WELCOME!

USDA APHIS Veterinary Services has a new online website to request Animal Products and Organisms and Vectors permits.

This user guide will take you through the process of creating and submitting a request for a permit.

For more APHIS eFile VS 16-3 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
Before you apply for your Animal Products, Organisms and Vectors permits it is important to note that if your application results in a permit, you will see two different numbers associated with the permit.

**Permit Numbers:**

1. **Ref # - System Generated Permit Record Number (P-00001234)**
   - This number is the Record ID number that is autogenerated when a permit has been created. This is not a smart number, and does not represent the year, permit type, or any additional information.

2. **Permit # - APHIS Permit Number (610-20-201-00015)**
   - This is the number on your permit and the number that CBP will reference when needed.
   - The format of this number is: Program Prefix-Calendar Year-Ordinal Day-Sequential Number
     - The Program Prefix indicated the type of permit.
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I want to Submit a VS 16-3 Permit Application

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Step 1: Sign in to eFile

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

A Log in to eFile using your eAuthentication credentials.
- If you are not eAuthenticated, select Create an Account and follow the steps to become eAuthenticated. You must be eAuthenticated to apply in APHIS eFile.
- 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.

B Under the Ready to Apply section, choose the VS 16-3 application and then select Get Started.
- The VS 16-3: Application for 16-6A permit to import or transport animal products, organisms and vectors.
Step 2: Complete the Permitting Assistant

Complete the Permitting Assistant to begin the application process.

A. Select the tab associated with the material you would like to add to your application summary.

B. Enter your material’s details into the appropriate search fields.
   - If you are searching for an Organism and Vector and are unable to find it on the list, select the Not Found on the Organism or Vector List checkbox. This will reveal an “Organism or Vector Name” field where you can free-text enter the name of your Organism or Vector. Please note, if your movement type is interstate, this will not be an option.

C. Select the Search button to search for your material.

Note: Add all the materials on the application and the VSPA will split them for you. Once your materials have been added, they will be automatically organized into the appropriate applications.
Select the Attribute Filters to refine your material search results.

Note: For best results complete ALL attribute filters from top to bottom order until there is only ONE result.

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

Use the “X” to remove an individual filter and “Clear All” to remove all selected filters.

Select the “i” icons to reveal tool tips.
Step 2: Complete the Permitting Assistant

Note: You will likely not need to adjust your view of the Result Cards, as you should use all attribute filters until one result remains.

Use the following tools to adjust your view of the Result Cards:

A. Use the drop-down to change the number of Result Cards per page.

B. Use the arrows to view more pages of Result Cards.

C. Use the drop-down to sort by Prescreening Result number (PR #) or Outcome.
   - Each Result Card has a unique PR #. If you need to communicate with VS about a specific result card, you can use the PR #.
Step 2: Complete the Permitting Assistant

You can add a material to your request as a **single material** (ex: single-species bulk material, tissue samples) or as an **ingredient of a product** made up of multiple animal-origin materials (ex: food products, pet food, test kits, nutraceuticals).

To add a material as a single material, select **Add Material**.
Step 2: Complete the Permitting Assistant

To add a material as an ingredient of a multi-ingredient product, select **Add to Product Ingredient List**.

1. Select the **checkbox** associated with each product ingredient list you would like to add the material to.

2. If you have not yet created a product ingredient list, or would like to create a new one, select **Create a Product Ingredient List**, enter the **Name** of your product and select **Create Product & Add Ingredient**.

**Note**: Multi-ingredient is only available for animal products.

**Note**: Make sure to add all ingredients within that product, even if you don't need a permit. The outcome for the whole product is based on the individual requirements for each animal-origin ingredient.
Step 2: Complete the Permitting Assistant

To remove a single material, select the Remove Material button.

To remove an ingredient, uncheck the checkbox associated with the Product Ingredient List.

Note: You must use one of these two options to remove a material. Once you have added a material, refreshing the VSPA will not remove them.

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

Once you’ve added all your materials proceed to your Application Summary by selecting the Shopping Cart icon or the View Summary button.
Step 2: Complete the Permitting Assistant

The materials you have added have been sorted into categories:

**VS 16-3 Permit Application** – Materials listed in this section require 16-3 Permit applications. The materials have been sorted onto the appropriate number of applications.

