



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

# APHIS eFile

## **Guidance for Submitting a VS 16-3 Permit Application**

*Application for 16-6A permit to import or transport animal products, organisms and vectors*

**April 2025**

# WELCOME!

USDA APHIS Veterinary Services uses the APHIS eFile website to receive Animal Products and Organisms and Vectors permit applications.

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](#)

# I AM AN APPLICANT

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 **not the permit number**. Do not use this number when declaring your commodity for Customs and Border Protection (CBP).
    - The reference number shows the permit versions and will change as you apply for amendments and renewals.
2. **Permit #** - APHIS Permit Number (610-20-201-00015)
  - This is the APHIS permit number. Use this number when asking questions or presenting the permit to CBP.
    - The permit number does not change once issued; all amendments and renewals of the permit will maintain the same permit number.
  - The format of this number is: Program Prefix-Calendar Year-Ordinal Day-Sequential Number
    - The Program Prefix indicates the type of permit.













**Ref#: P-00000905 | Program: VS | VS 16-6A**

Permit#: 610-20-215-00012

# TABLE OF CONTENTS

	<b>Start a NEW permit request</b> <i>Page 5</i>
	<b>Complete and submit your application(s)</b> <i>Page 20</i>
	<b>Amend or Renew a permit issued from APHIS eFile</b> <i>Page 49</i>
	<b>Renew a permit from the old ePermits System</b> <i>Page 55</i>
	<b>Respond to Required Lab Inspection (When applicable)</b> <i>Page 62</i>
	<b>Withdraw an Application (When applicable)</b> <i>Page 63</i>
	<b>Copy an Application (When applicable)</b> <i>Page 64</i>
	<b>Appendix</b> <i>Page 65</i>

## I want to Submit a VS 16-3 Application for a NEW Permit

- |  |  |
|--|--|
|  <b>Step 1:</b> Sign into APHIS eFile<br><i>Page 6</i>  |  <b>Step 6:</b> Enter Transportation Information<br><i>Page 29</i>          |
|  <b>Step 2:</b> Itemize your request with the VS Permitting Assistant (VSPA)<br><i>Page 7</i> |  <b>Step 7:</b> Enter Material Information<br><i>Page 32</i>                |
|  <b>Step 3:</b> Proceed to Application(s) from VSPA<br><i>Page 19</i>                        |  <b>Step 8:</b> Upload Additional Documentation<br><i>Page 41</i>         |
|  <b>Step 4:</b> Identify the Responsible Parties<br><i>Page 22</i>                          |  <b>Step 9:</b> Review, Certify, and Proceed to Payment<br><i>Page 43</i> |
|  <b>Step 5:</b> Enter Supply Chain/Exporter(s) Information<br><i>Page 26</i>                |  <b>Step 10:</b> Payment<br><i>Page 44</i>                                |

# Step 1: Sign in to eFile

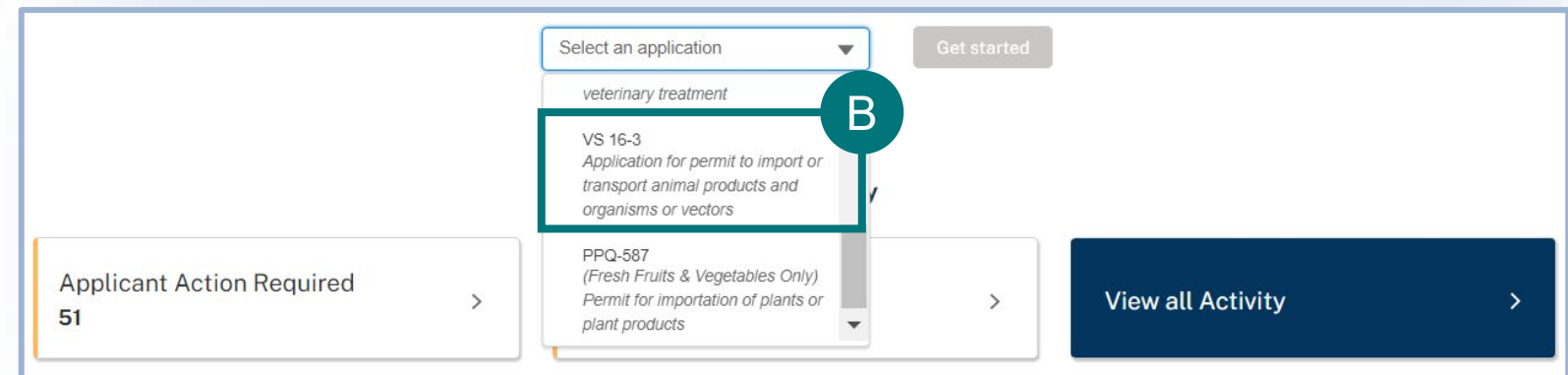
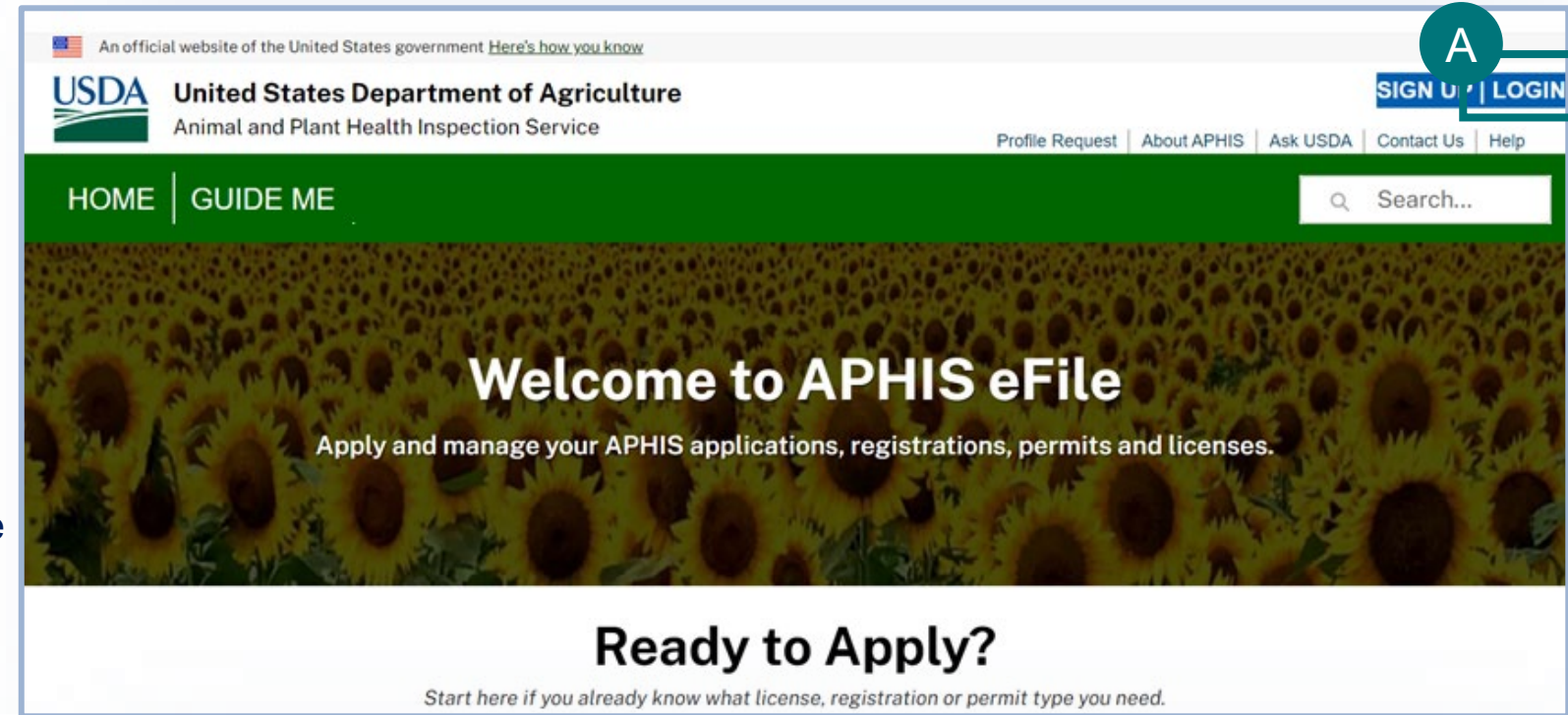
Navigate to <https://efile.aphis.usda.gov/s/>

**A** Log in to eFile using your login credentials.

- If you do not have login credentials, select **Create an Account** and follow the steps; for help, visit this site: <https://login.gov/help>. You must have valid login credentials to apply in APHIS eFile.
- Login Credentials are issued to an individual and are not to be shared with others.

**B** Under the Ready to Apply section, choose the **VS 16-3 application** and then select **Get Started**.

- The VS 16-3 is a permit application for 16-6A permit to import or transport animal products, organisms and vectors.
- Choose this only if you are applying for a new permit. If you are renewing or amending an existing APHIS eFile permit, please see the correct section of this guide.





## Step 2: Complete the Permitting Assistant

## SEARCH PAGE

**Complete the VS 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 in step 1 of the VSPA.
- C Then select the **Search** button to proceed to Step 2.
  - The following slides further explain how to use the VSPA.

