WELCOME!

USDA APHIS Animal Care (AC) has an online system to request Live Dog import permits.

This user guide will take you through the process of creating and submitting a request for a permit, responding to the AC Live Dog Import team’s requests for clarification, and accessing your issued permit.

If you need help with your application, contact:

Animal Care
(816) 737-4223 or
ac.dogimport.mailbox@usda.gov
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I want a permit to import a live dog into the United States.

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Step 1: Sign into APHIS eFile

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

A Log in to APHIS eFile using your eAuthentication credentials.
   • If you do not already have an eAuthentication Account, 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 Live Dog Perm application and then select Get Started or select option C.

C You can also use the Live Dog Information Card to begin the application process.
Step 2: Complete the Animal Care (AC) Permitting Assistant

**A** Select the box under “Please select an Organization”
- Your Organization (previously called Account) is a name that you provided when you signed into APHIS eFile the first time. For most people, this name is “First Name Last Name Account” (e.g., Joe Smith Account). For others, it may be the name of the company they work for (e.g., JS Rescues).
- Search for your name or organization and select it.

**B** Select Responsible Person to locate and then select your name.

**C** With your "Organization" and "Responsible Party" selected, select Proceed with Application to begin the application process.

**D** Show Conditions will take you to a conditions list that presents a baseline requirement to bring Live Dogs into the United States based on the type of permit.

**Note**: If this is your first time here, you will not have any “Recently Viewed Accounts” and will need to complete a search to make a selection.
Step 2: Complete the Animal Care (AC) Permitting Assistant (cont’d)

After completing the Animal Care (AC) Permitting Assistant, you will be able to view the questions and outcomes you provided and decide if you will need to go back and change your answers.

<table>
<thead>
<tr>
<th>#</th>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>1</td>
<td>Select one of the options below to begin the first phase of the application process.</td>
<td>Import</td>
</tr>
<tr>
<td>2</td>
<td>What are you importing?</td>
<td>Live Animals, Embryos, Semen and Cloning Tissue</td>
</tr>
<tr>
<td>3</td>
<td>What are you importing?</td>
<td>Dogs</td>
</tr>
<tr>
<td>4</td>
<td>Please select the Country of Origin</td>
<td>Afghanistan</td>
</tr>
<tr>
<td>5</td>
<td>Please select the US state/province of destination</td>
<td>Alabama (AL)</td>
</tr>
<tr>
<td>6</td>
<td>Please select the applicable option</td>
<td>For resale or adoption.</td>
</tr>
<tr>
<td>7</td>
<td>Is the dog imported for resale or adoption for a fee?</td>
<td>Yes</td>
</tr>
<tr>
<td>8</td>
<td>Will the dog be 6 months or older by the date of arrival?</td>
<td>Yes</td>
</tr>
<tr>
<td>9</td>
<td>You need a permit for this request. Please click on show conditions to see if you meet the regulatory requirements for importation. To continue your application click on the proceed with application button.</td>
<td></td>
</tr>
</tbody>
</table>
Step 3: Enter Animal Transportation Information

A Complete the Animal Transportation Information section of your application.

Note: Required fields are noted with a red asterisk. Responses to these fields are required before you may proceed.

B After entering the transportation information, select **Save and Next**.
Step 4: Enter Importer, Exporter, and Delivery Recipient Information

Complete the Importer/Exporter and Delivery Recipient section of your application.

A. Select the “Yes” or “No I will add another contact as the Importer” radio button for the “Are you the Importer?” question.

B. Select the "Yes" or "No I will add another contact as the Exporter" radio button for the “Are you the Exporter?” question.

C. Select the "Yes" or "No I will add another contact as the Delivery Recipient" radio button for the “Are you the Delivery Recipient?” question.

D. Once you’ve answered the questions, scroll down to input the Importer, Exporter, and Delivery Recipient contact details.

Note: One Importer, Exporter, and Delivery Recipient must be added to the application.
Step 4: Enter Importer, Exporter, and Delivery Recipient Information (cont’d)

The Importer and Delivery Recipient must be within the United States. The Exporter cannot have an address within the United States.

There are two options to enter in data for the Importer/Exporter/Delivery Recipient if you selected the "No I will add another contact" option.

A Using the search bar, enter the name, organization, or email to search for your Importer/Exporter/Delivery recipient contact that you’ve used in the past. Then select the Select as Importer button.

B Enter the Importer/Exporter/Delivery recipient contact information manually by selecting the Create New Contact button.

Note: If you are the Importer and are completing this application, use this option to copy your information automatically.
Step 4: Enter Importer, Exporter, and Delivery Recipient Information (cont’d)

To Create a new contact, select the **Create New Contact button**.

Enter your Importer/Exporter/Delivery recipient contact information.

Select **Save and Select** once completed.

**Note:** Required fields are marked with a red asterisk.
Step 4: Enter Importer, Exporter, and Delivery Recipient Information (cont’d)

When creating or selecting an existing contact for Exporter and Delivery Recipient, repeat steps on pages 9-11.

When complete, select the **Save and Next** button to proceed to the next step, **Animal Information**.

Select the “edit” icon to make changes.
Step 5: Enter Animal Information

In the Animal Information section, you can enter as many dogs as you intend to import.

A. Select the Add a Dog button to begin the process.

B. In the Animal Details section, enter in all required information.

C. Select Add.

D. After adding this dog's information, the Upload Document button will become available.
Step 6: Upload Additional Documents

A Selecting the Upload Documents button will open a new browser tab.

