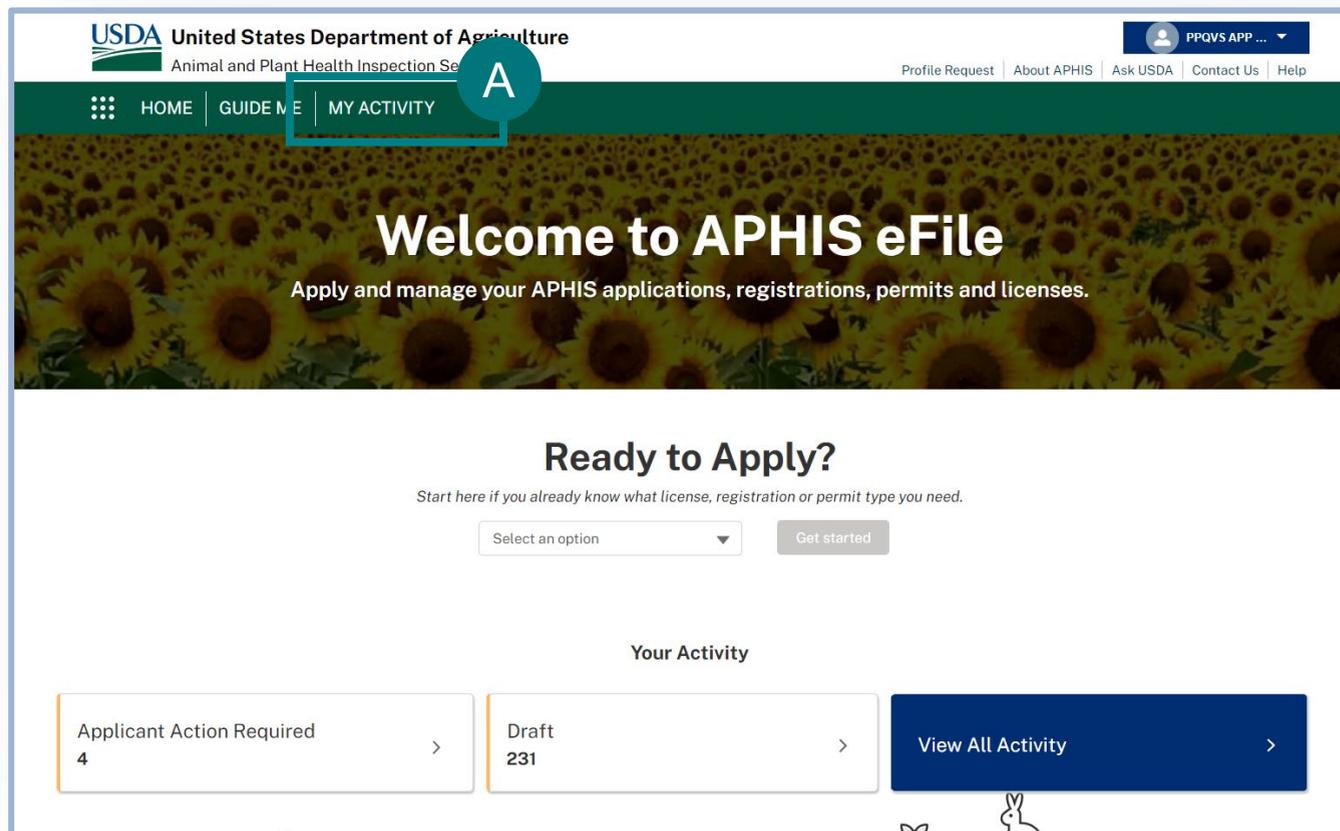
 **Step 1:** Navigate to My Activity Page and Search for your Permit  
*Page 55*

 **Step 2:** Select Cancel Permit  
*Page 56*

 **Step 3:** Add Cancellation Explanation and Submit  
*Page 57*

# Step 1: Navigate to My Activity page and search for your Permit

- A Navigate to My Activity Page.
- B Search for your permit by using the **search bar** or the **filters** on the left.



# Step 2: Select Cancel Permit

A Select the dropdown arrow next to the Permit card and select **Cancel Permit**.

 **Ref#: P-00000408 | Program: PPQ | PPQ-587**  
Permit#: 556-20-240-00005

[View PDF](#) [View Details](#) [Change Organization](#) ▼

| Permittee              | Commodity Type        | Issued     | Effective  | Expires    | Status        |
|------------------------|-----------------------|------------|------------|------------|---------------|
| USDA eFile Applicant32 | Fruits and Vegetables | 08/27/2020 | 08/27/2020 | 08/27/2023 | <b>Issued</b> |

- Amend Permit
- Renew Permit
- Cancel Permit** A

## Step 3: Add Cancellation Explanation and Submit

- A Enter the reasoning behind your permit cancellation request in the Explanation field and select **Submit**.