**A**

Step 1: Enter Your Material's Details & Search

Animal Products & Byproducts | [Organisms & Vectors](#)

Materials/products containing, derived from, or exposed to animal material (e.g., bone, skin, hair, fur, feathers, horns, hooves, teeth, claws, shells, scales, etc.), hay/straw for animal feed or bedding, and used in agricultural or meat equipment.

**B**

Movement Type  
Import ▼

Intended Use ⓘ  
Research ▼

Materials ⓘ  
Gelatin as an Ingredient ✕  
[See List of Materials](#)

Country of Origin ⓘ  
France ✕  
[See List of Countries](#)

Animal Origin ⓘ  
Aquatic Animals ▼

**C**

Search

Select the “i” icons to reveal tool tips

Use the “See List” hyperlinks to view lists of your options


**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.

# Step 2: Complete the Permitting Assistant

SEARCH PAGE

## Using the VSPA for Organisms and Vectors:

- Organisms and vectors include all cultures or collections of organisms, or their derivatives, or vectors (such as mosquitoes, ticks, etc.) which are known to cause or disseminate infectious disease among livestock or poultry animals.
  - This includes organisms that may not have been originally isolated from animals, but are known to cause disease among livestock or poultry (such as all influenza A viruses)
- Repeat the steps 1-2-3 on the VSPA to choose all the organisms and vectors you wish to receive.
- When using the VSPA to understand the import requirements for 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.

 Step 1: Select a Category Tab to Enter a Commodity's Details

Animal Products & Byproducts

Live Animals

Organisms & Vectors

Organisms, their derivatives, or vectors which may contain or be exposed to livestock, aquatic, and poultry pathogens.

Movement Type

Import

Category ⓘ

Livestock or Poultry Pathogen

Organism or Vector ⓘ

Other

☒ Not Found on the Organism or Vector List

[See Full List of Organisms & Vectors](#)

Exposed to, Isolated from Animals/Animal Products ⓘ

Ruminant Equine or Porcine

Organism or Vector Name ⓘ

Enter your Organism or Vector's Name

Country of Origin ⓘ

Search Country

Search




## Using the VSPA for Animal Products:

- Animal products are materials/products containing, derived from, or exposed to animal material (excluding organisms and vectors), hay/straw for animal feed or bedding, and used agricultural or meat equipment.
- Use the VSPA to Itemize your permit request by choosing the appropriate *animal-origin* materials/ingredients in your commodity(ies).
- There are two ways to itemize your request:

**A** as "single materials" - This is the case when the animal materials are being imported individually. The imported commodity has animal materials which are not mixed species/origins. For example, if you are importing bulk dried egg, bulk single-species fat, canned/bottled milk, tissue/blood samples from individual animals. Repeat the steps 1-2-3 to add each animal material from each animal and country to your request.

OR

**B** as a product/products containing 1 or more animal origin ingredients – The imported commodity consists animal materials are mixed together in a product). Some examples of such commodities include nutraceuticals, food products, pet food, culture media, diagnostic test kits, and fertilizers. Use the "Create or Edit Product Ingredient List" button to create a named product (you can use a generic name, such as "nutraceutical", "pet food", etc.), and then repeat steps 1-2-3 of the VSPA to add each animal origin ingredient from each animal to your named product. Do not choose ingredient/material names in the VSPA that contain the word "bulk".



Step 1: Select a Category Tab to Enter a Commodity's Details

Animal Products & Byproducts

Live Animals

Organisms & Vectors

Materials/products containing, derived from, or exposed to animal material (excluding organisms and vectors), hay/straw for animal feed or bedding, and used agricultural or meat equipment.

B

Create and Edit Product Ingredient Lists | ▼

## Step 2: Complete the Permitting Assistant

SEARCH PAGE

- Once you have completed step 1 of the VSPA and clicked "search", proceed to step 2 of the VSPA.

A 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**. Then proceed to step 3 of the VSPA.

Be sure to click on the "i" icons to read the full explanation of the filter/question.

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

**Step 2: Select Attributes**

2 filters applied [Clear All](#)

**Filters Applied:**

- To Be Consumed By | Animals**
- Qualifies Under Guideline 1104 | No**

**To Be Consumed By** ⓘ

- ☒ Animals (1)
- ☐ Humans (0)
- ☐ Not for Consumption (0)

**Qualifies Under Guideline 1104** ⓘ

- ☐ Yes (0)
- ☒ No (1)

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

Select the "i" icons to reveal tool tips

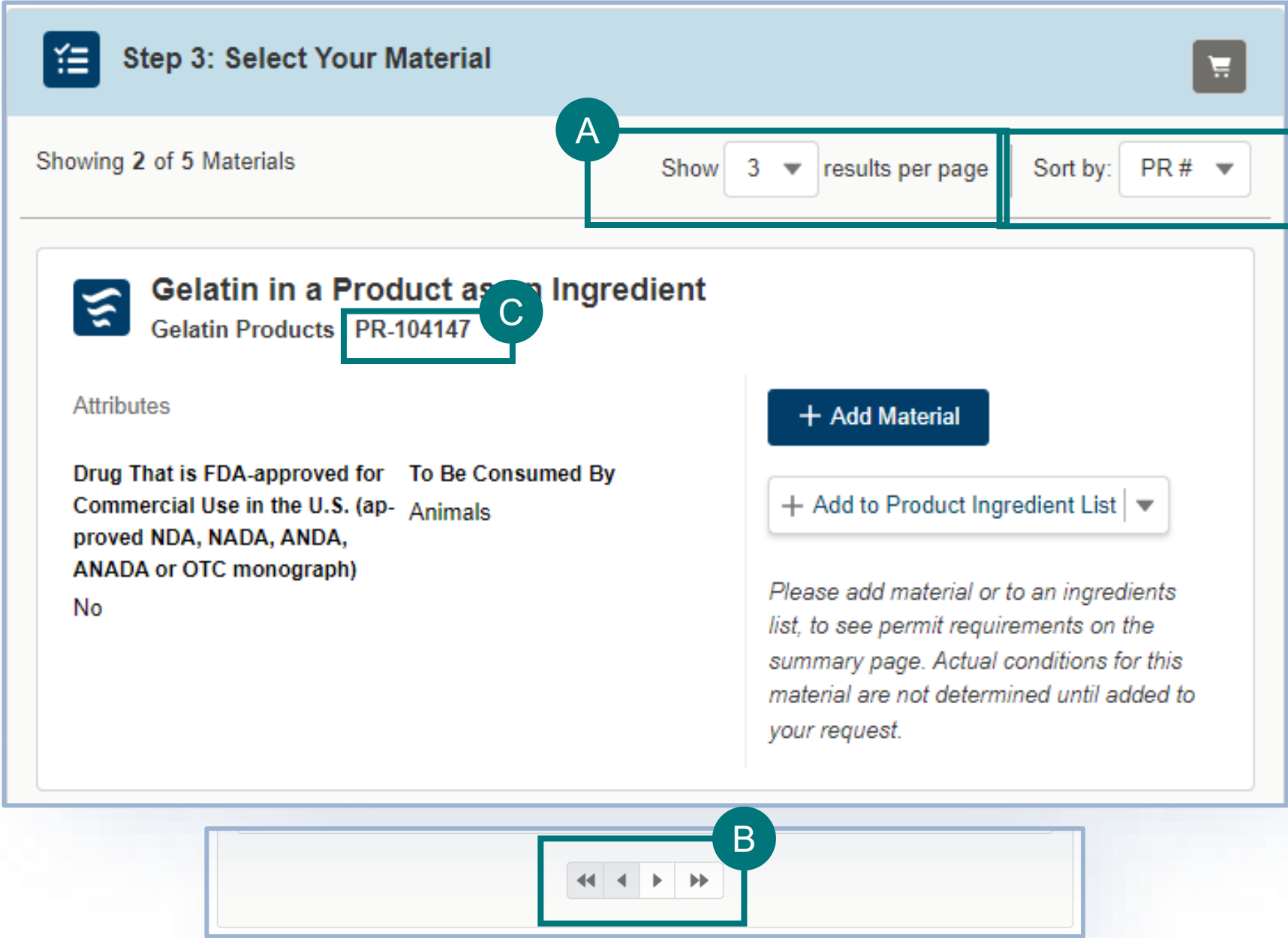
# Step 2: Complete the Permitting Assistant

