



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

APHIS eFile

Guidance for Submitting a PPQ 621 Permit Application
Application for Protected Plants Permit to Import, Export, or Re-Export Protected Terrestrial Plants

Version 1.0
November 2021

WELCOME!

USDA APHIS Plant Protection and Quarantine (PPQ) has a new option to submit PPQ 621 permit applications. This user guide will take you through the process of submitting a permit application and how to cancel an issued permit if needed.

If you have not logged into APHIS eFile yet, please refer to the [APHIS eFile First Time User Guide](#).
If you've already gone through the first-time user process and are an organization admin, refer to the [APHIS eFile Organization Accounts User Guide](#).

For more APHIS eFile PPQ Form 621 support materials:

Check out our ["How to" playlist](#) on the APHIS YouTube Channel

Review this and other User Guides online on the [APHIS eFile Training Page](#)

I AM THE APPLICANT

Before you apply for your PPQ 621 permit application, there are several things to note when applying in eFile.

eFile PPQ 621 Application:

- Each application has a **unique application number**, labeled with **A - #####**

Post Application Submission:

- **You will receive email notifications** once a permit or letter has been issued. You will also be able to access your permit or letter directly in eFile.
- You will still be able to access your permits in the Automated Commercial Environment (ACE) system.
- In eFile there are two different permit numbers:
 - 1. System Generated Permit Record Number Example: P-00001234**
 - This number is the Record ID number that is autogenerated when a permit has been created. This is not a smart number, and does not represent the year, permit type, or any additional information.
 - 2. APHIS Permit Number Example: 550-20-201-00015**
 - This number will be on your permit and the number that CBP will reference when importing your articles into the U.S.
 - The format of this number is: Permit Prefix-Calendar Year-Ordinal Day-Sequential Number
 - The Program Prefix indicates the type of permit.

Ref#: P-00144460 | Program: PPQ | PPQ-621
Permit#: 550-21-277-00007

View Details More Actions ▼

Permittee	Commodity Type	Issued	Effective	Expires	Status
Test USDAeFile Applicant1	Protected Plants	10/04/2021	10/04/2021	10/04/2024	Issued