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

**Inadmissible** – Materials listed in this section are not allowed for import, transport, or transit.

Select each category tab to view the results in that category.
Step 2: Complete the Permitting Assistant

A. To delete a material from your summary request, select the trashcan icon.

B. To add more materials, select Go Back and Add More Materials.

C. When applicable, download all letters by selecting the View Letter button associated with each material.

D. To send yourself a copy of this request summary, enter your email into the field and select Send.
   - Please note your summary will expire in 5 standard days.

E. If you are renewing an ePermits permit, enter the Permit number and Save.
Step 3: Proceed to Application(s) from VSPA

Once you have reviewed all your results, select the **Proceed to Applications button** to continue to complete and submit your applications in eFile.

**Note:** If you are not already logged in, you will be prompted to log in with your eAuthentication credentials.
Step 3: Proceed to Application(s) from VSPA

If your Application Summary resulted in more than one application, you will see the **Split Application Notice** that lists each resulting application and its associated materials.

- Select **I Understand & Continue** to proceed to application.

![](image)
Step 3: Proceed to Application(s) from VSPA

After you click “I Understand & Continue”, you will be sent to the My Activity page that lists all applications associated with your account, the applications are sorted by Newest to Oldest. Your most recent application(s) will be at the top of the list.

To navigate to your application select one of the three options:
1. Reference #
2. Go to Draft
3. Draft
Step 4: Identify Responsible Parties

In the Responsible Party section of your application, you will identify the responsible parties involved in the movement of your material.

The types of Responsible Parties include:

- **Permittee** – The individual who is the permit holder, whose name will appear on the permit. The Permittee must be a person who resides in the United States or operates a business establishment within the United States.

- **Applicant** – The individual filling out and submitting the application (such as importers or brokers). The Applicant must be a person who resides in the United States or operates a business establishment within the United States.
  - In a situation where the applicant and permittee are different people, the applicant is the individual authorized by the permittee to submit the application on their behalf.
Step 4: Identify Responsible Parties

**Applicant Details**

A. You have the option to enter an **Application Reference Name**. This is a “friendly name” you can use later to identify this application.

B. **Confirm that your information on the Contact Card is correct.** If you are a **first-time user**, you will need to provide additional contact information such as your business and/or mailing address and phone number.
   - To update your contact information, select **Edit** and update accordingly.

C. **Answer the required question, “Will you be the permittee?”** to indicate whether you will be the permit holder or not.
   - If you select no, you will need to provide the permittee’s contact information in an additional section of the page.
Step 4: Identify Responsible Parties

Using the Contact Cards - The contact cards displaying on the application are your associated contacts. Please note, if you do not have any associated contacts, no cards will display. The Contact Cards are saved into eFile for repeated, future use. The cards are sorted in alphabetical order by last name from left to right.

A To find a contact you have previously used, enter the contact’s name, company, or email into the search bar or use the page arrows to manually search.

B To create a new contact select Create New Contact, enter the information and save.

C 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.

Note: If you edit the contact information before selection the contact will update for all future uses. However, if you update after selection the contact will not update for all future uses.
Step 4: Identify Responsible Parties

Permittee Details

**Note:** This section will only appear if you’ve indicated that you will not be the permit holder.

**A** Use the Contact Cards to select the Permittee.

**B** Answer the required question, What is your relationship to the permittee?
   - If you select Other, use the Relationship Explanation field to explain your relationship.

**C** You have the option to add attachments such as a Power of Attorney document. To include a file, select Add New File and upload your file.
Step 5: Enter in Supply Chain/Exporter(s) Information

Knowledge of Exporters

In this section of the application you will provide the contact information of the exporter(s) of your material(s).

Answer the required question, “Do you know the name(s) and address(es) of your exporter(s)?”

Export Details

If you selected Yes, use the contact cards to select your exporter(s).

To add an additional Exporter, select Add Another Exporter. This is optional.

Please note option B is displayed on the following page.
Step 5: Enter in Supply Chain/Exporter(s) Information

Countries of Export (this does not appear for interstate transport permit applications)

If you selected No:

1. Read the Warning.

2. Answer the required question, “Do you know your country(ies) of export?”

If you select Yes, the Country of Export section will appear. Use the section to select the countries from where your material is being shipped.