SEARCH PAGE

**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 #.

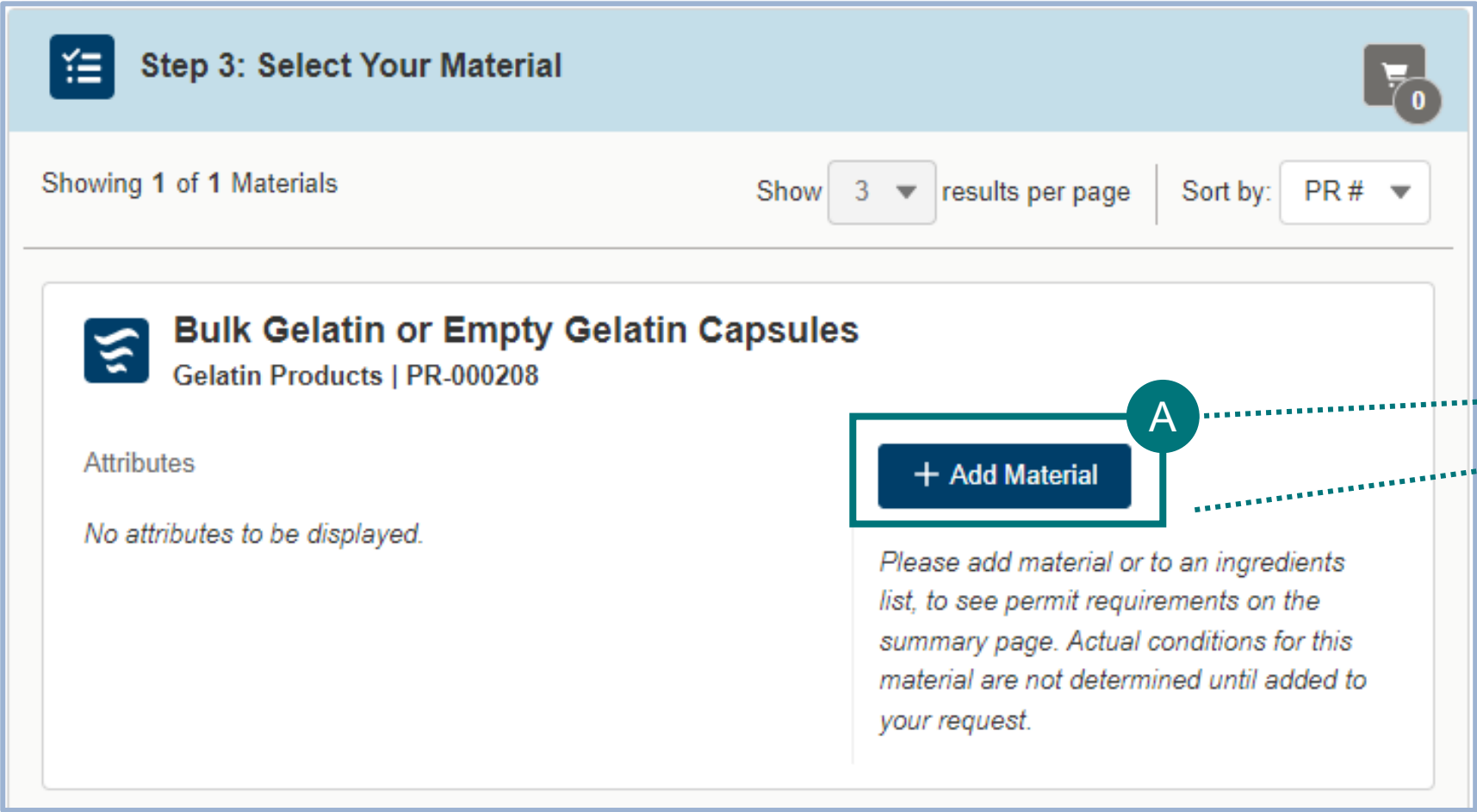


# Step 2: Complete the Permitting Assistant

SEARCH PAGE

In step 3 of the VSPA, you can add a material to your request as **a single material** (ex: single-species bulk material, tissue samples) or as **an ingredient in a product** made up of multiple animal-origin materials (ex: food products, pet/animal food, test kits, nutraceuticals).

- A To add a material as a single material, select **Add Material**.
  - Once you select a material, the button will change to "remove material" to indicate that you can click this button again to de-select this material.



**Note: do NOT select both Add Material and Add to Product Ingredient List. Select only one option.**

**✕ Remove Material**

# Step 2: Complete the Permitting Assistant

SEARCH PAGE

**B** 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:** If you are importing Animal Products, **do NOT select both Add Material and Add to Product Ingredient List. Select only one option.**

Showing 2 of 5 Materials

Show 3 results per page | Sort by: PR #

**Gelatin in a Product as an Ingredient**  
Gelatin Products | PR-104147

Attributes

Drug That is FDA-approved for Commercial Use in the U.S. (approved NDA, NADA, ANDA, ANADA or OTC monograph)

To Be Consumed By Animals

No

+ Add Material



+ Add to Product Ingredient List

Please add material or to an ingredients list, to see permit requirements on the summary page. Actual conditions for this material are not determined until added to

+ Add to Product Ingredient List

1☒

Example Product



2☐

Create a Product Ingredient List

Use the pencil or trash can icons to **edit** an ingredient list name or **delete** an ingredient list.

**Note:** Repeat steps 1-2-3 to make sure to add all animal-origin ingredients within that product. The outcome for the whole product is based on the individual requirements for each animal-origin ingredient.



## Step 2: Complete the Permitting Assistant

## SEARCH PAGE

**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 from other animals/countries, edit any of the search fields in step 1 and repeat the steps 1-2-3 in order.**

A Once you've added all your materials proceed to your Application Summary by selecting the **Shopping Cart icon** or the **View Summary button**.

☰

Step 3: Select Your Material

View My Product Ingredient Lists

🛒

2

Showing 1 of 1 Materials

Show 3 results per page | Sort by: PR #

Bulk Gelatin or Empty Gelatin Capsules

Gelatin Products | PR-105548

Attributes

No attributes to be displayed.

✕ Remove Material

Please add material or to an ingredients list, to see permit requirements on the summary page. Actual conditions for this

Gelatin in a Product as an Ingredient

Gelatin Products | PR-104147

Attributes

Drug That is FDA-approved for Commercial Use in the U.S. (approved NDA, NADA, ANDA, ANADA or OTC monograph)

To Be Consumed By Animals

No

+ Add Material

+ Add to Product Ingredient List

☒

Pet food

Create a Product Ingredient List

material are not determined until added to your request.

⏪ ⏩ ⏴ ⏵

View Summary



The VSPA Summary

The materials you have added have been sorted into categories. **Select each category tab** to view the results in that category.

**Permit Application** – Materials listed in this section require Permit applications. The materials have been sorted onto the appropriate number of applications. The materials you have added have been sorted into categories:

**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.

Permit Applications(2)

No Permit Required but Conditions Apply(1)

Inadmissible


1. VS 16-3 Import Permit Application

Subtotals (1 Products )

Estimated processing fee: \$

pet food

1 Materials



Gelatin in a Product as an Ingredient of Avian Origin

Gelatin Products | PR-104147

Import from Canada for Commercial Purposes

Attributes

Drug That is FDA-approved for Commercial Use in the U.S. (approved NDA, NADA, ANDA, ANADA or OTC monograph)

No

To Be Consumed By

Animals

✔ Permit Required

You need a permit for this request.

✔ Documentation Required

**Note:** Make sure you have added all the materials (or ingredients to your product) from all the animals and source countries to your request by repeating steps 1-2-3 of the VSPA.

# Step 2: Complete the Permitting Assistant

SUMMARY PAGE

Review the outcome carefully and read the guidance information.

**Permit Application (s)** – click on "documentation required" and read the guidance.

**No Permit Required but Conditions Apply** or **Inadmissible** – click on the "view conditions letter" or "view letter of denial" button to read the reason that a permit is not needed or the reason the material is inadmissible.


[Permit Applications\(2\)](#)[No Permit Required but Conditions Apply\(1\)](#)[Inadmissible](#)

1. VS 16-3 Import Permit Application

Subtotals (1 Products )Estimated processing fee: \$

pet food

1 Materials



**Gelatin in a Product as an Ingredient of Avian Origin**  
Gelatin Products | PR-104147  
Import from Canada for Commercial Purposes

Attributes

Drug That is FDA-approved for Commercial Use in the U.S. (approved NDA, NADA, ANDA, ANADA or OTC monograph)

No

To Be Consumed By

Animals

✓ Permit Required


You need a permit for this request.

✓ [Documentation Required](#)✓

[Permit Applications\(2\)](#)[No Permit Required but Conditions Apply\(1\)](#)[Inadmissible](#)

No Permit Required but Conditions Apply

Subtotals (1 Materials )Estimated processing fee: \$0.00



**Bulk Gelatin or Empty Gelatin Capsules of Aquatic Animals Origin**  
Gelatin Products | PR-105548  
Import from Afghanistan for Commercial Purposes

Attributes

No attributes to be displayed.

✗ NO Permit Required

You do not need a permit for this request, since you are able to meet the applicable APHIS Guideline.

✓ Documentation Required

[View Conditions Letter](#)

## Step 2: Complete the Permitting Assistant

## SUMMARY PAGE

- 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 Conditions Letter** button associated with each material.
- D To send yourself or someone else a copy of this request summary**, enter your **email** into the field and select **Send**.

\*\*\*The summary page is NOT a permit application.

B

Go Back and Add More Materials

No Permit Required but Conditions Apply(1)

Inadmissible

No Permit Required but Conditions Apply

Subtotals (1 Materials )Estimated processing fee: \$0.00

**Bulk Gelatin or Empty Gelatin Capsules of Aquatic Animals Origin**  
Gelatin Products | PR-105548  
Import from Afghanistan for Commercial Purposes

A

CAttributesNo attributes to be displayed.

X NO Permit RequiredYou do not need a permit for this request, since you are able to meet the applicable APHIS Guideline.  
  
