



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

# **APHIS eFile**

**Guidance for Submitting a PPQ 585 Permit Application**  
*Application for permit to import timber and timber products*

**Version 1.0**  
**March 2022**

# WELCOME!

USDA APHIS Plant Protection and Quarantine (PPQ) has a new option to submit PPQ 585 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 585 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 585 permit application, there are several things to note when applying in eFile.

## Permit Numbers:

- In eFile there are two different permit numbers:
  - 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.
  - APHIS Permit Number Example: 540-21-156-98493**
    - 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.

	<b>Ref#: P-00069212   Program: PPQ   PPQ-585</b> Permit#: 540-22-6-01875A1	<a href="#">View Details</a>	<a href="#">More Actions</a> ▼		
<b>Permittee</b> USDAeFile Applicant1	<b>Commodity Type</b>	<b>Issued</b> 01/06/2022	<b>Effective</b> 01/06/2022	<b>Expires</b> 01/06/2025	<b>Status</b> <span>Issued</span>

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# I AM THE APPLICANT

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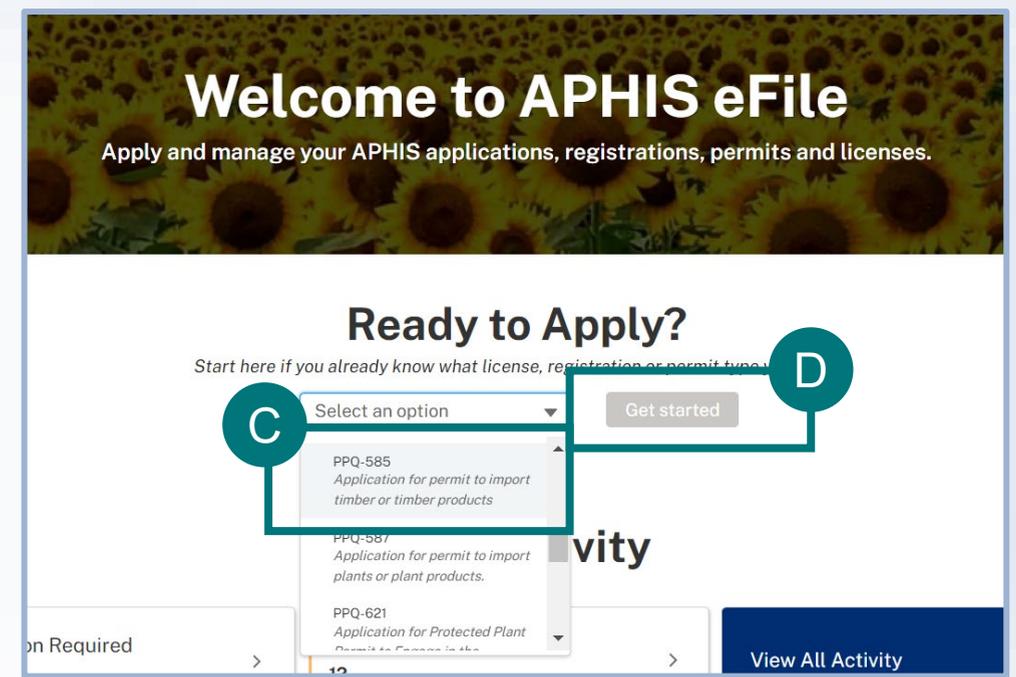
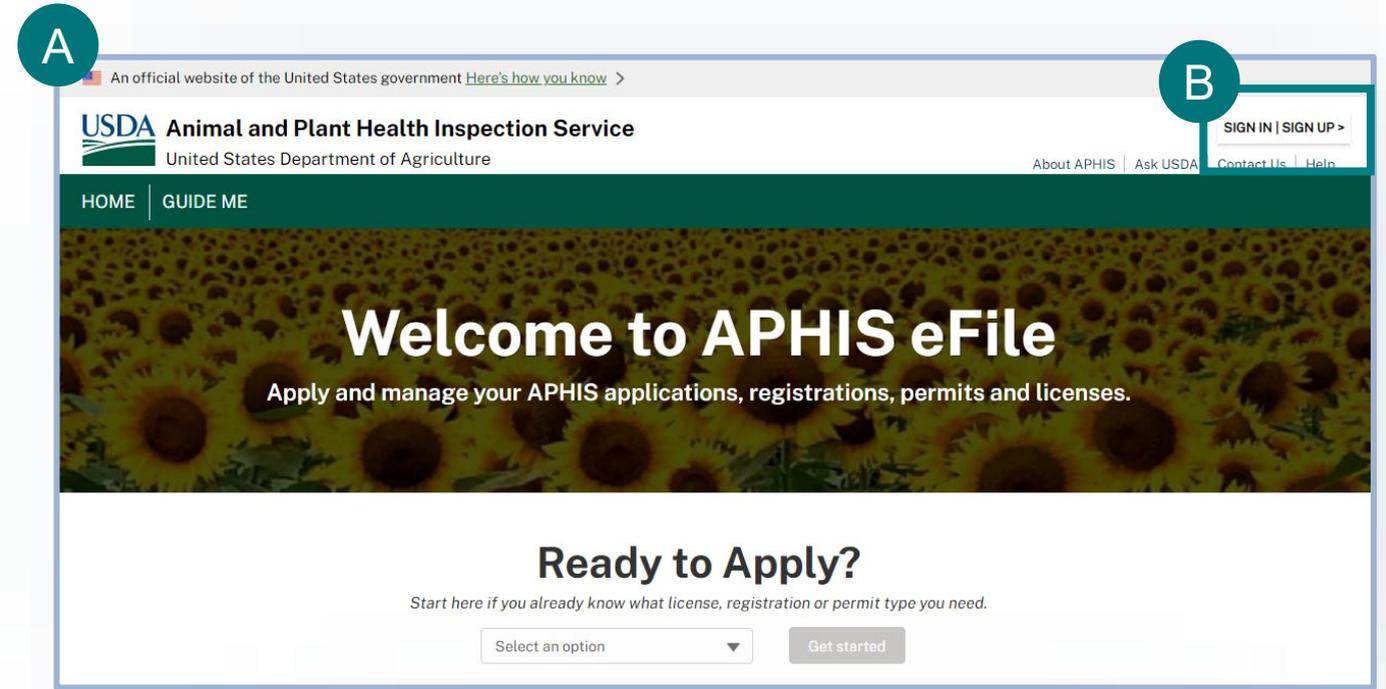
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# Step 1: Sign into APHIS eFile & Create a New Application

- A** Navigate to <https://efile.aphis.usda.gov/s/> in **Google Chrome, Firefox, Edge, or Safari** (eFile is not supported by Internet Explorer).
- B** 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.**
- C** Under the Ready to Apply section, select the **PPQ-585 Application**.
- D** Select **Get Started** to begin your application.

