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

APHIS eFile

Guidance for Submitting a VS 16-79 On-Hold Application
Request compliance assistance for VS-regulated shipments placed on agricultural hold by CBP for non-compliance with VS requirements

December 2024

WELCOME!

USDA APHIS Veterinary Services has a new online website to submit VS 16-79 On-Hold

applications. This user guide will take you through the process of creating and submitting

a 16-79 application for assistance with shipments placed on agricultural hold by CBP.

For more APHIS eFile VS 16-79 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 want to Submit a VS 16-79 On-Hold Application

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 16-79 On-Hold Application** and then select **Get Started.**

- *The VS 16-79: Only for shipments of animal products, organisms, and vectors. Request assistance for shipments placed on hold by CBP because they do not meet APHIS VS requirements.*

- The VS 16-79 is **NOT** a permit application

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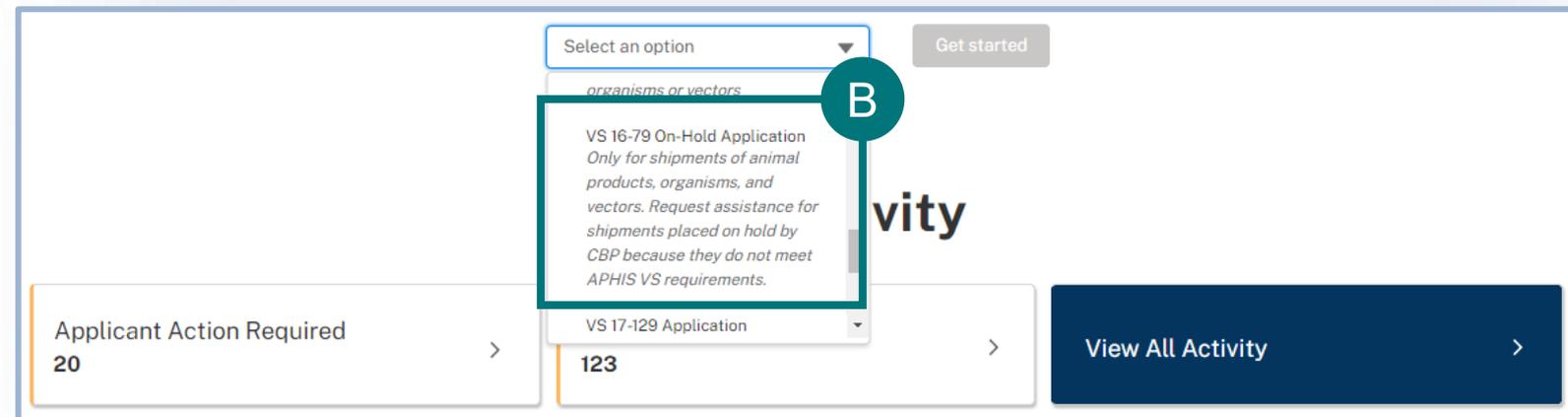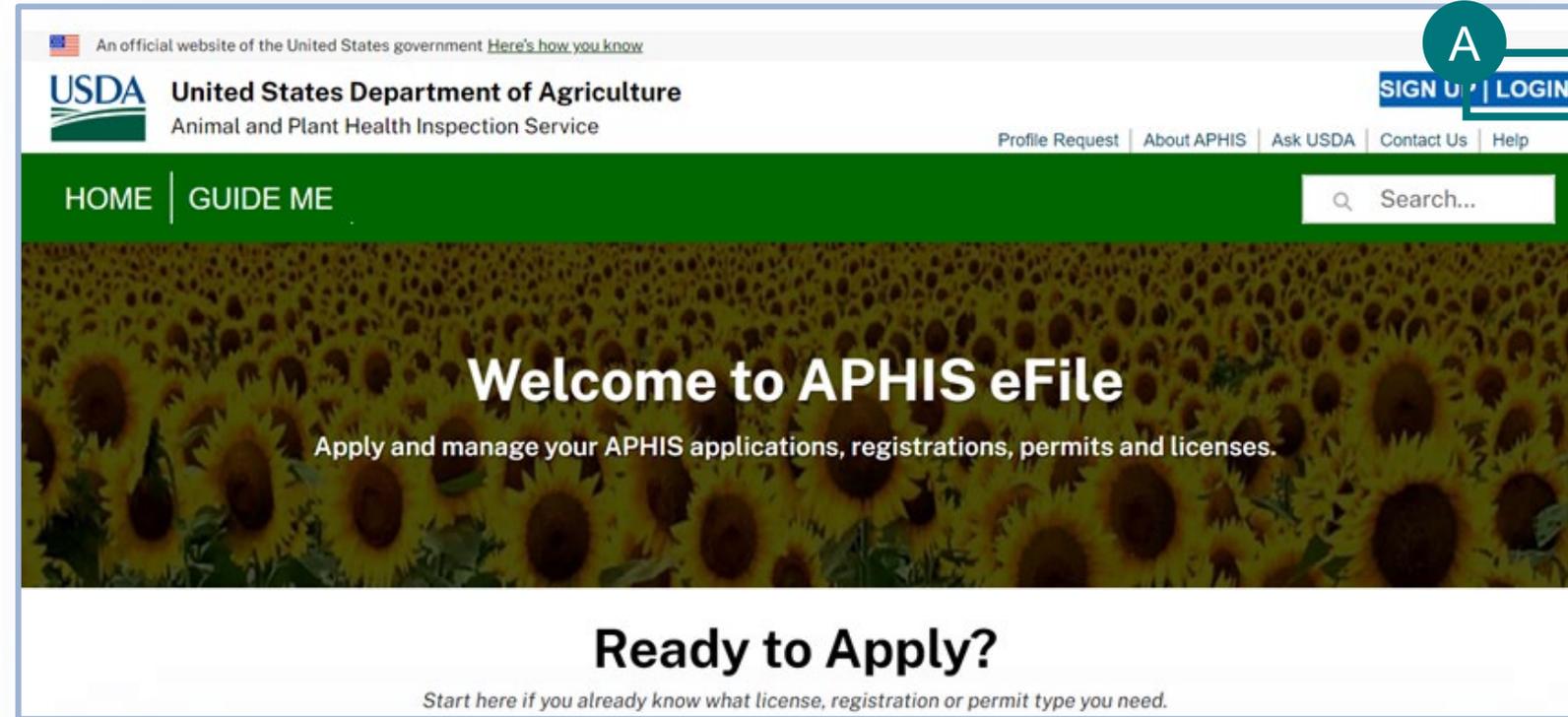
Step 2: Complete the VS 16-79 On-Hold Setup Assistant