✓ Documentation RequiredView Conditions LetterC

Applications Summary

Subtotal (3 Materials):  
2 Permit Applications  
1 No Permit Required but Conditions Apply  
0 Inadmissible

VS 16-3 Import Permit Application\$pet foodGelatin in a Product as an Ingredient

VS 16-3 Import Permit Application\$Bulk Gelatin or Empty Gelatin Capsules

No Permit Required but Conditions Apply \$0.00Bulk Gelatin or Empty Gelatin Capsules

Estimated Processing Fee\$

Disclaimer

**United States Department of Agriculture**

12/28/2020

**Letter of Conditions**

Dear Applicant,

U.S. Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) Veterinary Services regulates the international import, international transit, or interstate transport of certain animal-origin material, organisms, and vectors to ensure that infectious livestock and poultry diseases are not introduced into and/or disseminated within the United States. International movement of such material must be cleared by Department of Homeland Security, Customs and Border Protection (DHS, CBP) Agriculture Specialists/Inspectors at the U.S. port of arrival.

DEmail a Copy of the Overall SummaryEnter your email hereSend

# Step 3: Proceed to Application(s) from VSPA

SUMMARY PAGE

- A Once you have reviewed all your results, select the **Proceed to Applications button** (it may appear as "**proceed to log in**" if you did not sign in yet) to continue to complete and submit your applications in eFile.
- Only the items from your summary which require the permit application will be transferred to the permit application.
    - If no items require a permit, then you will not be able to log in and apply for a permit.

Go Back and Add More Materials

Permit Applications(1)

No Permit Required but Conditions Apply(1)

Inadmissible

1. VS 16-3 Import Permit Application

Subtotals (1 Materials )

Estimated processing fee: \$1

anti-Human influenza A virus antibodies

Livestock or Poultry Pathogen | PR-178207

Import from Canada | Exposed To: Not Exposed to or Not Isolated from Animals

Attributes

No attributes to be displayed.

✓ Permit Required

You need a permit for this request.

✓ Documentation Required

Applications Summary

Subtotal (2 Materials):

1 Permit Applications

1 No Permit Required but Conditions Apply

0 Inadmissible

VS 16-3 Import Permit Application

• anti-Human influenza A virus antibodies

\$

No Permit Required but Conditions Apply

• Tissues or Glands

\$0.00

Estimated Processing Fee

\$

Go Back and Add More Materials

Permit Applications(2)

No Permit Required but Conditions Apply(1)

Inadmissible

No Permit Required but Conditions Apply

Subtotals (1 Materials )

Estimated processing fee: \$0.00

Bulk Gelatin or Empty Gelatin Capsules of Aquatic Animals Origin

Gelatin Products | PR-105548

Import from Afghanistan for Commercial Purposes

Attributes

No attributes to be displayed.

✗ NO Permit Required

You do not need a permit for this request, since you are able to meet the applicable APHIS Guideline.

✓ Documentation Required

View Conditions Letter

Applications Summary

Subtotal (3 Materials):

2 Permit Applications

1 No Permit Required but Conditions Apply

0 Inadmissible

VS 16-3 Import Permit Application

• pet food

• Gelatin in a Product as an Ingredient

\$

VS 16-3 Import Permit Application

• Bulk Gelatin or Empty Gelatin Capsules

\$

No Permit Required but Conditions Apply

• Bulk Gelatin or Empty Gelatin Capsules

\$0.00

Estimated Processing Fee

\$

Disclaimer

Note: In the two images shown, you can proceed to the permit application *only* for the permitted materials. The commodities not needing a permit will not be transferred to a permit application.

# 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.

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

Split Application Notice

You have selected one or more materials that cannot be applied for on the same application because the materials have specific attributes which are incompatible on the same permit and will need to be applied for separately.

VS 16-3 Application

Fresh Unfertilized Eggs

VS 16-3 Application

Actinomyces bovis Killed Isolate

A

I Understand & Continue



# 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.

**B** To navigate to your application, select one of the three options:

- 1 application # (Ref #)
- 2 Go to Draft
- 3 Click on status "Draft"

My Activity

Filter

Filters Applied (3) [Clear All](#)

Activity Type

☒ Applications (33)  
☐ Authorizations (0)  
☐ Letters (0)  
☐ Permits (0)

Status

☐ Acknowledged (0)  
☐ Applicant Action Required / Waiting on Customer (0)  
☐ Cancelled (0)  
☐ Denied (0)  
☒ Draft / Open (33)  
☐ In Review (0)  
☐ Issued (0)  
☐ Pending APHIS Review (0)  
☐ Pending Processing Fee (0)  
☐ Processed (0)  
☐ State Review (0)  
☐ Submitted (0)  
☐ Superseded (0)  
☐ Withdrawn (0)

Search your activity

Showing 33 of 995 items

Sort by 

Select an option

1

Ref#: A-00008288 | Program: VS | VS 16-3

2

Go to Draft

Change Organization

Applicant

Material Type

Intended Use

Started

Submitted

Status

eFile Applicant

09/08/2020

Draft

2

Ref#: A-00008280 | Program: VS | VS 16-3

3

Go to Draft

Change Organization

Applicant

Material Type

Intended Use

Started

Submitted

Status

PPQVS App2

09/03/2020

Draft

Ref#: A-00006680 | Program: VS | VS 16-3

Go to Draft

Change Organization

Applicant

Material Type

Intended Use

Started

Submitted

Status

eFile Applicant

09/02/2020

Draft



# Important Note Regarding Contacts and Contact Management


- APHIS eFile utilizes an address book to help you manage names/addresses you use in your applications. You add contacts to your address book as you enter applications. This allows you to re-use contacts as appropriate.
- Every time you edit an existing contact via the application, the information is saved and then used in future applications where you also have the same contact listed.
- **A Note about editing existing contacts:**
  - **Rename/edit an existing contact only** if that person/company is changing addresses/emails and this change **will be effective from on the current and future applications.**
  - Create a **NEW** contact if:
    - you need to list a different person contact with the same address or contact information
  - OR
  - You need to refer to this same contact with another address
- **EXAMPLE:** if John Doe, with ACME Corp at 123 street, Riverdale, MD 20737 is the applicant and wants to list themselves as the permittee but with business address John Doe, Coyote Inc, 123 Street New York, NY 10001, the correct way to manage this second address is to **create a NEW contact** since John Doe has not moved but just has two addresses in use at the same time.

## Step 4: Identify Responsible Parties

Responsible Party

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 and business address 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.

- For interstate transport permit applications, the permittee should list person+business address *receiving* the materials. The shipper (person sending the material to permittee) cannot be the permittee.

 **Applicant** –The individual who has logged into eFile and is **filling out and submitting the application** (such as importers or brokers).

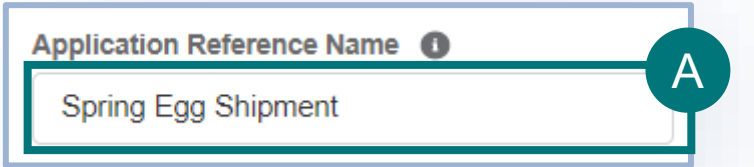
- In a situation where the applicant and permittee are different people, the applicant is **the individual authorized by the permittee to submit the application on their behalf.**
- **If the applicant is not the permittee, the applicant name will not appear on the permit.**

**Note:** You can only list one permittee on the application. If you need to list multiple permittees, please contact our office to discuss this request before you submit your application.

## Step 4: Identify Responsible Parties

## Responsible Party


## 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. VS does not see nor use this reference name.
- 
- The screenshot shows a text input field with the label 'Application Reference Name' and an information icon. The field contains the text 'Spring Egg Shipment'. A green circle with the letter 'A' is positioned to the right of the input field.
- 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.
- Select **Edit** and update accordingly. **\*\*You should not need to edit your contact after your first login unless you move or change names.**
- 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.

**Instructions**

Confirm that your information is correct and answer the following question(s).

---

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

# 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.

The screenshot shows a web application interface for finding delivery recipients. At the top, there is a search bar labeled 'Find a Delivery Recipient' with a magnifying glass icon and placeholder 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 26 Contacts'. There are four contact cards displayed in a 2x2 grid. Each card has a contact icon, a name, a company/organization, and two address sections: 'Business Address' and 'Mailing Address'. Each card also has an 'Edit' button and a 'Select as Delivery Recipient' button. Callout A points to the search bar. Callout B points to the 'Create New Contact' button. Callout C points to the 'Edit' button on the bottom-right contact card. At the bottom of the contact grid, there are navigation arrows (left, right, first, last) and a callout A pointing to them.

Contact Name	Company/Organization	Business Address	Mailing Address
Dr. Alisha Lucille Adams Jr	Change Org.	124 Main st San Antonio, Texas 78254 United States (345) 210-3498 changeadams@email.com	PO Box 1234 Milton, Texas 02186 United States
Mr. PPQVS Test Applicant Jr	ABC Organization	80 Chelsea garden Oklahoma City, Oklahoma 39876 United States (111) 222-3333 email@email.com	65 Test Dr Harrisburg, Pennsylvania 22111 United States
Grace Brown		jpkpokpo poo[p, Alaska 156464 United States 1(133) 305-9897	jpkpokpo poo[p, Alaska 156464 United States
Grace Brown		jpkpokpo Sitca, Alaska 156464 United States 1(133) 305-9897	jpkpokpo Sitca, Alaska 156464 United States

**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 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

\*screenshot is image from import application. Interstate transport application will display different choices

★ Do you want to list the name(s) and address(es) of your shipper(s) on the permit?