TABLE OF CONTENTS

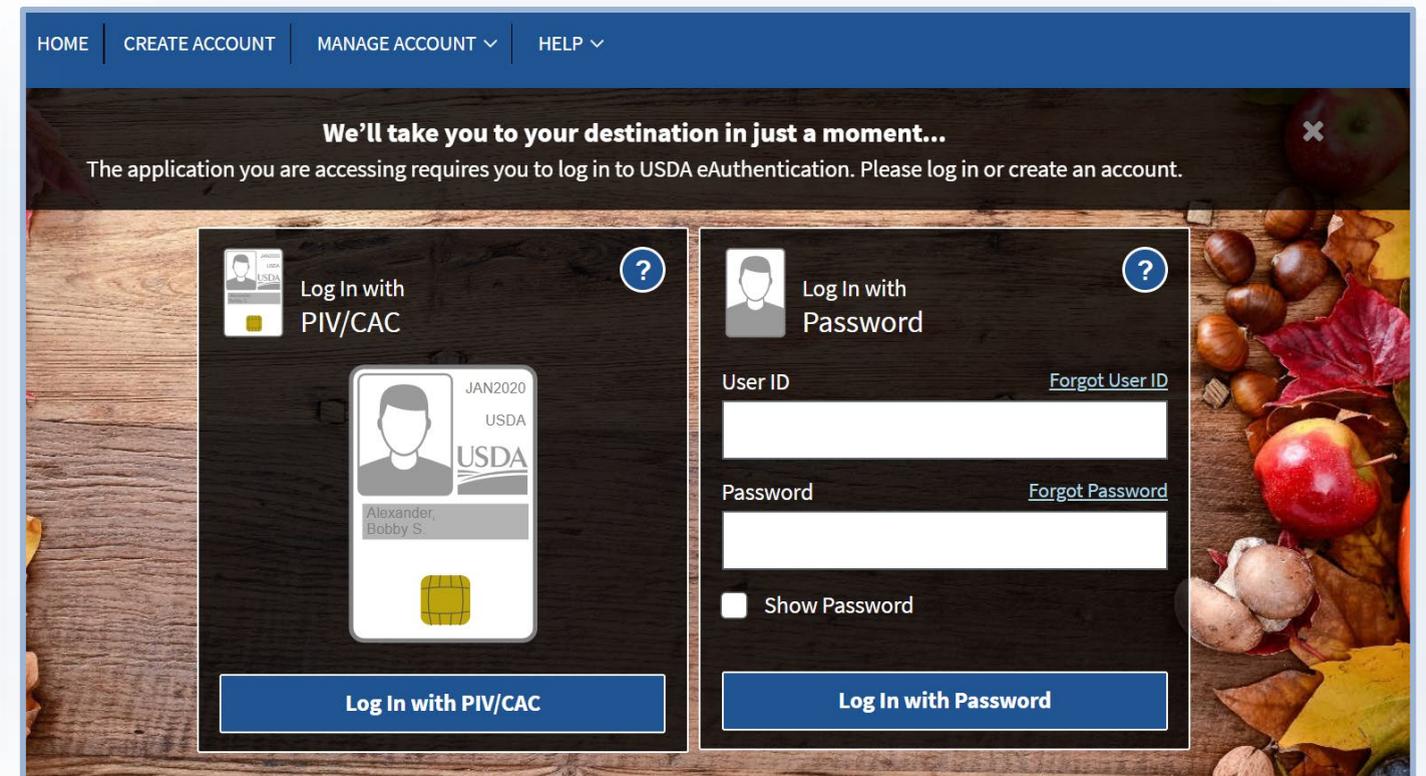
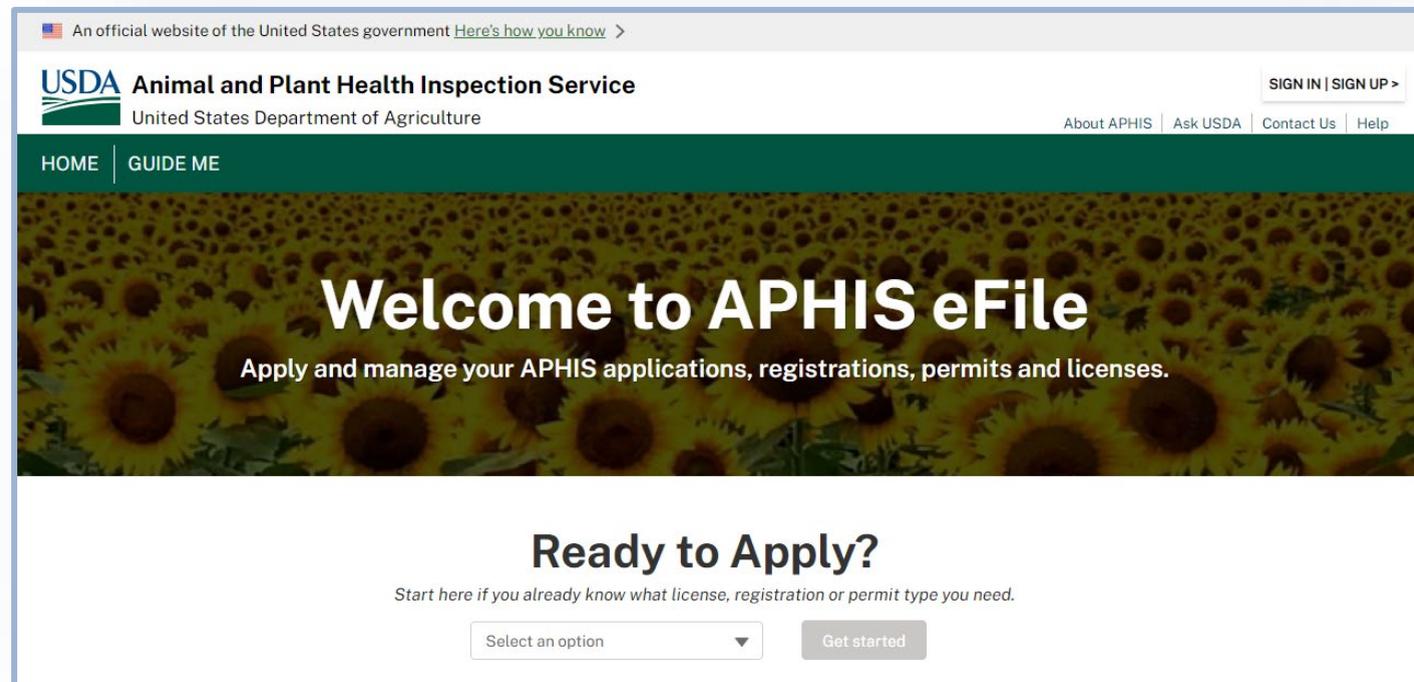
-  **Complete and Submit Your Application**
Page 5
-  **View Outcomes**
Page 19
-  **Cancel Permit**
Page 24