Please note option b is displayed on the following page
Step 5: Enter in Supply Chain/Exporter(s) Information

Countries of Export (this does not appear for interstate transport permit applications)

If you selected No:

1. Read the **Warning**.

2. **Answer the required question**, “Do you know your country(ies) of export?”

   - **Do you know your country(ies) of export?**
     - a. Yes
     - b. No, but they are various countries outside the US

If you select No, **complete the required field** by explaining why you do not know the specific country(ies) from which your material is being exported.

*Please explain why you do not know your exporter details or the country(ies) where your material(s) are being exported from.*
Step 6: Enter Transportation Information

Ports and Transportation (this does not appear for interstate transport permit applications)

In this section of the application you will identify the Port of Arrival, Port of Exit (Transit applications only), and Mode of Transportation for your material(s).

In the Ports section of the page, answer the required question. Please note, this question will not appear on Transit applications.

If you answered Yes, use the Port of Arrival section to search for and select your ports.

If you answered No, proceed to the Transportation section of the page.
Step 6: Enter Transportation Information

Ports & Transportation (this does not appear for interstate transport permit applications)

In the **Ports section** of the page, use the **Port of Exit** section to search and select the specific ports. **Please note, this field will only appear if you indicated Transit as your movement type.**

Select **Clear All** to remove all ports chosen.

To Remove ports, select the "X" to the right of chosen port.
Step 6: Enter Transportation Information

Ports & Transportation (this does not appear for interstate transport permit applications)

In the Transportation section of the page:

A. Select your mode(s) of transportation by selecting them from the Available Mode(s) drop down.

You can choose more than one option from the drop-down. A checkmark indicates an option is selected. Use the “X”s to remove selections.

B. Answer the required question, “Do you wish to request an exception to hand-carry (on your person or baggage) the material(s)?”

- If you answered Yes, read the Disclaimer message.
- If you answered No, proceed to the next page of the application.
Step 7: Enter Material Information

Material Details

In this section of the application, you will provide all the details about each of your materials based on your selections from the VS Permitting Assistant.

- Use the Save & Next Material button to navigate between each of the materials on your application. Please Note, selecting the tabs on the left side of the page to navigate between materials will not save your data.

Note: The “cards” you selected in the VS Permitting Assistant may contain additional information required for your application. Be sure to review your VS Permitting Assistant selections while entering your material details.

A check mark next to a material name will indicate all of that material’s required fields are completed.

Select the VS Permitting Assistant arrow to reveal the “card” you selected in the Assistant. This card may contain additional information required for your application.

Use the Remove Material button to delete materials from your application.
Step 7: Enter Material Information

Material Details

Products have two tabs within them:

A **Product Details** – Information about the overall product as a whole

B **Ingredient Details** – Information about each individual ingredient within the product

Select each of the tabs to navigate between the two.

This number indicates the number of ingredients within this product.
Step 7: Enter Material Information

Material Details

In this section of the application you will provide all the details about each of your materials.

• Complete all the required fields for each of your materials. Required fields are marked with a red asterisk.

Note: Several fields will pre-populate with the information you entered into the VS Permitting Assistant.

• There are several fields, such as the Tissue field, that are multi-select drop-downs. To use these fields, select the drop-down and then choose all your applicable options. A check-mark next to a tissue denotes that it is selected.

Use the “X” to remove an individual selection.
Step 7: Enter Material Information

Material Details

Complete all the required fields for each of the applicant’s materials.

- To use the Countries fields, search for and select Countries one at a time.

Use the “X” to remove an individual country and “Clear All” to remove all selected countries.
Step 7: Enter Material Information

Material Details

If your material is a **cell culture product**, you will also need to complete a **VS 16-7**.

A. Complete all required fields in the VS 16-7 section.

B. To add a cell line, select the **Add a Cell Line button**.

C. In the modal **enter your data** and then **save**. Your cell line will be added to the table.

- Repeat steps B-C for all Cell Lines.

D. To add Nutritive Factors/Enzymes, select the **Add Nutritive Factors/Enzymes button**.

E. In the modal, **enter your data** and then **save**. Your nutritive factor/enzyme will be added to the table.

- Repeat steps D-E for all Nutritive Factors/Enzymes.
Step 7: Enter Material Information

Material Details

In the Attachments section of the page, you have the option to attach additional documentation that is specific to this material. There will be an additional section later in the application where you can attach general files that are not specific to a material. This section is not required.