A

Yes

B

No-but I want to list countries of export or various countries/regions

## Exporter Details

**A** 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.

+ Add Another Exporter

**Note:** only edit the name/address of an existing exporter if they are actually moving/renamed. If you edit, the contact will update for all future uses

Find a Exporter

Q sam

×

or

Create New Contact

**Samuala Adams**

Edit

**Business Address**

3847 Business Ave  
San Antonio Phoenix Houston Tucson  
Dalla, Alaska 2637462940  
United States  
(123) 546-6786

A

Select Exporter

**Mailing Address**

3847 Business Ave  
San Antonio Phoenix Houston Tucson  
Dalla, Alaska 2637462940  
United States

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)

**B** 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

a 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.

\* Country(ies) of Export


Q

Algeria

Germany

Niger

Nigeria

 Country(ies) of Export

1 country selected

Clear All

France X

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)

**B** 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

**b** 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 permit applications.

- \* Do you know the port(s) where your material(s) will arrive?
  - A Yes, I know the specific port(s)
  - B No, my material could arrive at any U.S. port

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

\* Port of Arrival

memphis

Memphis

Memphis International Airport

Port(s) of Arrival

1 port of arrival selected

Clear All

Philadelphia X

B If you answered No, there is nothing else to enter regarding the ports.

# 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 are completing a Transit permit application.**

\*Port of Exit

memphis

Memphis

Memphis International Airport

Port(s) of Exit

1 port of exit selected

Philadelphia X

Clear All

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

To Remove ports, select the "X" to the right of chosen port

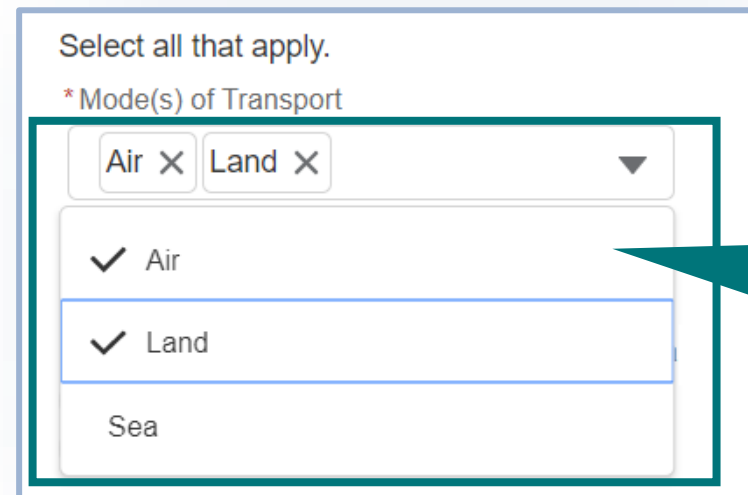
## Step 6: Enter Transportation Information

Transportation

### 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.



The screenshot shows a web form section titled "Select all that apply." with a sub-label "\* Mode(s) of Transport". Below this is a dropdown menu. The selected options, "Air" and "Land", are displayed at the top of the dropdown with an "X" icon next to each. Below the dropdown, a list of options is shown: "Air" with a checkmark, "Land" with a checkmark, and "Sea" without a checkmark. The "Land" option is currently selected and highlighted with a blue border.

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** or **N/A**, 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.

Save and Next Material

**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.

**Instructions**  
Fill out the following information for all of your materials and/or products.

+ Add Another Material

✓ Material: 100-year Eggs (Ming Dynasty Eggs)

Material: Dried Egg and Egg Products (Bulk)

**Material: Dried Egg and Egg Products (Bulk)**

> VS Permitting Assistant Selections

\* Intended Use  
Commercial

\* Intended Use Sub-Category  
--None--

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.

Remove Material

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.

Product: Dog Food (3)

This number indicates the number of ingredients within this product.

A

Product Details

B

Ingredient Details

Intended Use

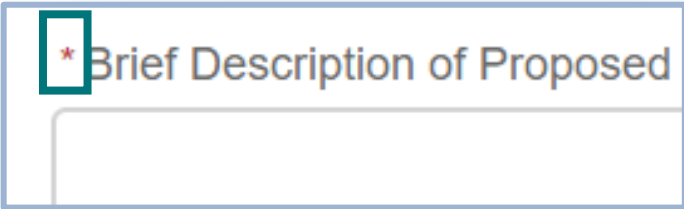
Commercial

# Step 7: Enter Material Information

## Material Details

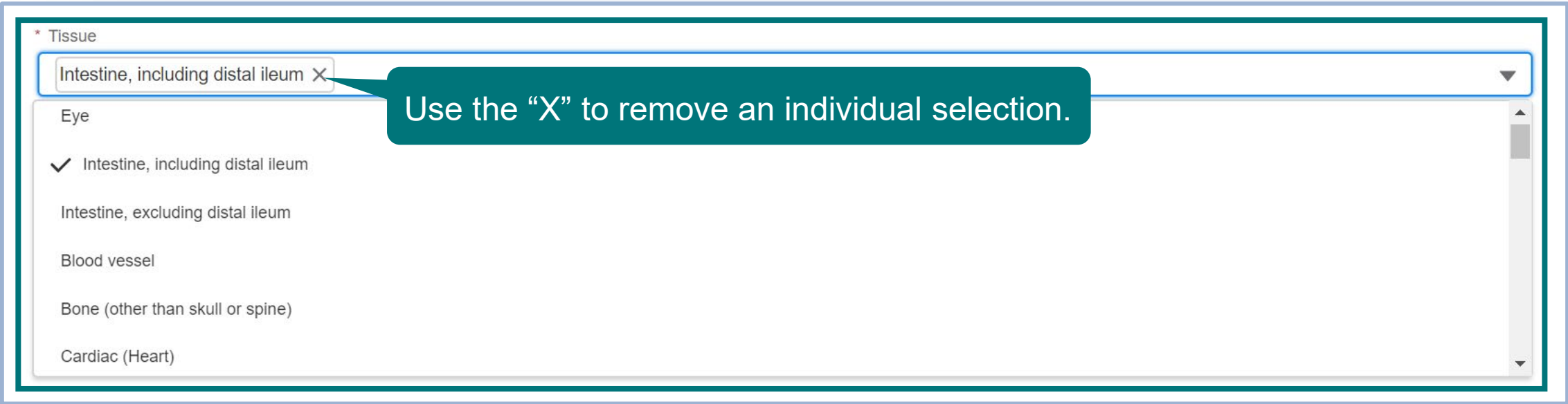
In this section of the application you will **provide all the details about each of your materials.**

- **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.



## Step 7: Enter Material Information

Material

### 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.**

**Countries**

Country(ies) of Origin of Source Animal

Frant

France

 Country(ies) of Origin of Source Animal

2 countries selected

Clear All

Argentina X Germany X

Use the "X" to remove an individual country and "Clear All" to remove all selected countries .

## Step 7: Enter Material Information

## Material

## Material Details

If your material is a **cell culture product**, you will also need to complete the VS 16-7 form fields in the application. **\*required for import applications only**

- 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 and , 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.
  - Repeat steps Again to add the "Animal Pathogens".

NOTE: for the nutritive factors/enzymes and animal pathogens, you will need to type in the cell line name(s) you added in the "cell line identification"

\* Is the Material a cell culture product?

Yes

No

Because you have identified this material as a cell culture product, a VS 16-7 is required in order to complete your application.

VS 16-7

Cell Line

Add a Cell Line

New Cell Line

Instructions

Enter the following information about your cell line.

\* Specific Identity of the Cell Line

HeLa Cells

\* Species of Origin of the Cell Line

Laboratory

\* Country of Origin of the Source Animal

France

Immunogen (for monoclonal antibodies and hybridomas)

Antigen

Cancel

Save

Nutritive Factor/Enzymes

Add a Nutritive Factor/Enzyme

Media Nutritive Facto...

Country of Origin

Species of Origin of ...

Treatment of Nutritiv...

Albumin

France

Laboratory

Treatment

Total records: 1

New Nutritive Factor/Enzyme

Instructions

Enter the following information about your nutritive factor/enzyme.