I AM THE APPLICANT

- Step 1:** Navigate to APHIS eFile/Sign into eFile
Page 6
- Step 2:** Create a New Application
Page 7
- Step 3:** Determine if Permit is Needed
Page 8
- Step 4:** Select Applicant/Person of Authority
Page 10
- Step 5:** Select Organization Type
Page 12
- Step 6:** Select Planned Usage and Activity Location
Page 13
- Step 7:** Select Record Location
Page 14
- Step 8:** Upload Files
Page 15
- Step 9:** Certify and Proceed to Payment
Page 16
- Step 10:** Select Payment Method
Page 17

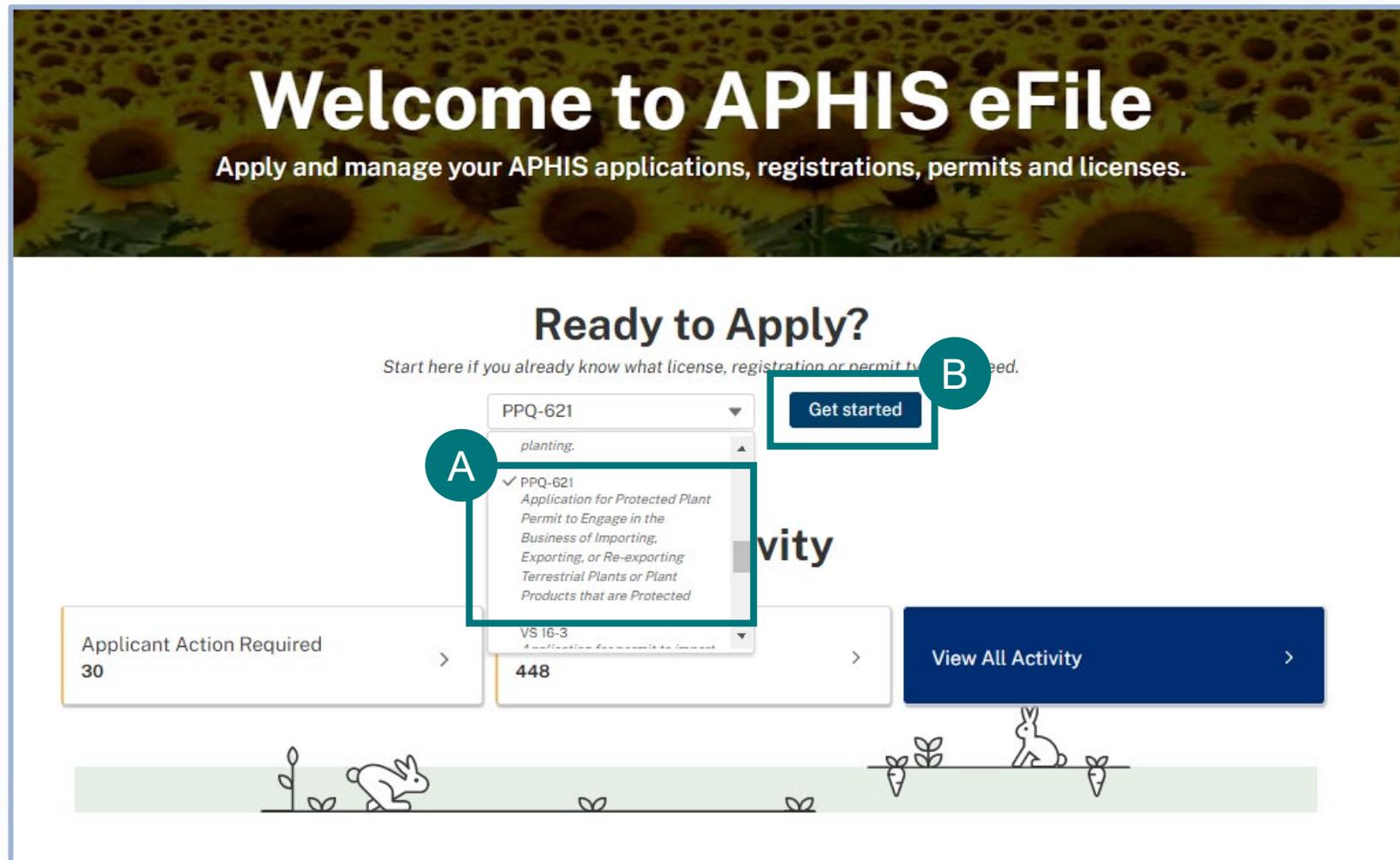
Step 1: Navigate to APHIS eFile and Sign into eFile