VS 16-79 On-Hold Setup Assistant

To start a VS 16-79 On-Hold Application, read the requirements and additional information in the pop-up window.

Read the Information You Need section:

(A) **If you do not** have the permit or application number of your shipments permit, **select Here** to view your options.

(B) **If you do** have the permit or application number of your shipments permit, **select Start Application.**

Note: You will need to submit a VS 16-79 for each held shipment you have.

Start a VS 16-79

Welcome to the

VS 16-79 On-Hold Notification Application

Apply for on-hold assistance as soon as you know you need help bringing your shipment into compliance.

We do not assist with storage fees. Application processing ranges from 1 to 5 business days.

Information You Need

1. Whether an Emergency Action Notification (EAN-PPQ 523) has been issued for your shipment.

2. The reason your shipment was placed on-hold.

3. The permit or application num **(A)** sociated with the on hold shipment *(if applicable)*. If you do not have an eFile permit, click here to view your options.

Please note, you will need to submit a VS 16-79 for each on-hold shipment you have.

My shipment is on-hold by other APHIS programs or government agencies. ⌄

The non-refundable processing fee is $ It does not guarantee shipment release.

(B)

Cancel   Start Application

Step 2: Complete the VS 16-79 On-Hold Setup Assistant

VS 16-79 On-Hold Setup Assistant

Answer the required question, "Was your shipment issued an Emergency Action Notification (EAN) PPQ 523 form?**"**

Consult your customs broker or other responsible individual managing your shipment if you do not know the answer.

(A) **If you select Yes**, you are not eligible for on-hold assistance and can not continue.

- **Read the guidance** provided on the screen for next steps

(B) **If you select No,** link your on-hold shipment's eFile permit or application. (continued on the next slide)

Answer this question __accurately.__ VS cannot help with a shipment if an EAN has been issued. If you inaccurately answer this question and submit a VS 16-79 application, VS will not be able to assist and you will forfeit the application processing fee.

Was your shipment issued an Emergency Action Notification (EAN) PPQ 523 form?

○ Yes
◉ No

Back   Cancel   Continue

Link your on-hold shipment's eFile permit or application below.

If your permit is in need of an amendment or renewal, submit that request *first* before linking it. Go to My Activity to view all your eFile permits and applications.