Note: If you have more than one account in APHIS eFile, use the drop-down to select your Sharing Organization.



# Step 1: Sign into APHIS eFile & Create a New Application

- E Read through the PPQ-585 application welcome pop-up and select **Proceed to the PPQ 585 Application**.

### Start a PPQ 585

Welcome to the  
PPQ 585 Application

Proceed if planning to import **logs, lumber, and other unmanufactured wood products**.  
To amend, renew, or transfer a permit, start from the permit's card in [My Activity](#).

**Application Process**

1. Check [Agricultural Commodity Import Requirements \(ACIR\)](#) to verify the importation requirements for your commodities.
2. If your commodities require a permit, fill out and submit the PPQ 585 application.
3. Once submitted, PPQ will begin processing your application. Processing may take up to 5 business days.

Don't show this message again.

Verify in [ACIR](#) if your timber or timber products are also protected plants and require a [PPQ 621](#)

## Step 2: Identify Responsible Parties

Responsible Party

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 commodity(ies).

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 2: Identify Responsible Parties

Responsible Party

### 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.

Note: that to provide company information, input your company name into the Organization field on the contact.

The screenshot shows a form for 'Applicant' information. Callout A points to the 'Applicant' header and the 'Edit' button. Callout B points to the 'Will you be the permittee?' question and its radio button options.

<b>A</b>	<b>Applicant</b> USDA Testing OrgABC	<b>A</b>	<b>Edit</b>	<b>B</b>
	<b>Business Address</b> 217 Legume Agricole, Pennsylvania 778890 United States 345-979-6250 applicant@ppqvs.com		<b>Mailing Address</b> 217 Legume Ln. Agricole, District of Columbia 778890 United States	<b>* Will you be the permittee?</b> ⓘ <input type="radio"/> Yes <input type="radio"/> No, I am applying on behalf of the permittee

# Step 2: Identify Responsible Parties



## Permittee Details

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.
- G** Answer the required question, “What is your relationship to the permittee?”. If you select “Other”, enter a response in the Relationship Explanation required field.
- 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.

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

The screenshot shows a web form for selecting a permittee. At the top, there is a search bar with 'USDAeFile' entered and a 'Create New Contact' button. Below this, a card for 'USDAeFile Applicant-2' is shown with business and mailing addresses and a 'Select Permittee' button (callout F). A second identical card is shown below with a 'Remove Permittee' button. Below the cards, a radio button group for 'What is your relationship to the permittee?' has 'Other' selected (callout G). To the right is a text field for 'Relationship Explanation' with the prompt 'Please expand upon your relationship to the Permittee in detail.' At the bottom, a checkbox is checked for 'I am authorized by the Permittee to submit applications on their behalf...' (callout H).

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

Review the certification statement and then select the checkbox.

# Step 3: Select Commodities

## Find and Add Commodities

- A** Select the **Timber Type**.
- B** Answer the question, **How much bark will be included?**
- C** Find a **commodity** by typing the common or scientific name into the lookup. Select it when it displays. If the commodity you are searching for is not in the list, select the **Not found using common or scientific name checkbox** and enter the **“Other” commodity name**.

Note: If you add a “Other” commodity it may delay the processing of your application.

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

- E** Select **Add to Application**.

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

The screenshot shows a web form for selecting commodities. It includes an 'Instructions' section, a 'Type of Timber' dropdown menu (labeled A), a 'How much bark will be included?' section with radio buttons for 'With Bark' and 'Without Bark' (labeled B), a search box for commodity names (labeled C) containing 'Aechmea', a 'Not found using common or scientific name' checkbox, a 'Search for and select your commodities' country of origin' section with a search box and a 'Countries of Origin' panel (labeled D) showing '3 countries of origin selected' (Belgium, France, South Africa), and an '+ Add Commodity(ies) to Application' button (labeled E).

You can add multiple countries per commodity to your application at one time.

# Step 3: Select Commodities

## Review and Refine Application Commodities

Review the Application Commodities table. This lists the commodities that will be submitted as part of your application.

**F** When you are done reviewing the application commodities, select **Save and Next**.

The screenshot shows a web interface for reviewing application commodities. At the top left, there is a green checkmark icon and the text "Application Commodities". Below this is a table with the following columns: Country of Origin, Commodity Name, Type of Timber, Process Type, and Admissibility. The table contains three rows of data. The first row is selected, indicated by a checked checkbox in the "Country of Origin" column. Below the table, there is a "Show: 10" dropdown menu, a pagination control showing "Page 1 of 1", and a "Total records: 3" label. At the bottom left, there is a "Back" button. At the bottom right, there are "Save" and "Save and Next" buttons. A callout box with a green background and white text points to the "Save and Next" button, containing the letter "F".

<input type="checkbox"/>	Country of Origin	Commodity Name	Type of Timber	Process Type	Admissibility	
<input checked="" type="checkbox"/>	Belgium	Acacia	Lumber	Without Bark	Yes-No Permit Required	
<input type="checkbox"/>	South Africa	Adenia firingalavensis	Lumber	Without Bark	No	
<input type="checkbox"/>	Belgium	Aechmea	Logs	With Bark	Yes-with Permit	

Callouts:

- "Select the arrow associated with a column header to sort alphabetically." (points to the arrow in the "Country of Origin" header)
- "Use the trashcan icon to delete a single article from the table." (points to the trash icon in the first row)
- "Remove multiple articles at once by selecting the associated checkboxes and then **Remove Selection(s) from Application** button." (points to the "Remove Selection(s) from Application" button)
- "F" (points to the "Save and Next" button)

## Step 4: Upload Files

Documents

### Document Details

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.

**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.

✓ Responsible Party    ✓ Commodities    Documents    Review & Submit

### Documents Details

**Instructions**

Add supporting documentation you feel would support this application. We accept Docs, PDFs, Excel Spreadsheets, JPEGs, and PNGs.

I don't have any files to upload

Supporting Documentation

You have no supporting documentation.  
Click on the *Add File*-button to attach Word Documents, PDFs, JPEGs, Excel Spreadsheets, and PNGs.