- A Navigate to <https://efile.aphis.usda.gov/s/> in **Google Chrome, Firefox, Edge, or Safari** (eFile is not supported by Internet Explorer).
- B **Select Login and sign in** using your **eAuthentication username and password**. If you are not eAuthenticated, select **Create an Account** and follow the steps to become eAuthenticated. **You must be eAuthenticated to apply in APHIS eFile.**



Step 2: Create a New Application

- A Under the Ready to Apply section, select the **PPQ-621 Application**. Please note, the application will not appear as an option if you are not signed in.
- B Select **Get Started** to begin your application.



Step 3: Determine if Permit is Needed

- A** Determine if this is the correct application for you and if so, **select Proceed to the PPQ 621 Screening Questions.**
- B** Answer the three screening questions to determine if a permit is needed.

Start a PPQ 621

Welcome to the PPQ 621 Application

Proceed if planning to engage in the **business of importing, exporting, or re-exporting terrestrial plants or plant parts regulated by 50 CFR 17.12 or 23.23 (Threatened or Endangered Species)**. Permits expire after 2 years and can't be amended or renewed. Changes in organizational leadership will require a new application.

Application Process

- Check the following databases to see if your commodity is a protected plant
 - [Convention on International Trade in Endangered Species of Wild Fauna and Flora \(CITES\)](#)
 - [Endangered Species Act \(ESA\)](#)
 - [Agricultural Commodity Import Requirements \(ACIR\)](#)
- Complete the PPQ 621 Screening Questions. You'll need to know if your commodities are:
 - Intended to be used for gain or profit.
 - Household goods containing CITES or ESA regulated plants or plant parts.
 - Approved for scientific research.
- If the screening questions result in a PPQ 621 application, fill out the application and submit it.
- Upon submitting the application, pay the non-refundable processing fee.
- Once the processing fee is paid, PPQ will begin processing your application.

Each submitted application requires a \$70 non-refundable processing fee. It doesn't guarantee approval.

Cancel **Proceed to the PPQ-621 Screening Questions**

PPQ 621 Screening Questions

Instructions
Answer the following questions to determine if you need to start a PPQ 621 application. As a reminder, this permit is needed for commodities that are regulated under the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) and the Endangered Species Act (ESA).

Select all activity that describes how you intend to use your protected commodities for [gain or profit](#)? **i**

Select Options

Are you moving [personal or household effects](#) you already own from one residence to a different residence? **i**

Yes
 No

Are your commodities being imported to a [registered scientific institution](#) with a [Certificate of Scientific Exchange \(COSE\)](#)?