Permit or Application   eFile Permit or Application ID

Permit   ▼   Enter Permit Number   🔍

If you do not have an eFile permit or application, click here to view your options.

☐ My on-hold shipment does not need a permit

You do not need to submit a VS 16-79 application if:

1. Your shipment does not require a USDA VS 16-6A Veterinary Import/Transit Permit.

2. You can obtain the required documents by working with your exporter, U.S. Customs and Border Protection (CBP), and/or the exporting country's government.

Back   Cancel   Continue

Step 2: Complete the VS 16-79 On-Hold Setup Assistant

VS 16-79 On-Hold Setup Assistant

Answer the required question, "Was your shipment issued an Emergency Action Notification (EAN) PPQ 523 form?"

B **If you select No,** link your on-hold shipment's eFile permit or application.

a Select the drop-down to choose Permit or Application and enter the **Permit Number** (610-## or 639-##) or **Application Number** (A-###) **and proceed to the On-Hold Application.**

b If you do not have an eFile permit or application, click the hyperlinked text "here"

c If you have been provided guidance that your shipment does not need a permit, **mark the checkbox and proceed to the On-Hold Application.**

Was your shipment issued an Emergency Action Notification (EAN) PPQ 523 form?

○ Yes
● No

Back

Link your on-hold shipment's eFile permit or application below.

If your permit is in need of an amendment or renewal, submit that request *first* before linking it. Go to My Activity to view all your eFile permits and applications.

Permit or Application | eFile Permit or Application ID
Permit | Enter Permit Number

If you do not have an eFile permit or application, click here to view your options.

☐ My on-hold shipment does not need a permit

You do not need to submit a VS 16-79 application if:

1. Your shipment does not require a USDA VS 16-6A Veterinary Import/Transit Permit.

2. You can obtain the required documents by working with your exporter, U.S. Customs and Border Protection (CBP), and/or the exporting country's government.

Back | Cancel | Continue

Step 3: Enter Details for On-Hold Shipment

Shipment Details

In this section, enter the details about your shipment placed on Agricultural hold by Customs and Border Protection (CBP).

(A) **Answer the question,** "Why was your shipment placed on-hold?"

- **Select all the checkboxes** that apply.

(B) **Select the checkbox** to confirm your understanding of health certificates **and proceed to next section.**

If you need help acquiring information to answer the questions in the application, contact:
- The Agriculture Quarantine Inspection Veterinary Medical Officer serving the port - AQI VMO Contact List
- The CBP office at the port for your shipment- CBP Office Contact List

Step 4: Identify Responsible Parties

Applicant, Importer/Consignee, and Broker Details

A **Confirm that your information on the Contact Card is correct.**

Note: If the applicant belongs to an organization (company), you must edit and add them to the Applicant and/or Importer/consignee contact cards.

B **Answer the required question,** "Will you be the importer/consignee?"

- **If you select no**, you will need to provide the importer/consignee contact information in an additional section of the page.

C If using a Broker, enter your Broker's contact information in the Broker Details section.

VS 16-79 Permit Application
Application Number: A-00015124

Status: Draft

Details | Responsible Party | Shipment Info | Materials | Upload Documents | Review and Submit

Applicant Details

Applicant

Mr. PPQVS Test Applicant 2
Test1235   Edit

Business Address   Mailing Address
7834 Business Ave.   7834 Business Ave.
San Antonio, Texas 22203   San Antonio, Texas 22203
United States   United States
(123) 456-7890
donotuse@email.com

* Are you the importer/consignee?
○ Yes
○ No, I am applying on behalf of the importer/consignee

Broker Details

Broker

Find a Broker
🔍 Enter name, organization, or email   or   Create New Contact

4 of 25 Contacts

Mr. James Test Applicant   Edit

Mr. PPQVS Test Applicant 2   Edit
Test1235

Step 4: Identify Responsible Parties

Port Details

D **Identify the port details for your on-hold shipment.**

Port Details

Instructions

Enter the following information about the U.S. port your on-hold shipment is currently being held at. You can find this information in the on-hold notification that Customs and Border Protection sent you.

Location

City

City

State

Alaska ▼

Back   Save   Save and Next

Step 5: Enter Shipment Information

Shipment Details

In this section, enter the shipment information for your on-hold shipment. **You will be prompted to enter additional information based on your mode of transport.**

If you need help acquiring information to answer the questions in the application, contact your customs broker or other individual managing your shipment.

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Step 6: Enter Materials

Material(s) Details

In this section of the application, you will **indicate all the materials in your on-hold shipment**. The materials displaying on this page are those listed in your linked eFile application or permit (if applicable).