Add New File

# Step 5: Certify & Submit



## Confirm Information and Accept Regulations

- A** Review the **Applicant/Permittee Contacts** and **Commodities** 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** Responsible Party

Instructions Edit

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

Applicant and Permittee

**USDAeFile Applicant1**  
Company Name

Business Address: Street, City, Alabama 78111, United States, (567) 123-4567, melissa.cavazos@accenturefederal.com

Mailing Address: Street, City, Arizona 78111, United States

Will you be the permittee?  
Yes

**Commodities**

Instructions Edit

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

**Application Commodities**

Country of Origin	Commodity Name	Type of Timber	Process Type	Admissibility
Belgium	Acacia		Without Bark	Yes-No Permit Required
South Africa	Adenia firingalavensis		Without Bark	No
Belgium	Aechmea		With Bark	Yes-with Permit

**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.

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-585 Permit Application Summary**

Application Number  
A-00053300

Status  
**Submitted**

Submission Date  
12/9/2021

If you have any further questions, please call 1-877-770-5990 or 301-851-2046 or email [plantproducts.permits@usda.gov](mailto:plantproducts.permits@usda.gov).

If you have any questions regarding admissibility, please visit <https://acir.aphis.usda.gov/s/> or email [acirdatabase.comments@usda.gov](mailto:acirdatabase.comments@usda.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.

# VIEW OUTCOMES

 **Pending APHIS Review**  
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 **Permits**  
*Page 19*

 **No Permit Required**  
*Page 20*

 **Prohibited**  
*Page 21*

# 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:

- **Pending APHIS Review**
- **Permits**
- **No Permit Required**
- **Prohibited**

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

**Pending APHIS Review**

Country of Origin Name	Process Type	Article Name
Belgium	Without Bark	Brownea macawana

Show: 10 Total records: 1 Page 1 of 1

**Permits**

P-00069303

Status	Permit Type	Date Issued	Expiration Date
Issued	New	1/7/2022	1/7/2025

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

Country of Ori...	Process Type	Article Name	Plant Part	Port
Belgium	With Bark	Aechmea		

Show: 10 Total records: 1 Page 1 of 1

**No Permit Required**

Country of Ori...	Process Type	Article Name	Plant Part	Port
Belgium	Without Bark	Acacia	All Plant Parts Exc...	

Show: 10 Total records: 1 Page 1 of 1

**Prohibited**

Country of Ori...	Process Type	Article Name	Plant Part	Port
Belgium	With Bark	Clausena		All Ports

Show: 10 Total records: 1 Page 1 of 1

# View Outcomes – Pending APHIS Review

## Pending APHIS Review

Application line items that require additional APHIS review will appear in the Pending APHIS Review section. **You do not need to take any action on the items in this section.**

 Pending APHIS Review

Country of Origin Name	Process Type	Article Name
Belgium	Without Bark	Brownea macawana

Show:  



Page 1 of 1

Total records: 1

# 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 PDF** to see your issued permit and conditions.

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

**Permits**

P-00067226

Status:	Permit Type:	Date Issued:	Expiration Date:	<a href="#">View Permit Details</a>	<a href="#">View Permit PDF</a>
Issued	New	12/9/2021	12/9/2024		

Country of Origin  Process Type  Article Name  Plant Part  Port

Show:  Total records: 1

Page 1 of 1

# 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 states you do not require a permit for these articles. To view the letter:

**A** Select **View Letter PDF**

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

**No Permit Required** [View Letter Details](#) [View Letter PDF](#)

Country of Ori...	Process Type	Article Name	Plant Part	Port
Belgium	Without Bark	Acacia	All Plant Parts Exc...	

Show: 10 ◻ ◀ ▶ ◻ Page 1 of 1 Total records: 1

# View Outcomes – Prohibited

## Prohibited

Articles that are **not allowed** for importation will appear in this section. You will receive a letter that states that these articles are inadmissible. **The letter may contain additional information regarding allowed importation with a Compliance Agreement.** To view the letter:

**A** Select **View Letter PDF**

**Prohibited** View Letter Details **A** View Letter PDF

Country of Ori...	Process Type	Article Name	Plant Part	Port
South Africa	Without Bark	Adenia firingalave...	All Plant Parts Exc...	