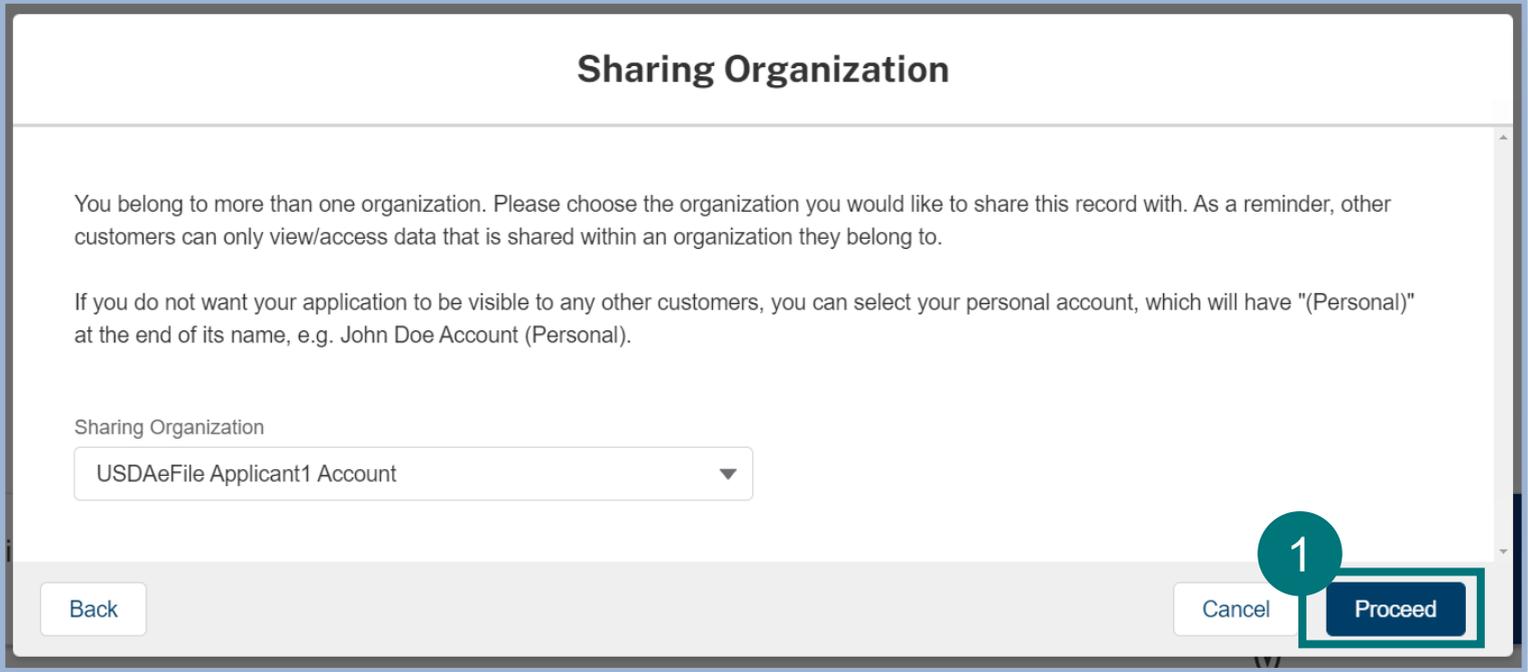
Yes
 No

Back Cancel **Continue**

Step 3: Determine if Permit is Needed

You may see one of two screens:

- 1 If you do need a PPQ 621 application and have more than one eFile account, you will see the Sharing Organization Screen. Select your sharing organization in the dropdown and then **select Proceed**.
- 2 If you do not need to fill out a PPQ 621 Application, you will be notified. **Select Save and Exit**.



The screenshot shows the "Sharing Organization" screen. It has a title bar with the text "Sharing Organization". Below the title bar, there is a paragraph of text: "You belong to more than one organization. Please choose the organization you would like to share this record with. As a reminder, other customers can only view/access data that is shared within an organization they belong to." Below this is another paragraph: "If you do not want your application to be visible to any other customers, you can select your personal account, which will have '(Personal)' at the end of its name, e.g. John Doe Account (Personal)." Below the text is a dropdown menu labeled "Sharing Organization" with the selected option "USDAeFile Applicant1 Account". At the bottom of the screen, there are three buttons: "Back" on the left, "Cancel" in the center, and "Proceed" on the right. A red circle with the number "1" is placed over the "Proceed" button.