B Select Document Type drop-down to display a list of options to upload for the dog you are importing:

- **Health and Rabies Certificate** – Meaning both are in one file; select this document type (APHIS 7041 Form).
- **Health Certificate** – Separate file; select appropriate document type for the file you upload.
- **Rabies Certificate** – Separate file; select appropriate document type for the file you upload.
- **Optional**: Any additional documents that you provide unrelated to the two required documents.

C Select the Upload Files button to upload documents.

**Note**: You must upload a Health and Rabies Certificate for each dog added to an application.
Step 6: Upload Additional Documents (cont’d)

A. Choose the file from your desktop that corresponds to the Document Type you’ve chosen.

B. After your file has been successfully uploaded, a green checkmark will appear next to the uploaded file.

C. Select Done.
   • To upload any additional documents, select the Upload Document button.

   **Note:** To delete an uploaded document, select the trash can icon.

D. Once all documents have been uploaded, select Save.

E. To add an additional dog, repeat step 5. Once you’re finished adding animal details, select Save and Next.
Step 7: Review Line Items

Check the Line Item Review box to ensure all necessary actions are completed before submitting your application. Then return to each section of the application that the system tells you to update.

Click on the error hyperlink, which will bring you to the direct page of the missing information.

**Note:** A message will display for any missing information that you must provide before submitting the application.
Step 7: Review Line Items (cont’d)

Once complete, the Line Item status will change to “Ready to Submit” at the top of the page.

Select **Save and Submit**.
Step 8: Submit Application

The **Application Detail** page is another summary page to review all information before submitting for approval.

- **A** If you would like to return to your application, select the **Line Item Record Number (LN-0000...)** located under the Name column.
- **B** Agree to the statement by selecting the **“I Certify”** checkbox.
- **C** Select **Submit for Approval**.
I want to access and respond to the AC Live Dog Import team’s feedback on my application.

Step 1: Checking Status and Resubmission of Applications
   Page 20

Step 2: View and Take Action
   Page 21

Step 3: Review Line Items
   Page 22

Step 4: Resubmit Application
   Page 23
Step 1: Checking Status and Resubmission of Applications

Your application is now **Submitted**, and you want to be able to track its status or address Applicant Action Required changes from an email you received.

- **Select the Applicant Action Required button** to easily access the application needing updates.
- **Search for your application.**
- **Select the View Details button on the application.**
Step 2: View and Take Action

Under the Line Item Review tab, review the **Action Required section**, review overall application instructions.

- Updates for these notes are made on the Animal Information section of the application.
- Under **Importer/Exporter/Delivery**, note where the status is “Waiting on Customer.”
  - Detailed instructions are on the **Importer/Exporter/Delivery** section of the application for each record type (e.g., Importer).
- Under **Animal Information**, note which dogs have the status “Waiting on Customer.”
  - Detailed instructions are on the **Animal Information** section of the application for each dog (e.g., Dog ID).
- Having noted where the Animal Care team has requested updates:
  - For **Action Required**, navigate to Animal Transportation and make updates.
  - For **Importer/Exporter/Delivery** and **Animal Information**, navigate to each section, and select each record to review instructions and make updates.
Step 3: Review Line Items

A Once you have addressed all comments, review all Line Item changes for completeness and adherence to requirements from the Line Item Review page.

B Select Continue.
Step 4: Resubmit Application

The **Application Detail** page is another summary page to review all information before submitting for approval.

1. **Scroll down on the Application Details page.**
2. **Agree to the statement by selecting the “I Certify” checkbox.**
3. **Select Submit for Approval.** Your application will be resubmitted for approval.
I want to access my permit to import live dogs.

**Option 1:** Access Your Issued Permit From Email  
*Page 25*

**Option 2:** Search for and Access Your Issued Permit  
*Pages 26-27*
Option 1: Access Your Issued Permit From Email

A. Once you receive an email that your permit has been issued, you can locate your issued permit by selecting the link from the email.

B. After logging in with your eAuth account, this will take you directly to your Application Details page, where you will find your issued permit within the Notes and Attachments section.

![Image of USDA Department of Agriculture page with permit details]

Please do not reply to this email as this mailbox is not monitored. If you have questions, please use the contact information below.

Dear USDAeFile Applicant,

The following permit has been issued to you in APHIS eFile:

Authorization Number: AUTH - 0000135724
Permit Number: 1-1PINSUL
Applicant: USDAeFile Applicant
Issued Date: 3/23/2021
Effective Date: 4/1/2021
Expiration Date: 5/1/2021

You may access your permit, including any permit conditions, by clicking on the following link: https://iappphie-file.cfs.usda.gov/Portal/Authorization_Details?id=adh/00001FEF207

Please navigate to the Notes & Attachments section to find a copy of your permit PDF.
Option 2: Search for and Access Your Issued Permit

You can also access your Issued permit by using the My Activity page or View All Activity button from your APHIS eFile homepage.

- Select **View All Activity**.
- Search for your Authorization.
- Select **View Details** from your Application card.
Option 2: Search for and Access Your Issued Permit (cont’d)

You are now on the **Authorization Details** page, and the Line Item status is **Submitted**.

1. Locate your Issued permit within the **Notes and Attachments** section.
**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 no-reply.aphis.efile@usda.gov and support@salesforce.com to your address book so that any automatic emails are not sent to junk.

- **Zoom** – 100%

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**Contact**

If you need help with your applications, contact:

**Animal Care**
(816) 737-4223  
ac.dogimport.mailbox@usda.gov

If you need technical assistance, contact:

**Help Desk**
help@usda.gov