Show: 10 Page 1 of 1 Total records: 1



# AMEND PERMIT

 **Step 1:** Navigate to My Activity Page and Search for your Permit  
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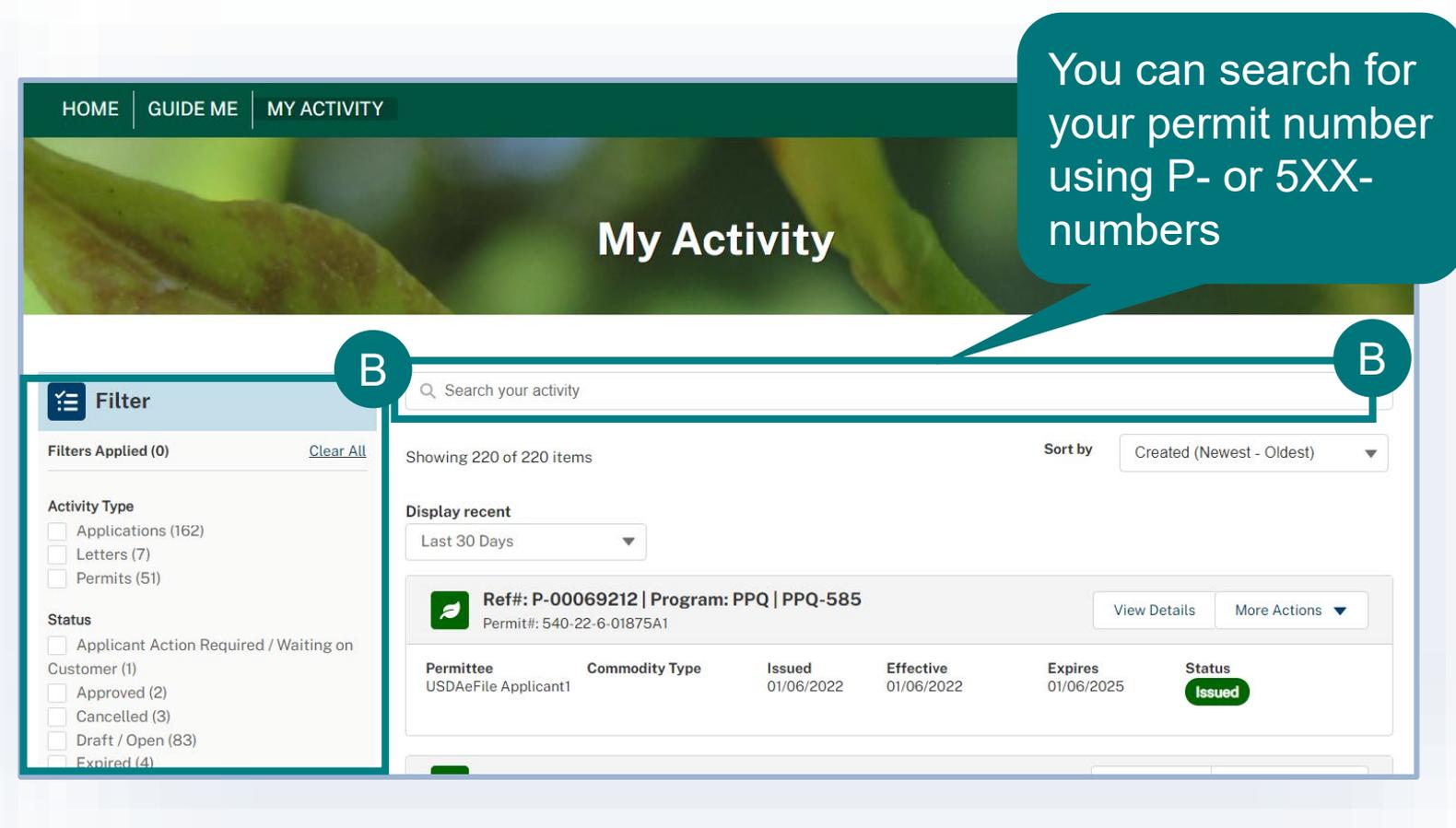
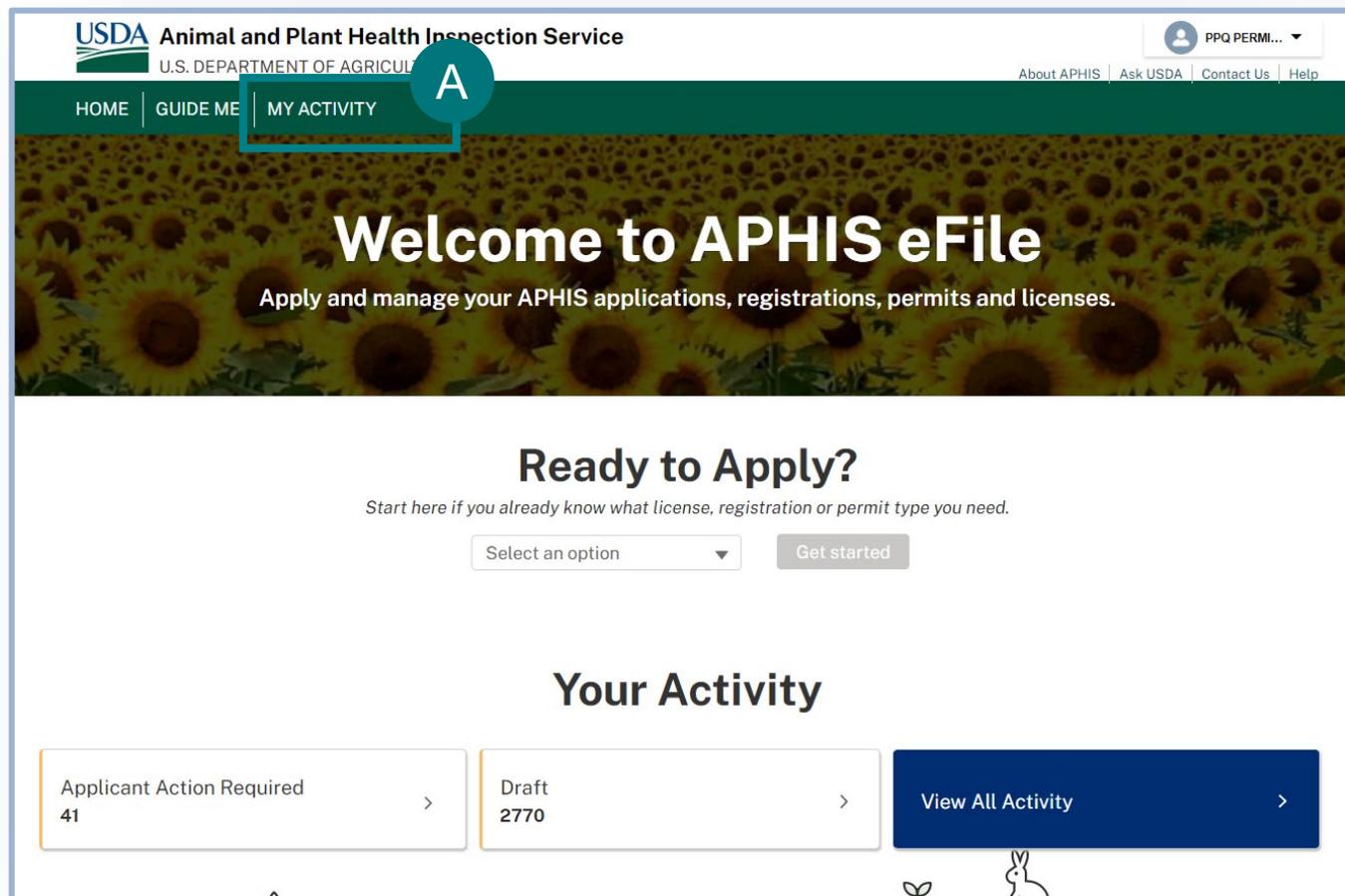
 **Step 2:** Amend Permit  
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 **Step 3:** Edit or update application information  
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 **Step 4:** Certify & Submit your amendment application  
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# 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: Amend Permit

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

**B** Select **I Understand & Continue**.

The screenshot shows a web interface for permit management. At the top, there are two permit cards. The first card is for Ref#: P-00069211 | Program: PPQ | PPQ-585, with Permit#: 540-22-6-01875. It has buttons for 'View Details' and 'More Actions'. A dropdown menu is open from the 'More Actions' button, showing options: 'View Permit PDF', 'Amend Permit', 'Transfer Permit', 'Cancel Permit', and 'Change Organization'. A red box labeled 'A' highlights the 'Amend Permit' option. Below the first card is a table with columns: Permittee (USDAeFile Applicant1), Commodity Type, Issued (01/06/2022), Effective (01/06/2022), Expires (01/06/2025), and Status (Issued). The second card is for Ref#: A-00057903 | Program: PPQ | PPQ-585, with a 'Go to Draft' button. Below the cards is a modal dialog titled 'Permit Amendment'. The dialog contains text explaining that amendments allow for modifying details like contact information and articles, but do not extend the expiration date. It lists exceptions: changing the permittee requires a new application, and extending the permit requires a renewal. It also states that only one amendment application can be active at a time. At the bottom of the dialog are 'Cancel' and 'I Understand & Continue' buttons. A red box labeled 'B' highlights the 'I Understand & Continue' button.