The screenshot shows the "PPQ 621 Application" screen. It has a title bar with the text "PPQ 621 Application". Below the title bar, there is a paragraph of text: "Based on your responses, you don't need to fill out a PPQ 621 Application." Below this is another paragraph: "Keep in mind that the final determination on whether this permit is required will be made at the port." Below that is a paragraph: "You still must check if your commodities require other permits or additional documentation from APHIS or other government agencies. We recommend looking through the [Plant Health Permit Application Forms](#) or [Plants for Planting FAQ's to start](#)." Below that is a paragraph: "If you have questions about the PPQ 621 application process, call us at (301)-851-2046 or email us at PPQCITESESAPermits@usda.gov". At the bottom of the screen, there are three buttons: "Back" on the left, "Cancel" in the center, and "Save and Exit" on the right. A red circle with the number "2" is placed over the "Save and Exit" button.

Step 4: Select Applicant/Person of Authority

Responsible Party

Once you have created your new application, you will land on the Responsible Party section of the application. In this section you will identify the responsible parties involved in your import.

Types of responsible parties include:

-  **Applicant** – The individual is who is applying for a PPQ permit.
-  **Permittee** – The individual who is the permit holder or responsible party and whose name will be on the permit.
-  **Person of Authority** – The person of authority is authorized to give records and plant inventories to inspectors for examination.

Step 4: Select Applicant/Person of Authority



My Details

- A** Confirm that your information on your Contact Card is up to date. If you are a first-time user, you may need to provide additional contact information such as your business and/or mailing address and phone number.
 - To update your contact information, select **Edit**, then update the information in the appropriate fields.
- B** Answer the required question, “Will you be the Permittee?” to indicate whether you will be the permit holder.
 - If you select **No**, you will need to provide the Permittee’s contact information in an additional section of the page.
- C** Answer the required question, “Will you be the person of authority?”
 - If you select **No**, you will need to provide the select the person of authority in your contacts or create new contact in an additional section of the page.

The screenshot shows a form with two main sections. The left section is a contact card for 'Test USDAeFile Applicant1' with fields for Business Address and Mailing Address, and an 'Edit' button. The right section contains two required questions with radio button options. Callout A points to the contact card, B points to the first question, and C points to the second question.

A	Test USDAeFile Applicant1 Company Name	A Edit
	Business Address 1433 River of May St. St. Johns, Florida 67667 United States (989) 898-9898 rajita.a.challa@accenturefederal.com	Mailing Address 4344 River side dr St.Lauderdale, Florida 12344 United States
	B *Will you be the permittee? <input type="radio"/> Yes <input type="radio"/> No, I'm applying on behalf of the permittee	
	C *Will you be the person of authority? <input type="radio"/> Yes <input type="radio"/> No, I'm applying on behalf of the person of authority	

Step 5: Select Organization Type

Organization Details

- A** Select your **Organization type** from the drop down.
- B** If you select individual, you may then **select Save and Next**.
- C** If you select Corporation, Firm, or Partnership you may select up to ten primary stakeholders who work as a manager, executive, or own 10% or more voting stock in your organization. Once these contacts are selected or created, you will then **select Save and Next**.

Organization Details

Instructions
Enter the following information about the organization applying for this permit.

***Organization**

Organization Type
Your answer determines organizational details applicable to you.

Select an Option

- Corporation
- Firm
- Partnership
- Individual
- Other

Save **Save and Next**

Primary Stakeholders

Instructions
Select up to ten primary stakeholders who work as a manager, executive, or own 10% or more voting stock in your organization. OR create a new contact to use instead. Job titles these primary stakeholders may hold include but are not limited to Officer, Director, and Holder.