Permit#: 556-20-349-00419A1

| Permittee | Commodity Type | Issued | Effective | Expires |
|-----------|----------------|--------|-----------|---------|
|           |                |        |           | 023     |
|           |                |        |           | etai    |
|           |                |        |           | 023     |

### Cancellation Request

\* Explanation

No longer need this permit.

Cancel Submit

es (0) Permit#: 556-20-349-00418

# After Cancelling Your Permit

Your permit cancellation request will be reviewed by APHIS. Once it has been reviewed and approved by APHIS you will see a cancellation banner on the permit details page.

**Ref#: P-00000424** View Permit PDF

556-20-241-00019 | | PPQ-587 | Applicant: USDAeFile Applicant-2 | Permittee: USDAeFile Applicant1 | **Canceled**



**Your permit has been cancelled**

You can still view your permit but changes can no longer be made. Cancellation is permanent and can only be reverted by contacting APHIS, however, you can clone the application to re-submit as new.

**Articles**

| Country of Origin Name | Process Type | Article Name |
|------------------------|--------------|--------------|
| Albania                | Fresh        | Blackberry   |
| Mexico                 | Fresh        | Banana       |
| Mexico                 | Fresh        | Blackberry   |

Show:  Total records: 3

Page 1 of 1

Details | Contacts

**Permit Details**

**Application Number**  
A-00004741

|   |                            |
|---|----------------------------|
| <b>Organization</b><br>Leslie Knope Account | <b>Status</b><br>Cancelled |
|---|----------------------------|

**Intended Use**

|   |  |
|---|--|
| <b>Intended Use</b><br>Not for Propagation and Planting | <b>Commodity Type</b><br>Fruits and Vegetables |
|---|--|

# Cloning an Application

Before you decide to cloned an application, it is important to note that applications **MUST** be cloned from the application detail page or the My Activity page. As an applicant, you can clone applications in statuses **except for applications in “Draft” status**. All new, cloned applications will have an application status of **Draft**, an application type of **New Application**, and the Initial Application field will be populated with the A-000 number the cloned application was copied from.

## Applications can be cloned from the following statuses:

- *Submitted*
- *Processed*
- *Applicant Action Required*
- *Pending Aphis Review*

## Items that will be cloned and added to the new draft application:

- Applicant/Permittee Contacts
- Application details
- Application line items

## Items that will NOT be cloned to the new draft application:

- Application PDFs - any attachments related to the application
- Archived CIRD document - any line items tied to archived ACIR documents
- ITEMS resolution details