Permittee	Commodity Type	Issued	Effective	Expires	Status
USDAeFile Applicant1		01/06/2022	01/06/2022	01/06/2025	Issued

### Permit Amendment

Amendments allow you to modify certain details of your permit including updating contact information and adding or deleting articles. Amendments do not extend the expiration date of a permit. Amended permits replace previous versions and are effective upon issuance.

**Exceptions**

- To change the permittee, you will need to create a new application
- If you wish to extend your permit, you will need to submit a renewal

If you have already created/submitted an amendment application, you cannot create another one until the previous one is processed.

## Step 3: Edit or Update Application Information

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

**Responsible Party** | Commodities | Documents | Review & Submit

### My Details

**Instructions**  
You're always the applicant because you're applying for this permit. Check that your information is correct and answer the following question.

**Applicant**

**USDAeFile Applicant1**  
Company Name Edit

<b>Business Address</b>	<b>Mailing Address</b>
Street	Street
City, Alabama 78111	City, Arizona 78111
United States	United States
(567) 123-4567	
melissa.cavazos@accenturefederal.com	

**\* Will you be the permittee?** ⓘ

Yes  
 No, I'm 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 4: Certify & Submit Amendment Application

- A** Review the sections to confirm your information is correct.
- B** Enter your **Amendment Reason** in the free-text field.
- 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.

The screenshot displays the 'Responsible Party' section of the application. It includes an 'Edit' button in the top right corner. Below the 'Instructions' (confirming information accuracy), there is a table for 'Applicant and Permittee' with columns for 'Business Address' and 'Mailing Address'. The 'Amendment Reason' section is highlighted with a red box and labeled 'B', containing a text input field with the text 'Deleted an article I no longer needed.' Below this is a certification section labeled 'C' with two checked checkboxes: 'I hereby certify that the information in this application is complete and accurate to the best of my knowledge and belief.' and '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.' A warning message is present below the checkboxes. At the bottom, there are three buttons: 'Back', 'Save and Exit', and 'Submit Application', with the 'Submit Application' button highlighted by a red box and labeled 'D'.

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

# 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.

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-585 Permit Application Summary**

Application Number  
A-00057904

Status  
Submitted

Submission Date  
1/6/2022

If you have any questions regarding admissibility, please visit <https://acir.aphis.usda.gov/s/> or email [acirdatabase.comments@usda.gov](mailto:acirdatabase.comments@usda.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 29*