***Primary Stakeholders**

0 out of 10 Selected

Find a primary stakeholder

Enter name, organization, or email or Create New Contact

4 of 20 Contacts

JOHN AMOAKO USDA Business Address: s, c, Minnesota 12345, United States, (123) 456-7890, u@u.u Mailing Address: s, c, Minnesota 12345, United States Edit	Ashok Anant Business Address: 3919 Cabot Pl, Richmond, Alaska 20120, United States, (111) 222-3333, ash.a@gmail.com Mailing Address: 3919 Cabot Pl, Richmond, Alaska 20120, United States Edit
JOHN ANNAMMA Business Address: street, city, Texas 12345, United States, (123) 456-7890, y@y.y Mailing Address: street, city, Texas 12345, United States Edit	UAT Test Applicant 1 Business Address: 123 sadasad, selfsdf, Armed Forces Pacific 34567, United States, 123-234-2345, test@test.com Mailing Address: 123 sadasad, selfsdf, Armed Forces Pacific 34567, United States Edit

Select Primary Stakeholder

Step 6: Select Planned Usage and Activity Location

Activity Details and Activity Location Details

- A** Select your Planned Usage from the drop-down menu.
- B** Select Activity Location. You can select locations that you have saved from previous applications or create a New Location.
- C** Select Save and Next.

Responsible Party | **Activity** | Records | Documents | Review & Submit

Activity Details

Instructions
Enter the following information about the planned usage of your commodities.

Planned Usage
* Select all activity that describes how you intend to use your protected commodities for gain or profit.

Activity Location Details

Instructions
Select the activity location where your commodities' growth, storage, and related activities will be conducted. OR create a new activity location to use instead.

* Activity Location

Find an activity location
Search [] Or Create New Location

4 of 5 Locations

- Alabama**
USDAeFile Applicant1 Account
Business Address: Congress Street
Congress City, AL 78900
[Select as Activity Location] [Edit]
- Not Alabama**
USDAeFile Applicant1 Account
Business Address: Congress2 Street
Congress2 City, AK 78901
[Select as Activity Location] [Edit]
- Also Not Alabama**
USDAeFile Applicant1 Account
Business Address: Congress3 Street
Congress3 City, AZ 78902
[Select as Activity Location] [Edit]
- Washington**
USDAeFile Applicant1 Account
Business Address: Parliament Street
Parliament City, WA 89012
[Select as Activity Location] [Edit]

Page 1 of 2

[X] Cancel Activity Location Selection

[Back] [Save] **Save and Next**

Step 7: Select Record Location

Record Location Details

- A Select Record Location.** You can select locations that you have saved from previous applications or create a New Location.
- B Select Save and Next** to move onto the next part of the application.

Record Location Details

Instructions
Select the record location where records on the import, export, and re-export of plants and plant parts are kept. OR create a new record location to use instead.

*** Record Location**

Find a record location

Search Or

4 of 5 Locations

Alabama USDAeFile Applicant1 Account Business Address Congress Street Congress City,AL 78900 <input type="button" value="Select as Record Location"/>	Not Alabama USDAeFile Applicant1 Account Business Address Congress2 Street Congress2 City,AK 78901 <input type="button" value="Select as Record Location"/>
Also Not Alabama USDAeFile Applicant1 Account Business Address Congress3 Street Congress3 City,AZ 78902 <input type="button" value="Select as Record Location"/>	Washington USDAeFile Applicant1 Account Business Address Parliament Street Parliament City,WA 89012 <input type="button" value="Select as Record Location"/>

Page 1 of 2

Step 8: Upload Files

Document Details and Additional Information

- A** You may add supporting documentation by **selecting Add New File** and/or **add additional information in the free text field**.
- B** **Select Save and Next** to move onto the next part of the application.

Documents Details

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

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

Additional Information

Instructions
Enter the following information about your application.
Detail any additional information you feel would support this application

Enter text

Back Save Save and Next

Step 9: Certify and Proceed to Payment

Certify & Submit

Confirm Information and Accept Regulations

- A** Read through each section to make sure the information entered is correct and then **Confirm Information Accuracy & Accept Regulations by checking the two boxes.**
- B** Proceed to Payment.

Confirm Information Accuracy & Accept Regulations

A

Check the box below to confirm that you agree that the information you have entered is accurate. Then, click the "Submit Application" button to submit your application and view your results.

- I hereby certify that the information in this application is complete and accurate to the best of my knowledge and belief.
- I hereby certify I have read, understood, and accept the requirements for the importation, exportation, or re-exportation for the plants regulated by 50 CFR 17.12 and 23.23.

WARNING: Any alteration, forgery, or unauthorized use of this document is subject to civil penalties of up to \$250,000 (7 U.S.C 7734(b)) or punishable by a fine of not more than \$10,000, or imprisonment of not more than 5 years, or both (18 U.S.C 1001).