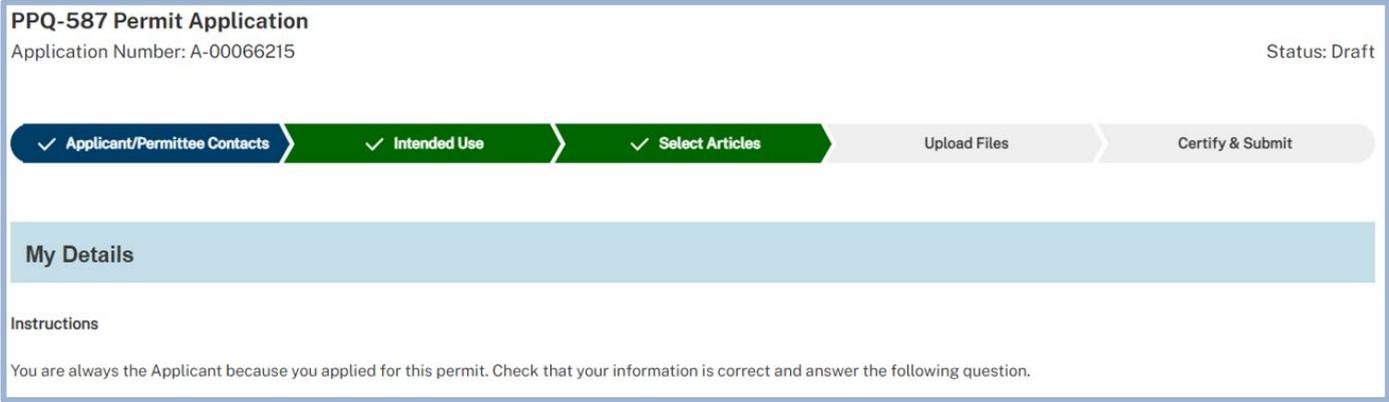
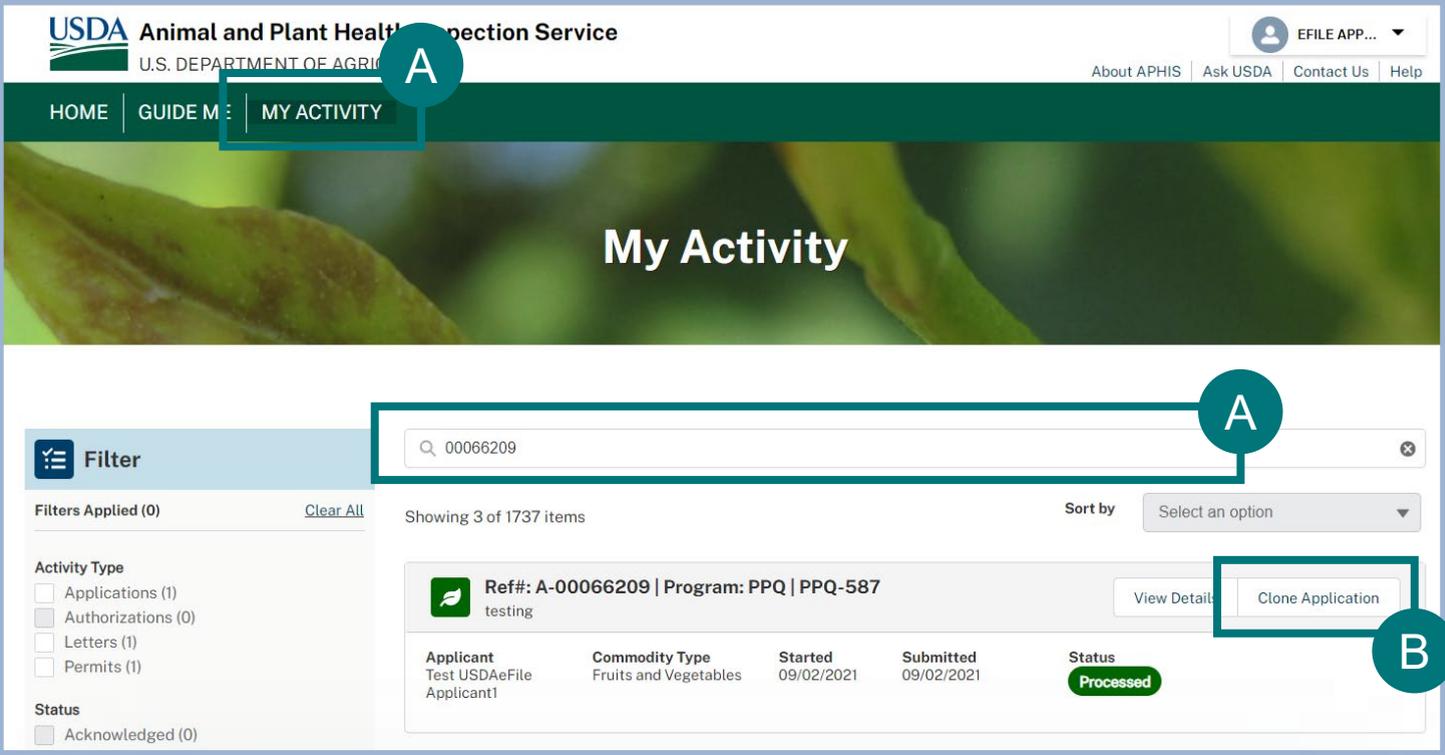
# Cloning an Application

**A** After logging into eFile, navigate to My Activity page and search for the application you want to clone.

**B** Select Clone Application.

Note: You will automatically be taken to a draft application after you click on the Clone Application button. The application sections will have information on it from the previous application and you will be able to modify these as needed.

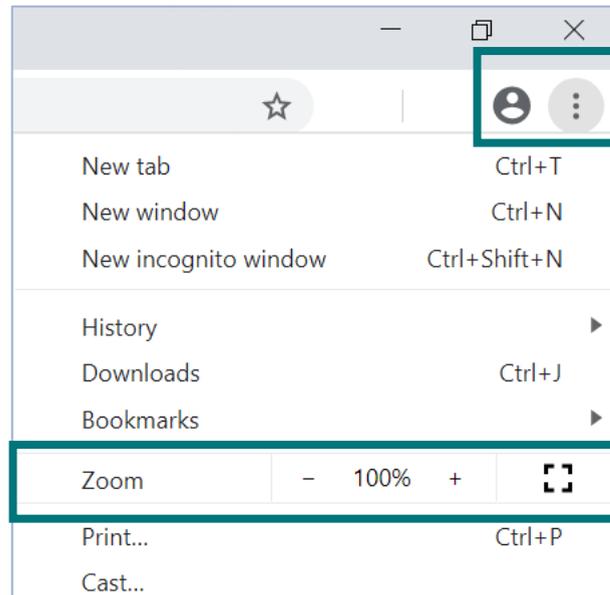
Note: If you would like to view the application details before you clone, select **View Details**. You will be able to clone the application from the Details page as well.



# 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:

### **PPQ Permit Services**

(301) 851 2046

[Plantproducts.permits@usda.gov](mailto:Plantproducts.permits@usda.gov)

If you require technical assistance, please contact:

### **Help Desk**

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