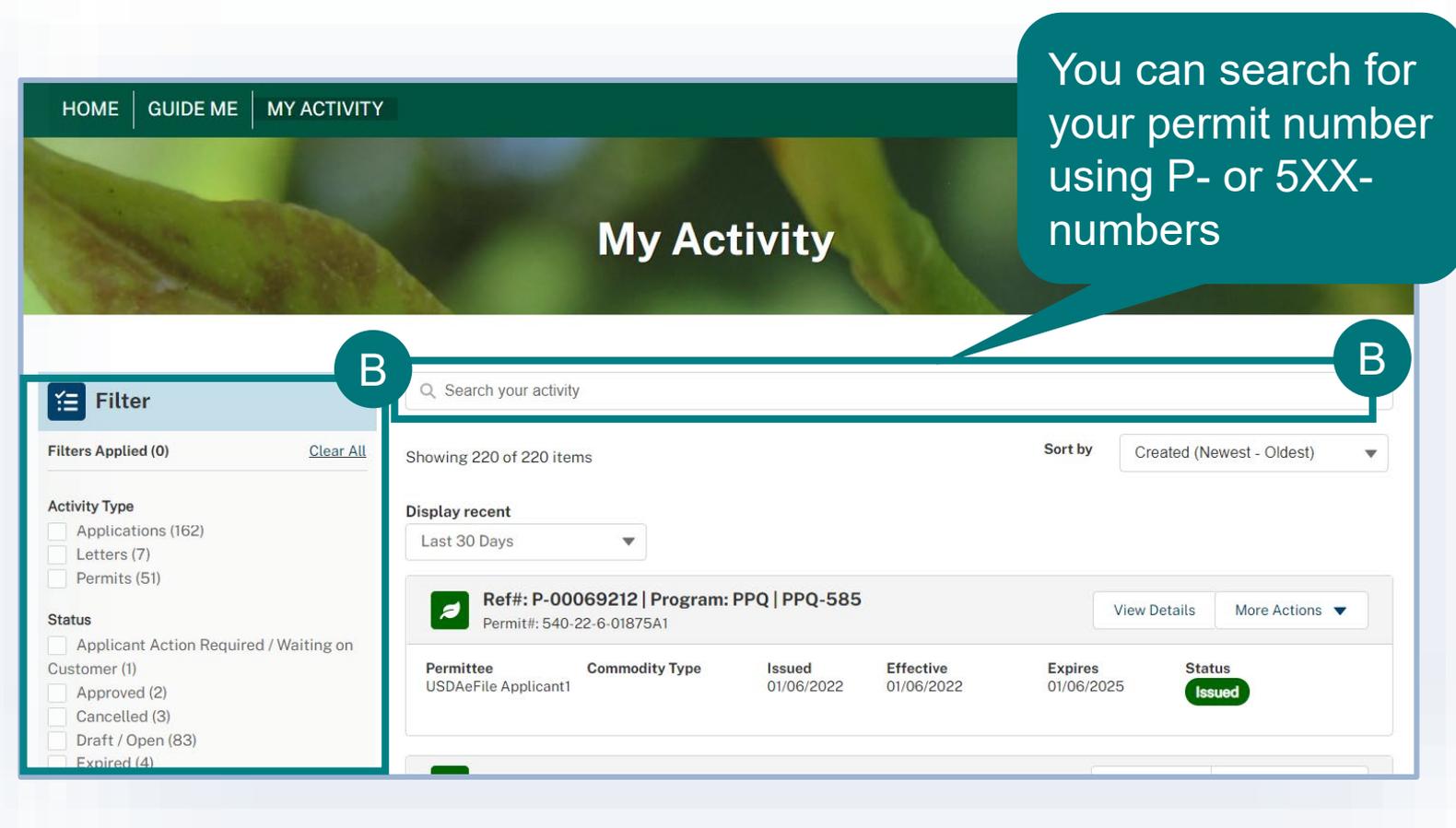
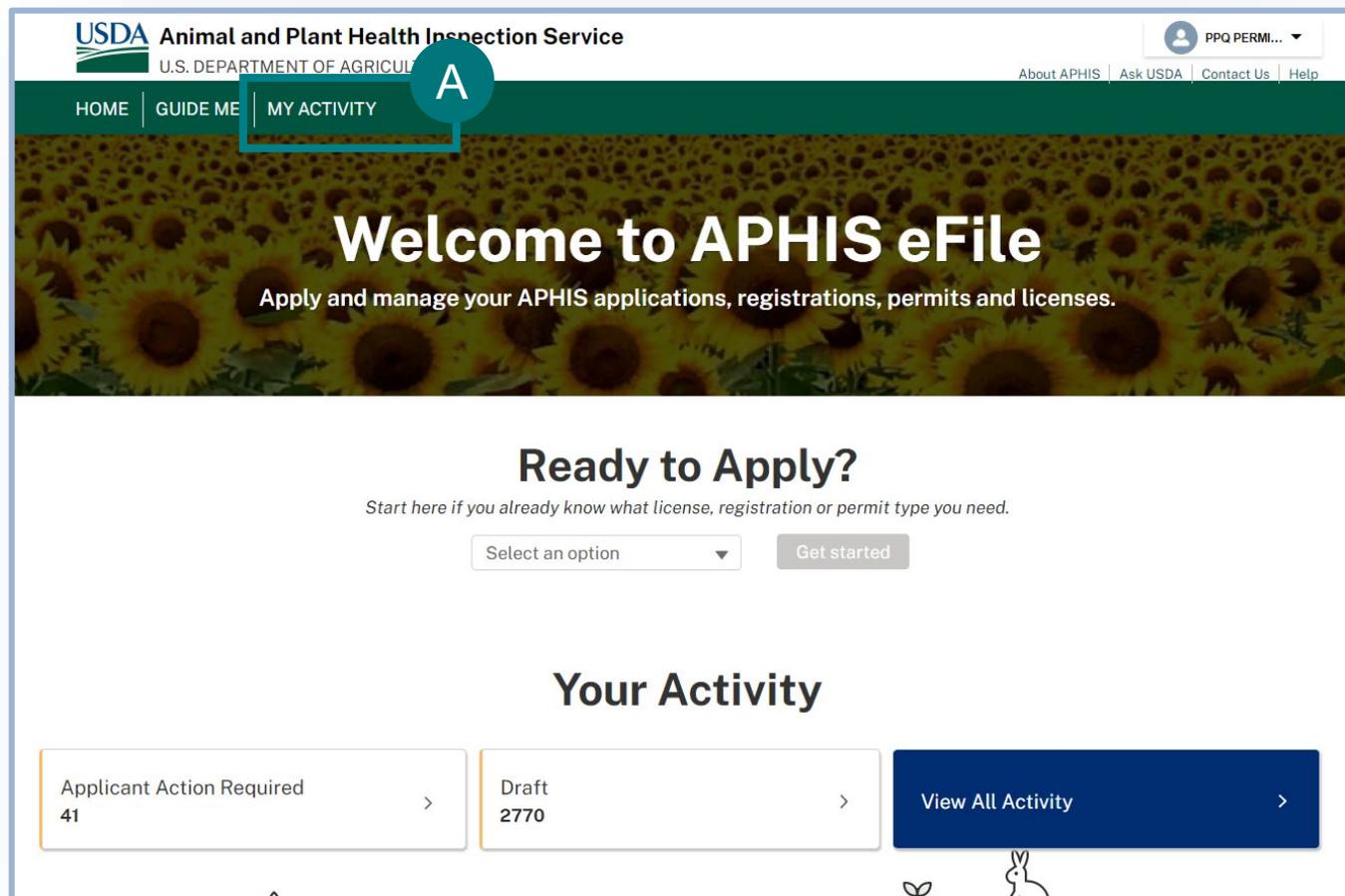
 **Step 2:** Renew Permit  
*Page 30*

 **Step 3:** Review Application Information  
*Page 31*

 **Step 4:** Certify & Submit Renewal Application  
*Page 32*

# 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**.
- B Select **I understand & Continue**.

 **Ref#: P-00069212 | Program: PPQ | PPQ-585**  
Permit#: 540-22-6-01875A1

[View Details](#) [More Actions ▾](#)

Permittee	Commodity Type	Issued	Effective	Expires	Stat
USDAeFile Applicant1		01/06/2022	01/06/2022	01/11/2022	Iss

**Permit Renewal**

Renewals allow you to modify certain details of your permit including updating contact information and adding or deleting articles. You may renew a permit beginning 90 days prior to its expiration. Renewals are effective only after the current permit has expired.

**Exceptions**

- To change the permittee, you will need to create a new application
- If you need to make changes to an active permit to take effect immediately, you will need to submit an amendment

If you have already created/submitted an amendment application, you cannot create another one until the previous one is processed.

[Cancel](#) [I Understand & Continue](#)

# Step 3: 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 commodities to your application by going to the Commodities section.

**Responsible Party** | Commodities | Documents | Review & Submit

### My Details

**Instructions**  
You're always the applicant because you're applying for this permit. Check that your information is correct and answer the following question.