A. If you would like to upload files, select Add New File.
B. In the popup window, select Upload Files and select your file or drag and drop your file on the “drop files” button.
C. Once your file has uploaded, select Done.
Step 7: Enter Material Information

Material Details

You have the option to add additional materials to your application. To do this:

A. Select Add Another Material.

B. Read the Redirecting You modal. In order to add more materials to your application, you will be taken back to the VS Permitting Assistant. Please note, you will only be able to add additional materials that are allowed to be permitted with the materials already on your application.

C. Select I Understand & Continue to proceed to the VS Permitting Assistant.
Step 8: Upload Additional Documentation

Supporting Documentation

In this section of the application you have the option to **add any additional documentation** that you feel would be beneficial for your application. The documentation in this section is **not specific to a material**.

A. If you do not have any files to upload, select the **checkbox** and proceed to the next section of the application.

B. Use the File Description text field to enter in information about the file(s) being uploaded.

C. If you would like to upload files, select **Add New File**.
   - In the popup window, select **Upload Files and select your file** or drag and drop your file on the “drop files” button.

D. Once your file has uploaded, select **Done**
Step 8: Upload Additional Documentation

Supporting Documentation

Once your files have been uploaded, they will appear in a table view.

Select **Save and Next** to proceed to the next section of the application.

Use the trashcan icon to delete a file or the pencil icon to edit the description of the file.
Step 9: Review, Certify, and Submit

Review and Submit

In this section of the application you will review your complete application, certify that the information you have entered is correct, and submit. Please note, once you submit your application you are not able to change any of the information.

A. Review your data in each of the sections.

   - To edit your data in a specific section of the application, select the Edit button associated with that section. You will be taken back to that page of the application to edit your data.

B. Once you are ready to submit your application, read the certification statement, select the “I certify…” checkbox and select Proceed to Payment.
Step 10: Payment

After you've completed the application, in order to submit you will need to pay the application fee. Review your application processing fee and then select your method of payment.

Payment Methods:

A. Online via Pay.gov

B. Mail-in Payment

C. APHIS User Fee Account
Online via Pay.gov as your payment method.

- Please note, when selecting this as your payment method you will be redirected to pay.gov, once you have completed the payment process you will be returned to the APHIS eFile site.

A Select whether you want to pay with a withdrawal from a checking or savings account (ACH) or if you want to pay with a debit or credit card.

B Select Continue to finish completing your payment.
Step 10: Payment – Mail-in Payment

**Mail-in Payment** method:

- **Please note**, you will need to write your application number on your check or money order to ensure the VS Staff can associate the payment with your application upon receipt. Cash payments will not be accepted.

A Enter your Check or Money Order Number

B Select **Confirm Payment Details**
Step 10: Payment – APHIS User Fee Account

**APHIS User Fee Account** payment method:

- **Please note**, VS Staff will associate the cost of the application with your account and will begin to review it after payment processing is complete.

**A** Enter APHIS User Fee Account Number

**B** Select Confirm Payment Detail
Step 10: Payment

Congratulations!

- To ensure you have successfully completed your payment, you will see the confirmation message below.
- You will receive a confirmation email once your application has been processed.

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

A confirmation email has been sent to the primary email address on 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 reaches your inbox, we recommend you add ephis.efile@usda.gov and support@salesforce.com to your address book.
I want to amend or renew an eFile permit

**Step 1:** Sign into APHIS eFile and find your permit on the My Activity page

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**Step 2:** Amend or renew your Permit

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Step 1: Sign into APHIS eFile and find your permit on the My Activity page

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

1. **Log in** to eFile using your eAuthentication credentials.
2. Select the **My Activity tab** and update the **Display recent drop-down to View All**.
3. Use the **search bar or filters** to find the permit you want to amend or renew.
4. Select the **More Actions** drop-down and choose **Amend Permit or Renew Permit**.
   - All issued and active permits are eligible to be amended.
   - All issued permits that are within 90 days of expiration or expired are eligible to be renewed.
   - You can only complete one of these actions at a time. For example, if you’ve applied to amend your permit, you are not able to renew until the amendment is processed.
Step 2: Amend Your Permit

If you selected Amend Permit, read the pop-up window and select I understand & Continue.

• You will be taken to a new, amendment application. All data from your previous application will be copied into the amendment application.