A Use the **Select Material button** to select all the materials in your shipment.

B **If there are materials in your shipment that were not listed on your original application or permit**, use the **Add a Material button** to add the additional materials to the application.

VS 16-79 Permit Application
Application Number: A-00015499   Status: Draft

✓ Details › ✓ Responsible Party › ✓ Shipment Info › **Materials** › Upload Documents › Review and Submit

Material(s) Details

* On-Hold Shipment Materials Information

Linked Permit/Application: P-00001523

Add a Material

○ Material: Casein

Material: Casein

> VS Permitting Assistant Selections

Intended Use

Intended Use   Intended Use Sub-Category

Select Material

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Step 7: Upload Documents

Required Documentation

In this section of the application, you will upload the **required documentation** for your on-hold application.

(A) To upload files, **select Add New File.**

(B) If you do not have some or all the required files, **indicate the reason.**

Instructions

You **must** provide the required documentation listed below, especially the **bill/tracking document and invoice/manifest. Missing documentation will delay the processing of your application.** If you do not have the required documents, ask your broker or supplier for copies.

*Required Documentation:

- Copies of correspondence with the port regarding the shipment, including the reason the shipment was placed on-hold
- Foreign Government Certificate or Manufacturers or Exporters Statement
- Air Waybill or Bill of Lading or Courier Tracking Receipt
- Shipping Invoice or Manifest
- Product Ingredients List/Label/Insert

(A) Add New File

No records to display

(B) Please explain why you do not have the following documents: [Correspondence with port ; Government Certificate or Manufacturer/Exporter Statement ; Bill of Lading/Airway Bill/Tracking Receipt ; Invoice or Manifest ; Full ingredients list, product label, or product insert]

*Reason

Explain the reason why you don't have some or all of the required documentation here

Provide all the documentation requested. If you do not provide the documents, the VS reviewer will ask for more information, delaying the processing of your application

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In this section, you will review your complete application. Certify that the information you have entered is correct and proceed to payment. Please note, once you pay for 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 Your Understanding of the Review Process

Che ___ box below to confirm that you understand the review process for this application and that you understand the possible decisions rendered.

Our office will try to work with you to bring the shipment into compliance, but the shipment will be subject to re-export or destruction if this is not possible. In order to have the hold removed, you must satisfy the import requirements for APHIS VS and all other agencies/programs which may have requirements for this shipment.

Back

Save and Exit | Proceed to Payment

Step 9: Payment

After selecting Proceed to payment, **select your method of payment and follow the associated steps to complete the application payment.**

Payment Methods:

A Online via Pay.gov

B Mail-in Payment

C APHIS User Fee Account

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

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Step 9: Payment

Congratulations!

- Once you have successfully completed your payment, you will see the confirmation message below.

- You will receive a **receipt of payment via 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 reaches your inbox, we recommend you add APIE@usda.gov and support@salesforce.com to your address book.

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 and support@salesforce.com to your address book so that any automatic emails are not sent to junk

- **Zoom** –100%
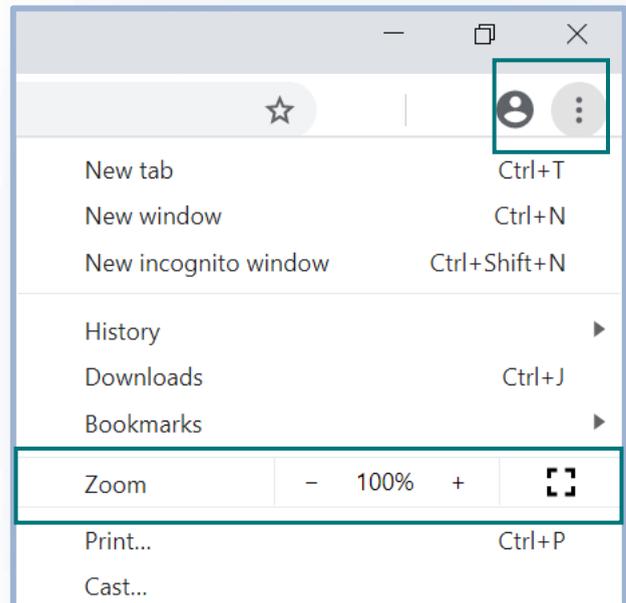
Contact

If you require assistance with your **application** (such as status requests), please contact:

Veterinary Services

(301) 851 3300

APIE@usda.gov

If you require **technical assistance**, please contact:

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.