**Applicant**

**USDAeFile Applicant1**  
Company Name Edit

<b>Business Address</b>	<b>Mailing Address</b>
Street	Street
City, Alabama 78111	City, Arizona 78111
United States	United States
(567) 123-4567	
melissa.cavazos@accenturefederal.com	

**\* Will you be the permittee?** ⓘ

Yes

No, I'm 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 4: Certify & Submit Renewal Application

**A** Review the 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**

**Responsible Party**

Instructions Edit

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

**Applicant and Permittee**

**USDAeFile Applicant1**  
Company Name

Will you be the permittee?  
Yes

**Business Address**      **Mailing Address**

Street      Street  
City, Alabama 78111      City, Arizona 78111  
United States      United States  
(567) 123-4567  
donotuse@email.com

**Commodities**

Instructions Edit

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

**Application Commodities**

Country of Origin	Commodity Name	Type of Timber	Process Type	Admissibility
Belgium	Aechmea		With Bark	Yes-with Permit

Show: 10      Page 1 of 1      Total records: 1

**Documents**

**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.

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-585 Permit Application  
Summary

Application Number  
A-00057904

Status  
Submitted

Submission Date  
1/6/2022

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.



email [plantproducts.permits@usda.gov](mailto:plantproducts.permits@usda.gov).

If you have any questions regarding admissibility, please visit <https://acir.aphis.usda.gov/s/> or email [acirdatabase.comments@usda.gov](mailto:acirdatabase.comments@usda.gov).

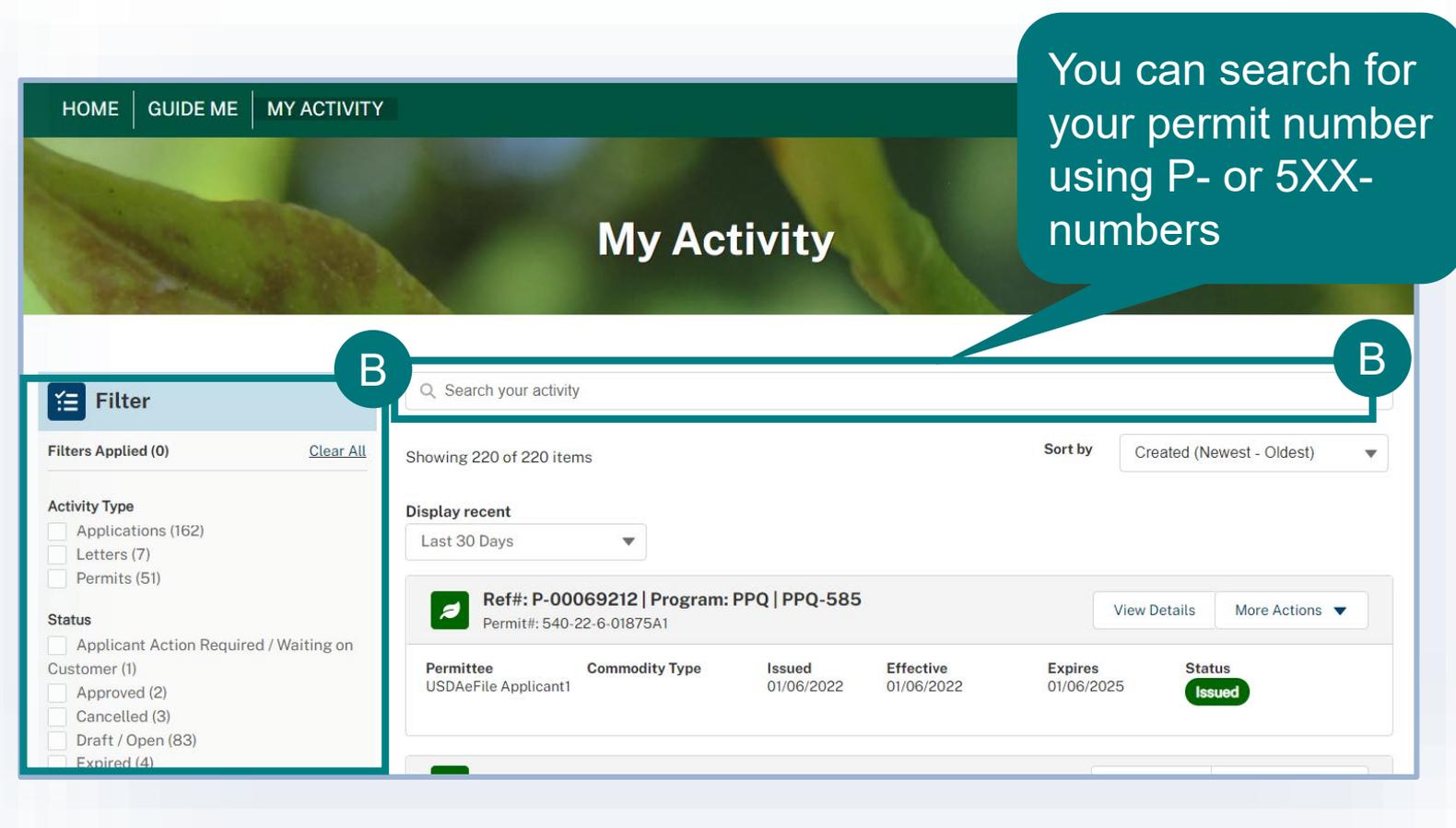
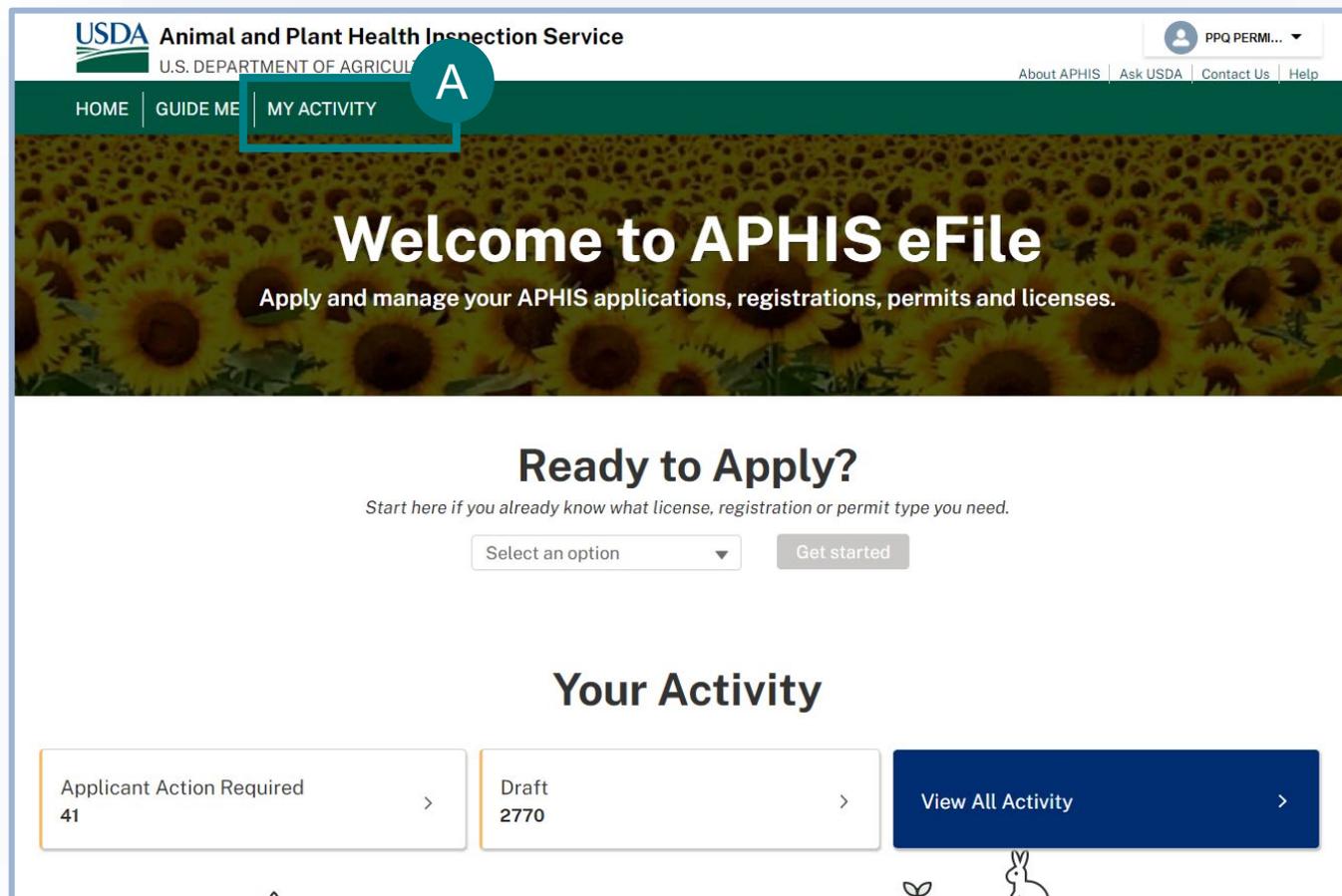