\* Media Nutritive Factor or Enzyme

Albumin

\* Country of Origin of Nutritive Factor or Enzyme

France

\* Species of Origin of Nutritive Factor or Enzyme

Laboratory

\* Treatment of Nutritive Factor or Enzyme

Treatment

Cancel

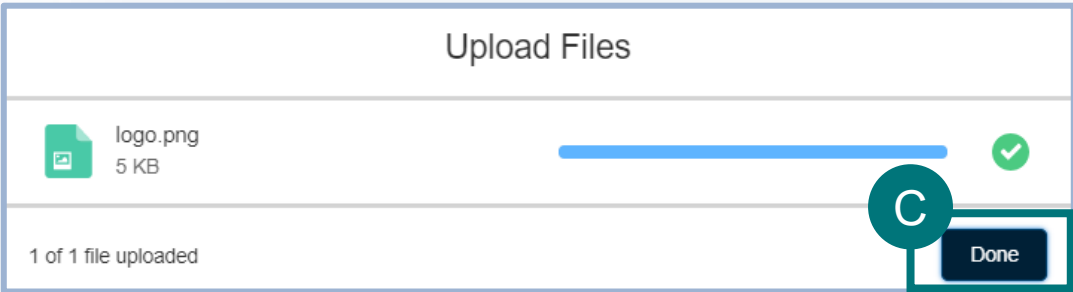
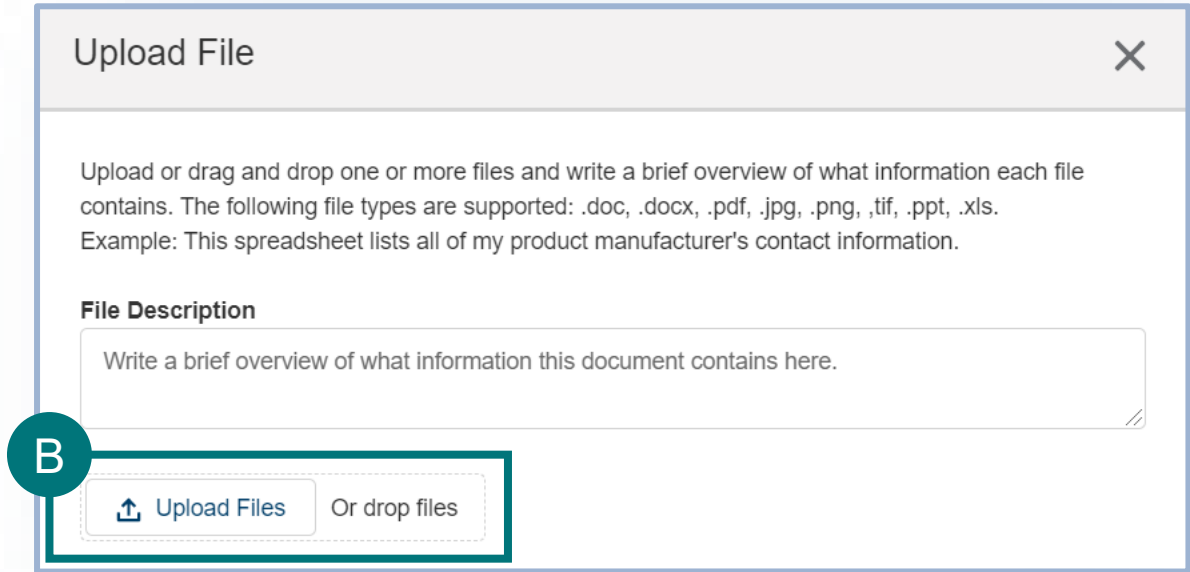
Save

# 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**.

Instructions

Fill out the following information for all of your materials and/or products.

+ Add Another Material

Material: 100-year Eggs  
(Ming Dynasty Eggs)

Material: 100-year Eggs (Ming Dynasty Eggs)

> VS Permitting Assistant Selections

\* Intended Use

Commercial

**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.

Redirecting You to the VSPA

Two things we'd like you to know first.

1. The Permitting Assistant will only return results that are compatible to be added with the materials currently on this application.

2. If you are unable to find a certain material, it's likely that it cannot be grouped with the materials on your application.

Try adding the material to a different application or creating a new application.

☐ Don't show this message again.

Cancel

I Understand & Continue



# Step 7: Enter Material Information

## Material Details

### Completion

- A Once you complete the details of all the details of the materials/products/ingredients, the left-hand tab will show a checkmark to show all the required information has been entered.
- B For ingredient details, the name of the ingredient will have the word "completed"

A

✓ [Material: Edible Birds' Nests](#)

Material: Edible Salted Eggs Cooked

**Material: Edible Birds' Nests**

Copy Edible Birds' Nests's Information to Other

Copy Information From

--None--

Product: pet food (2)

Product: pet food

Product Details

Ingredient Details

B

▼ Organs or Organ Extracts - Completed

# Step 7: Enter Material Information

## Material Details

### Copying Material Details

- A Once you complete the details of one material, you can copy TO your other incomplete material details.
- OR
- B Once you complete the details of one materials, you can navigate to another incomplete material and then copy the details FROM the complete material

Material: Edible Birds' Nests

Copy Edible Birds' Nests's Information to Other Materials

Copy Information From

--None--

Material: Edible Salted Eggs Cooked

Copy Edible Salted Eggs Cooked's Information to Other Materials

Copy Information From

--None--

--None--

Edible Birds' Nests of Avian Origin

Copy To

Select material(s) to copy Edible Birds' Nests's information to:

Select Materials

☐ Edible Salted Eggs Cooked of Avian Origin

☐ Select All

Cancel Save

40

# Step 8: Upload Additional Documentation

Upload Files

## 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.

**Instructions**

Upload supporting documentation you fee

☐ I don't have any files to upload

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**.

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**

Upload File

Upload or drag and drop one or more files and write a brief overview of what information each file contains. The following file types are supported: .doc, .docx, .pdf, .jpg, .png, .tif, .ppt, .xls.  
Example: This spreadsheet lists all of my product manufacturer's contact information.

B

File Description

Write a brief overview of what information this document contains here.

C

Upload Files

Or drop files

Upload Files

logo.png

5 KB

1 of 1 file uploaded

D

Done

# Step 8: Upload Additional Documentation

Upload Files





## Supporting Documentation

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

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

☐ I don't have any files to upload

Add New File

File Name	File Type	Description	Created Date	
logo2.PNG	PNG		05/13/2020, 03:02 PM	 
logo.PNG	PNG		05/13/2020, 02:55 PM	 

Show: 10

⏪

⏴

⏵

⏩

Page 1 of 1

Total records: 2

Back

A

Save

Save and Next

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

## 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**.



Confirm Information & Submit

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

Back

Save and Exit

Proceed to Payment

43

# 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

**NOTE:** if you are unable to pay online directly with any of the options listed, please contact our office for guidance.

The application processing fee is \$

Before we begin to process your application, you will need to pay the non-refundable processing fee. Select your payment type below, and proceed to enter payment details so that we can begin reviewing your application.

A

Online via Pay.gov

I will pay online via pay.gov using a credit card, debit card, or bank account (ACH).

B

Mail-in Payment

I will send in a check or money order for APHIS to process.

C

APHIS User Fee Account

I will enter my APHIS user fee account number and pay off the balance for my account.

Confirm Payment Type

44



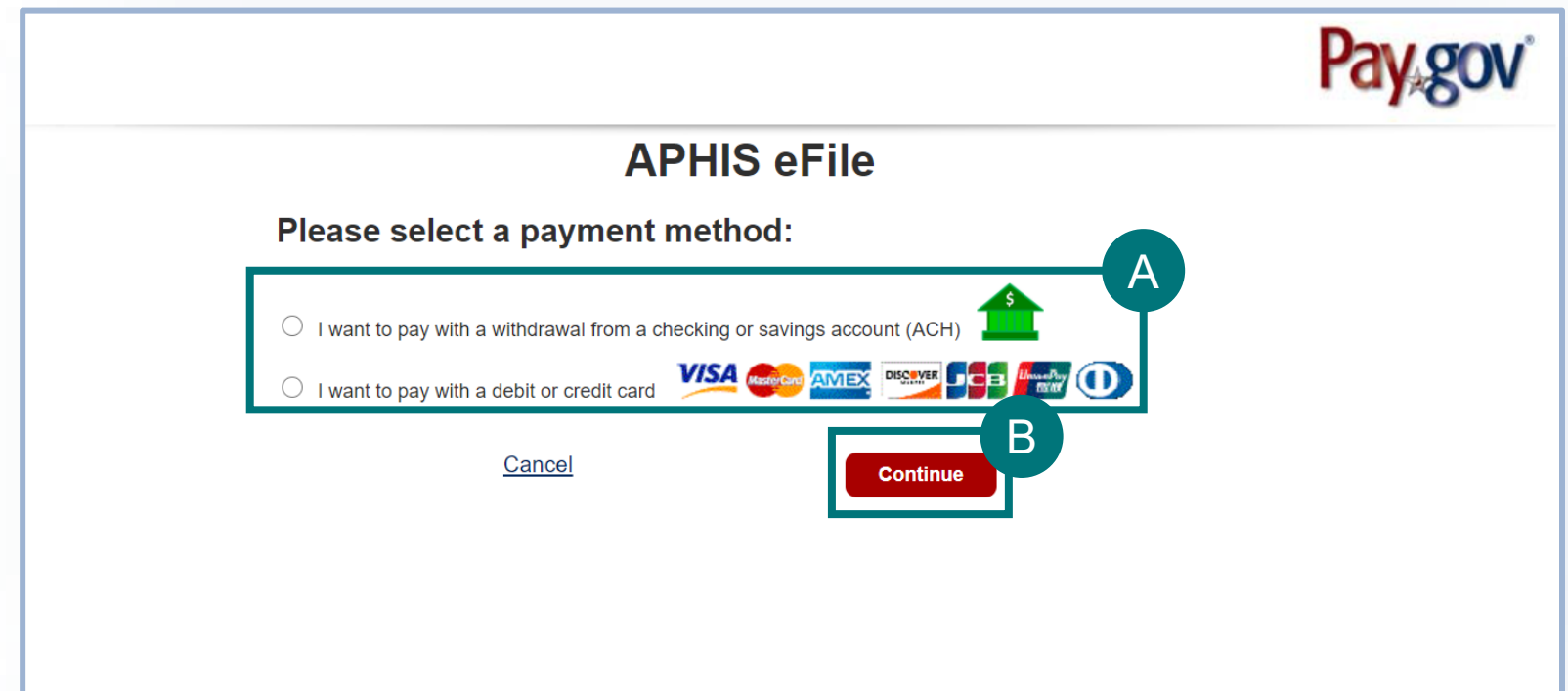
## Step 10: Payment – Online via Pay.gov

**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, 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.



The screenshot shows the 'Pay.gov' logo in the top right corner. Below it, the title 'APHIS eFile' is centered. Underneath the title, the instruction 'Please select a payment method:' is displayed. There are two radio button options: 'I want to pay with a withdrawal from a checking or savings account (ACH)' and 'I want to pay with a debit or credit card'. The first option is accompanied by a green house icon with a dollar sign. The second option is accompanied by logos for VISA, MasterCard, AMEX, DISCOVER, JCB, UnionPay, and Discover. A teal circle with the letter 'A' is positioned to the right of the first option. Below the radio buttons, there is a 'Cancel' link and a red 'Continue' button. A teal circle with the letter 'B' is positioned to the right of the 'Continue' button.