• Edit your information as needed and then on the Review and Submit page, certify and proceed to payment.

• Pay to complete and submit your application.

Note: If approved, your amended permit will keep the same APHIS permit number (610-20-205-1234).
Step 2: Renew your Permit

If you selected Renew Permit, read the pop-up window and select one of the radio options:

1. **Renew with no changes** when you do not need to edit any of the permit information and only wish to renew the effective and expiration dates.
   - Select I Understand & Continue. You will be taken to a new, renewal application. All data from your previous application will be copied into the renewal application.
   - On the Review and Submit page, certify and proceed to payment.
   - Pay to complete and submit your application.

2. **Renew with changes** when you need to edit information and renew the effective and expiration dates.
   - Select I Understand & Continue. You will be taken to a new, renewal application. All data from your previous application will be copied into the renewal application.
   - Edit your information as needed and then on the Review and Submit page, certify and proceed to payment.
   - Pay to complete and submit your application.

**Note:** If approved, your renewed permit will keep the same APHIS permit number (610-20-205-1234).
I want to renew an ePermits permit in eFile

Step 1: Sign into APHIS eFile
Page 49

Step 2: Complete the VSPA based on the ePermits permit you are renewing
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Step 3: Proceed to, complete, and submit your Application
Page 53
Users can renew permits issued from ePermits in eFile. To do this, you will need to complete the VS Permitting Assistant, complete and submit your application in eFile. Your application fee will be adjusted to the appropriate renewal amount. Make sure to add all the materials on your ePermits permit to your Application Summary.

You essentially have to re-create your permit into our new eFile system. There is no data transfer from the old ePermits system. You will have to fill out a full application which will result in a new permit with a new number, but be charged the renewal processing fee of $97 per application. This is just a one-time process that has to be done for each permit you renew into the new system.

The following slides will explain the step-by-step process to renew ePermits permits in eFile.
Step 1: Sign in to eFile

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

A Log in to eFile using your eAuthentication credentials.

• 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.
• 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.

B Under the Ready to Apply section, select the ePermits VS 16-6A Renewal link.
Step 2: Complete the VSPA based on the ePermits permit you are renewing

Complete the VS Permitting Assistant to begin the application process. For assistance using the VS Permitting Assistant, please see the VS Permitting Assistant section of this guide.

**Note:** Make sure to add all the materials on your ePermits Permit to your Application Summary.

Once you’ve added all your materials proceed to your Application Summary by selecting the Shopping Cart icon or the View Summary button.
Step 2: Complete the VSPA based on the ePermits permit you are renewing

SUMMARY PAGE

**A** To indicate that this application is renewal enter your ePermits Permit Number on the Application Summary page and select Save.

**B** Please note, your Estimated Processing Fee will be updated accordingly.

*If the materials on your ePermits Permit result in more than one permit application in the eFile VSPA Application Summary, these applications will be independent of one another for processing and issuance.*
Step 3: Proceed to Application(s) from VSPA

Once you have reviewed all your results, select **Proceed to Applications**. Refer to the **VS 16-3 Application** section of this guide starting on page 17 for directions on how complete the eFile application.

**Note:** If you are not already logged in, you will be prompted to log in with your eAuthentication credentials.

When completing your application, make sure to include an attached copy of your ePermit permit.
My application requires a Lab Facility Inspection

If your application requires a facility inspection, you will receive an email alerting you. This email will contain a Preliminary Questionnaire you must complete before the inspection can take place.

If you have questions or need assistance, please contact the VS staff member who emailed you. If you need further assistance, see the Appendix for additional contact information.
I want to Withdraw my Application

A. To withdraw an application, navigate to your My Activity page and select the View Details associated with the application you would like to withdraw.

B. On the Application Details page, select the More drop-down and choose Withdraw Application.

C. In the pop-up window, select the Reason for Withdrawal drop-down and choose your reason for withdrawing.

D. When you are done, select Submit.

E. Once you submit, your withdrawal will be pending APHIS approval. Once APHIS approves your request, your application will be withdrawn.
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 and support@salesforce.com to your address book so that any automatic emails are not sent to junk.

- **Zoom** – 100%

**Contact**

If you require assistance with your applications, please contact:

**Veterinary Services**

(301) 851 3300

APIE@usda.gov

If you require technical assistance, please contact:

**Help Desk**

help@usda.gov