## CANCEL PERMIT

-  **Step 1:** Navigate to My Activity Page and Search for your Permit  
*Page 35*
-  **Step 2:** Cancel Permit, Add Explanation, and Submit  
*Page 36*

# 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: Cancel Permit, Add Explanation, and Submit

- A Select the dropdown arrow next to the Permit card and select **Cancel Permit**.
- B Enter the reasoning behind your permit cancellation request in the Explanation field and select **Submit**.

The screenshot displays a permit management interface. At the top, there are two permit cards. The first card is for Ref#: P-00069211 | Program: PPQ | PPQ-585, with Permit#: 540-22-6-01875. The second card is for Ref#: A-00057903 | Program: PPQ | PPQ-585, with Permit#: 556-20-249-00418. A 'More Actions' dropdown menu is open for the second permit, showing options: View Permit PDF, Amend Permit, Transfer Permit, Cancel Permit (highlighted with a red box and letter 'A'), and Change Organization. A 'Cancellation Request' modal is open in the foreground, with the title 'Cancellation Request'. It contains a text input field labeled '\*Explanation' with the text 'No longer need this permit.' and a 'Submit' button (highlighted with a red box and letter 'A') and a 'Cancel' button.

Permittee	Commodity Type	Issued	Effective	Expires	Status
USDAeFile Applicant1		01/06/2022	01/06/2022	01/06/2025	Iss

# 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-00150803** Cancelled [View Permit PDF](#)

540-22-5-02941 | | PPQ-585 | Applicant: items flagger | Permittee: items flagger | **Cancelled1/6/2022**



### 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.

### Permit Commodities

Country of Origin	Commodity Name	Type of Timber	Process Type
Belgium	Brownea macawana	Timber	With Bark
Belgium	Brownea macawana	Timber	With Bark

Show:  Page 1 of 1 Total records: 2

**Permit Details**

**Permit Type**  
New Application

**Application Ref #**  
[A-00090141](#)

**Record Type**  
PPQ-585

**Organization**  
USDAeFile Applicant1  
Account

**Files** [Add New File](#)

File Na...	File Type	Descri...
------------	-----------	-----------

# 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

# 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 select 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.

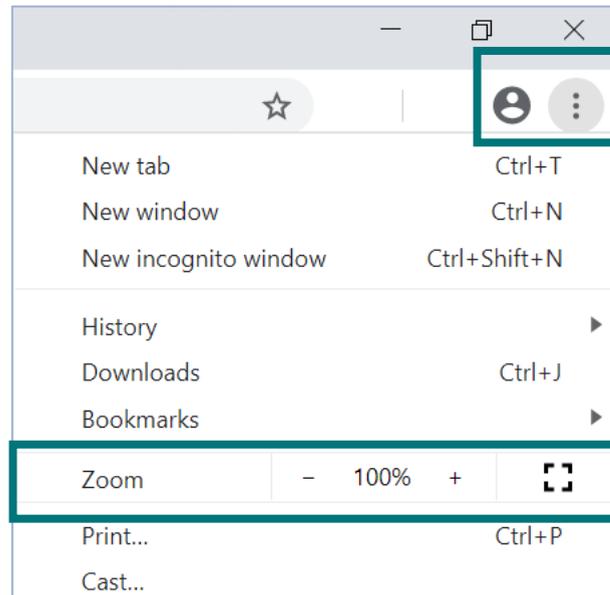
The screenshot shows the 'My Activity' page on the USDA Animal and Plant Health Inspection Service website. The page header includes the USDA logo and navigation links. The main content area features a search bar with the text '00091038' and a 'Filter' sidebar on the left. A table of applications is displayed, with one application highlighted by a red box and a 'B' callout. The highlighted application has a 'Clone Application' button. A red 'A' callout points to the search bar.

The screenshot shows the 'PPQ-585 Permit Application' details page. The page header includes the USDA logo and navigation links. The main content area displays the application number 'A-00096925' and a progress bar with steps: Responsible Party, Commodities, Documents, and Review & Submit. The 'Documents' step is currently active. Below the progress bar, there is a section for 'Documents Details' and 'Instructions'.

# 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

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

If you require technical assistance, please contact:

### **Help Desk**

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