# 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 are not accepted.

**A** Enter your Check or Money Order Number

**B** Select **Confirm Payment Details**

### Tell us about your payment method

Please write your application number on your check or money order to ensure we can associate the payment with your application upon receipt. Cash payments will not be accepted.

**Make Checks Payable to:**  
USDA-APHIS-VS

**Mail Payment to:**  
USDA-APHIS-VS  
4700 River Rd, Unit 40  
Riverdale, MD 20737

\* Check or Money Order Number ⓘ  
XXXX

Go Back

Confirm Payment Details

46

# 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 Details**

### Tell us about your payment method

Please enter your APHIS user fee account number below. We will associate the cost of the application with your account and will begin to review it after payment processing is complete.

\* APHIS User Fee Account Number ⓘ

XXXXXXXX

Go Back

Confirm Payment Details

47

# Step 10: Payment

## Congratulations!

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

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

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 [APIE@usda.gov](mailto:APIE@usda.gov) (for animal products, organisms and vectors), [LAIPermits@usda.gov](mailto:LAIPermits@usda.gov) (for live animals, germplasm, and hatching eggs), and [support@salesforce.com](mailto:support@salesforce.com) to your address book.

Go to Application Details



### Application Summary

Application Number  
A-00387725

Status  
Pending Processing Fee

Submission Date  
2/20/2024




### Need Help ?



If you have any further questions, please email [APIE@usda.gov](mailto:APIE@usda.gov) or [LAIPermits@usda.gov](mailto:LAIPermits@usda.gov) (as applicable) or call (301)-851-3300.

Office Hours:  
Monday-Friday: 8:00 AM - 4:30 PM (EST)  
Saturday-Sunday: Closed

## **I want to amend or renew an eFile permit**

-  **Definitions of Amendment and Renewal**  
*Page 50*
-  **Step 1:** Sign into APHIS eFile and find your permit on the My Activity page  
*Page 51*
-  **Step 2:** Amend or renew your Permit  
*Page 53 (amend) and 54 (renew)*

# DEFINITIONS

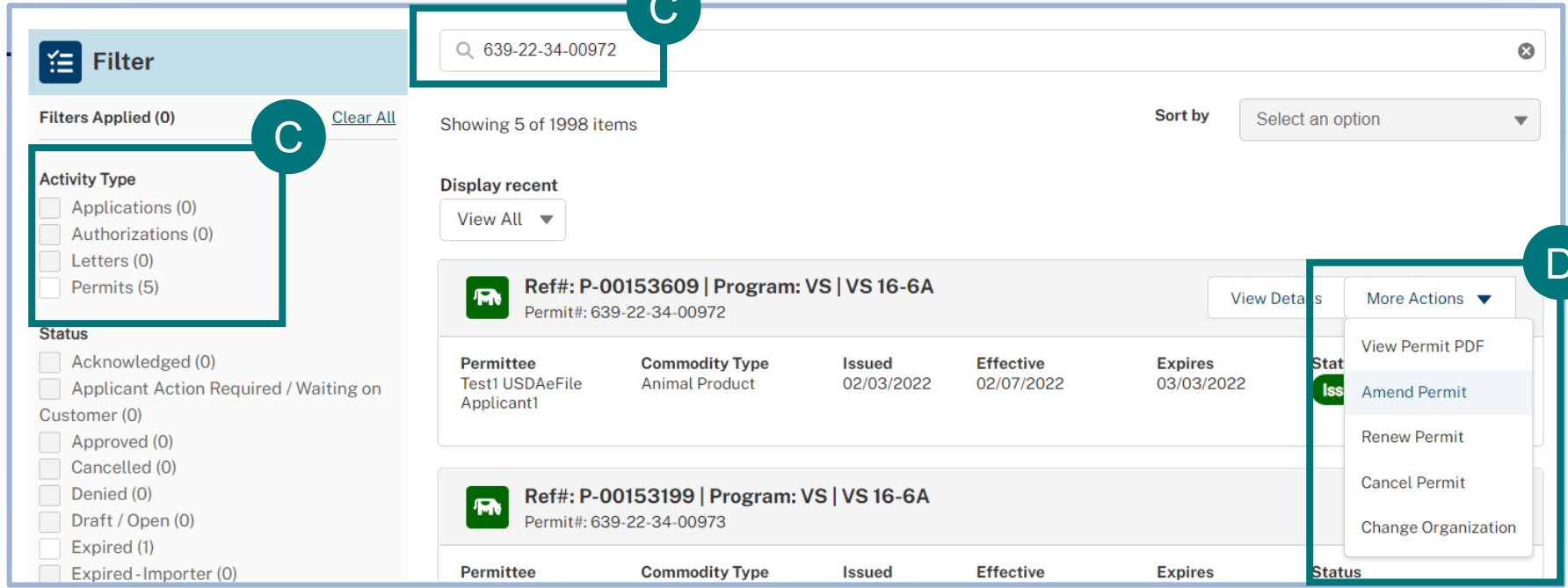
- Amendment application: an application to change to the printed information on an existing VS permit issued from APHIS eFile.
  - You may apply to amend a permit up until the permit expiration date.
    - NOTE: Amendments can only be issued if the permit has not expired. Permit applications take a few weeks to process. If a permit is close to expiration, consider applying for a renewal with the changes you need.
  - Permit amendments **do not change the expiration date** of the permit; amended permits replace previous versions and are effective upon issuance.
    - If you submit an "amendment", it cannot be subsequently changed to a "renewal".
- **Renewal application:** Application to renew a VS permit that is close to expiration or has expired.
  - You may apply to renew a permit beginning **90 days** before the permit expiration date (not earlier)
  - Renewals (including any requested changes) are effective only after the current permit has expired. If you wish to change the content of the permit prior to its expiration, please submit an amendment application instead of renewal. Note that you will still need to renew the permit after the amendment is processed. If you have already created/submitted an amendment/renewal application, you cannot create another one until the previous one is processed.
- **NOTE:** Once submitted to VS, the application type cannot be changed.
  - If the application is a “draft” status, you cannot change a renewal to an amendment or vice versa. You can delete a draft status permit application and start another renewal/amendment if you need to submit a different request.
  - If the amendment or renewal application has been submitted already, it cannot be changed to another type of application. You can either wait for the application to be processed OR withdraw the application and subsequently submit the correct type of application.



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

Navigate to <https://efile.aphis.usda.gov/>

- A** Log in to eFile using your login credentials. Login Credentials are issued to an individual and are not to be shared with others.
- B** Select the **My Activity** tab.
- C** Use the **search bar or filters** to find the permit you want to amend or renew. (permit numbers begin with 639, 610, or 611). Find the most-recent version of the permit that is not in superseded status. [superseded means a more recent version is present]
- D** Select the **"View Details"** Button.
  - If you cannot find the permit:
    - Ensure you are not searching for or viewing the "application" (Applications begin with A-00...).
    - If you did not apply online for the permit, you will not have online access. Contact us at [apie@usda.gov](mailto:apie@usda.gov) to request the permits/applications to be transferred to you.



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

**E** **Review** the permit details. Select the **Amend Permit or Renew Permit** action under the “more actions” dropdown.

- 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. **Expired** permits can only be renewed. The renew permit button will only appear for permits that are within 90 days of expiration or those that have expired.
- You can only complete one of these actions at a time. For example, if you’ve started an amendment, you are not able to renew until the amendment is withdrawn/deleted or completed

Ref#: P-

3

Issued

Permit #: 639-24-59-51198 | VS 16-6A | Applicant: USDAeFile Applicant 2 | Permittee: USDAeFile Applicant 2 | Effective: 3/12/2024 - 7/12/2024

View Permit PDF

Change Team Sharing Account

E

More Actions ▾

Amend Permit

Renew Permit

Cancel Permit

Renewal and/or Amendment History - 639-24-59-51198

App #	Permit Record #	Type	App Status	Permit Status	Issue Date	Expiration Date
A-00 <div>1</div>	P-00 <div>1</div>			Issued	03/12/2024	07/12/2024

Show: 10 ▾

⏪

⏴

⏵

⏩

Page 1 of 1

Total Permits: 1

# Step 2: Amend Your Permit

- A
- 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.
  - Be sure to edit the application content** as needed based on your amendment request 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-XX-XXX-XXXXXX).

Permit Amendment

Amendments/renewals with changes may require additional review and/or inspections. Requests for major changes, such as changes to materials, country, intended use, and/or inspected facility information may result in delays or denial of the request.

**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. Renewals (including any requested changes) are effective only after the current permit has expired. If you wish to change the content of the permit prior to its expiration, please submit an amendment application instead of renewal. Note that you will still need to renew the permit after the amendment is processed.

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

The non-refundable processing fee for a VS 16-6A Amendment is \$ . It does not guarantee permit issuance.

Cancel

I Understand & Continue

53

# Step 2: Renew your Permit

- If you selected **Renew Permit**, read the **pop-up window** and proceed if you want to continue with submitting a renewal request.  
**Note:** if the renewed permit is granted, your renewed permit will keep the same APHIS permit number (610-XX-XXX-XXXX).
- A** At the end of your renewal application, on the “**Review and Submit**” section, you will have to choose the **type of renewal** application you are submitting:
  - 1 Renew with no changes** when you did not edit any of the application information nor are you requesting any changes on the permit; you only wish to renew the effective and expiration dates.
  - 2 Renew with changes** when you have edited information in the application and/or need changes on the permit along with renewing the effective and expiration dates.
- To help the permit team efficiently process your renewal with changes, use the “changes requested” field to briefly describe the changes you are requesting. **NOTE: You still must make the change(s) in the appropriate section(s) of the application.**

Confirm Information & Submit

\* Please select the type of renewal you are applying for

☐ Renewal with no changes

☐ Renewal with changes

Confirm Information & Submit

\* Please select the type of renewal you are applying for

☐ Renewal with no changes

☒ Renewal with changes

\* Changes Requested

Test

# Renewing ePermits Permits in eFile

- ePermits is our previous permit system and is not the same as APHIS eFile.
- Starting May 2022, VS encouraged all permit holders to renew their expiring permits into eFile via a data-entry option where one entered their old permit number to adjust the fee.
  - This "ePermits renewal" option is no longer available on the eFile customer portal; however, permit holders can still renew their expired permit from ePermits.
  - **\*\*ONLY if the ePermits permit was issued less than 3 years from the current date\*\* can you “renew” your expired ePermits permit in APHIS eFile. If it has been greater than 3 years since last issuance, please apply for a NEW permit as shown in this guide.**
  - 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 per application. This is just a one-time transition process for each permit from the old ePermits system.
- Steps:
  1. Please email [apie@usda.gov](mailto:apie@usda.gov) and include your old permit number from the ePermits system in the email message. The permit team will provide detailed guidance; the basic steps are listed in the text below and next two slides.
  2. You will need to sign in to our eFile system and then submit a permit application. To do this, you will need to complete the VS Permitting Assistant and complete the permit application.
    1. Be sure to add all the materials on your previous ePermits permit to your request.
    2. Your application fee will be adjusted to the appropriate renewal amount by our staff.

# I AM AN APPLICANT

## My application requires a Lab Inspection

If your application requires a lab inspection for your receiving location, **you will receive an email with the inspection request.** This email will also blind copy the VS field office who will assign the inspector to conduct the inspection. The email will also include the inspection documents (to be completed by the VS inspector), including a preliminary Questionnaire (completed by you).

The VS field office will reach out to you for scheduling.

If you have questions or need assistance, please **contact the VS permit team.** See the Appendix for contact information.

Sandbox: Inspection Request: APHIS eFile Permit Application Number A-00402 [REDACTED]



VS APIE <apie@usda.gov>

To: [REDACTED]

Retention Policy USDA 7 Year Permanently Delete (7 years)



ABSL-3 Checklist.pdf

976 KB



BSL-3 Checklist.pdf

877 KB



Preliminary Inspection Questionnaire

Dear USDAeFile Applicant2:

We have received your application A-0040 [REDACTED] for a USDA permit to obtain [REDACTED] from [REDACTED] enclosed the BSL-3 and ABSL-3 checklists for use by the Veterinary Medical Officer (VMO) during the inspection and a Preliminary Assessment

Dear VS VMO:

We are requesting that you schedule an inspection of USDAeFile Applicant2's laboratory facility and document its biosafety level. This inspection is reviewed by logging into APHIS eFile. **This BSL-3 inspection is subject to related user fees, which are [REDACTED] or [REDACTED]** [Facility Information](#)



# I AM AN APPLICANT

## 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.

- On the Application Details page, select **Withdraw**

**B** Application.

- In the pop-up window, read the guidance and then

**C** select the **Reason for Withdrawal drop-down**.

- When you are done, select **Submit**.

**D** Once you submit, your withdrawal will be pending APHIS approval. Once APHIS approves your request, your application will be withdrawn.

This screenshot shows the 'Application Details' page for 'Katie's Application'. At the top, there's a header with the application reference number 'Ref#: A-00010611 | Program: VS | VS 16-3' and a green elephant icon. Below this, a table lists application details: Applicant (PPQVS Applicant Jr.), Commodity Type (Animal Product), Intended Use, Started (09/21/2020), Submitted (09/21/2020), and Status (Submitted). A 'View Details' button is highlighted with a red box and labeled 'A'. A 'Change Organization' button is also visible.

This screenshot shows the 'Application Actions' bar. It contains four buttons: 'View Application PDF', 'Change Team Sharing Account', 'Withdraw Application' (highlighted with a red box and labeled 'B'), and 'Clone Application'.

This screenshot shows the 'Withdrawal Request' form. It includes a title 'Withdrawal Request' and a note: 'Please indicate the reason for your withdrawal request. Please note that the application processing fee is non-refundable.' Below this, there's a red asterisk followed by 'Reason for Withdrawal' and a dropdown menu showing 'Other'. A text area labeled 'Provide Explanation' contains the text 'I no longer need this permit.' At the bottom, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted by a red box and labeled 'D'.

# I AM AN APPLICANT

## I want to Copy (Clone) my Application

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

- On the Application Details page, select **Clone**

**B** **Application.**

**C** In the pop-up window, read the guidance fully.

**D** To continue with copying the application, select **I Understand & Continue**.

**NOTE:** Copying an application will not renew or amend a permit; it will create a new permit application

The screenshot shows the 'Application Details' page for 'Katie's Application' (Ref#: A-00010611 | Program: VS | VS 16-3). Callout A points to the 'View Details' button. Below this is a table with application details: Applicant (PPQVS Applicant Jr.), Commodity Type (Animal Product), Intended Use, Started (09/21/2020), Submitted (09/21/2020), and Status (Submitted). Callout B points to the 'Clone Application' button in the action bar. The 'Clone a VS Application' pop-up window is shown below, with callout C pointing to the guidance text and callout D pointing to the 'I Understand & Continue' button. The guidance text explains that cloning copies some information but not all, and provides a list of what is copied and what is not. It also includes a note about starting a new application if material details differ or if the user prefers to start from scratch.

Applicant	Commodity Type	Intended Use	Started	Submitted	Status
PPQVS Applicant Jr.	Animal Product		09/21/2020	09/21/2020	Submitted

**Clone a VS Application**

Cloning a VS application allows you to **copy some, but not all, its information into a new application**. The new application does not replace the original application, and will result in its own permit or other outcome.

Once the cloned application is created, complete it by re-entering information that wasn't copied over.

**What will be copied:**

- My Details
- Responsible Party
- Supply Chain
- Transportation
- Material details, including animal origin, countries, and intended use

**What IS NOT copied:**

- Uploaded Files
- Payment Information

If your material details (animal origin, countries, and intended use) will be different OR you would rather fill out this information from scratch, start a new VS 16-3 application.

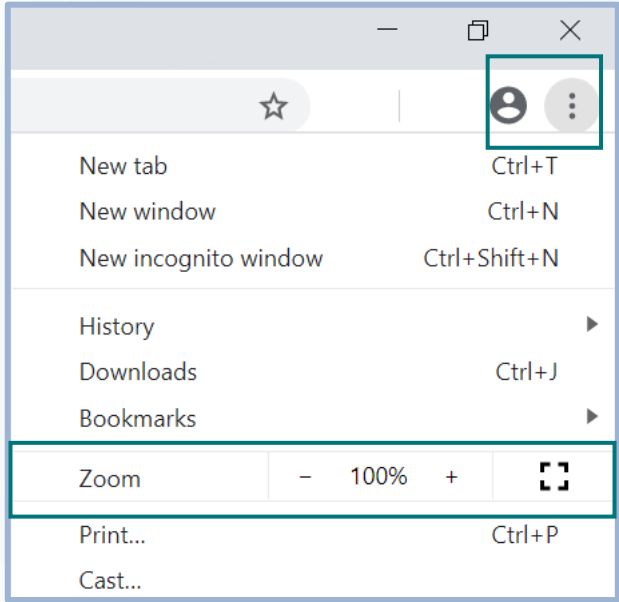
Cancel I Understand & Continue

# APPENDIX

## System Setup



- **Compatible browser** – For the best user experience, please use **Google Chrome**. Other available browsers include Firefox, Safari, and Edge.
- **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** (such as status requests, help with understanding the VSPA, etc), please contact:

**Veterinary Services**  
(301) 851 3300  
[APIE@usda.gov](mailto:APIE@usda.gov)

If you require **technical assistance**, please contact:  
[help@usda.gov](mailto:help@usda.gov)

Technical support includes account management, errors within the APHIS eFile system, or problems accessing information such as an issued permit. **\*DO NOT** contact the helpdesk requesting a status on an application.