Back Save and Exit **Proceed to Payment** **B**

Step 10: Select Payment Method

Payment

A Select a method of payment:

- 1 Online via Pay.gov
- 2 Mail-in Payment

B Select Confirm Payment Type.

The screenshot shows a payment selection interface. At the top, a progress bar indicates three steps: 'Payment Type' (active), 'Payment Details', and 'Confirmation'. Below the progress bar, the text reads: 'The processing fee for PPQ 621 (A-00067464) is \$70.00'. A message states: 'Before we can begin reviewing your application, you need to pay the non-refundable processing fee. Select your payment type below and proceed to enter payment details.' There are two main options, each with a radio button and a description:

- 1 Online via Pay.gov**: I'll pay online via Pay.gov using a credit card, debit card, or bank account (ACH).
- 2 Mail-in Payment**: I'll send in a check or money order for APHIS to process.

At the bottom center, there is a button labeled **B Confirm Payment Type**.

Submission Confirmation

Congratulations! You have submitted your application. You will receive an email from APHIS eFile once your application has been processed. At that point you can view your application outcomes. You will also receive an email whenever a Permit or Letter is issued and when there are additional actions you need to take.

Note: Check your junk mailbox if you don't see an email from aphis.efile@usda.gov in your inbox.

Congratulations! Your application has been submitted and is being reviewed!

A confirmation email has been sent to the primary email address in your profile.

Once your application is processed, you'll receive a confirmation email. You can also log back in to review your application status at a later time. To ensure our emails reach your inbox, we recommend you add aphis.efile@usda.gov and support@salesforce.com to your address book.

 Download Application PDF

Go to Application Details

PPQ 621 Permit Application Summary

Application Number
A-00067464

Status
Pending Processing Fee

Submission Date
9/8/2021

Select **Download Application PDF** to save a PDF copy of your application.

Add the APHIS eFile emails aphis.efile@usda.gov and support@salesforce.com to your address book to prevent any automatic emails are not sent to junk.



877-770-5990 or 301-851-2346 or email PPQ.Favir.comments@usda.gov

Office Hours:
Monday-Friday (EST): 9AM-5PM
Saturday-Sunday: Closed



VIEW OUTCOMES

- Pending APHIS Review or Pending Proceeding Fee**
Page 21
- Permits**
Page 22
- Letter of Denial**
Page 23

View Outcomes

Your application has been processed and each application line item, or article-country combination, has been sorted to its appropriate outcome category.

The different outcome categories include:

- **Pending Processing Fee**
- **Pending APHIS Review**
- **Permits**
- **Letter of Denial**

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

View Outcomes – Pending APHIS Review and Pending Processing Fee

Pending APHIS Review

Applications with the status Pending Processing Fee **do not require any action**. The status is pending because you submitted a check or money order. If there is a payment issue, the permitting staff will reach out to you personally through the contact information you provided.

 Ref#: A-00073253 | Program: PPQ | PPQ-621 View Details

Applicant	Commodity Type	Started	Submitted	Status
Test USDAeFile Applicant1	Protected Plants	09/30/2021	09/30/2021	Pending Processing Fee

Applications that require additional APHIS review will have a status of Pending APHIS Review. **You do not need to take any actions on these applications.**

 Ref#: A-00076731 | Program: PPQ | PPQ-621 View Details Clone Application

Applicant	Commodity Type	Started	Submitted	Status
Test USDAeFile Applicant1	Protected Plants	10/15/2021	10/15/2021	Pending APHIS Review

View Outcomes – Permits

Permits

- A** Search for your application using you're A-##### on My Activity section and pull up your application details page. From there, under the Application Details section select **the P-##### hyperlink** to bring you to the permit details page.
- B** Once you are on the permit page, select **View Permit PDF** to view the permit and its conditions.

Application Ref#: A-00067464 Processed

PPQ-621 | Applicant: Test1 USDAeFile Applicant1 | Permittee: | Submitted on: 10/28/2021

Activity

Activity Location Details

Business N... ▾ Address ▾ State ▾ County ▾ Zip Code ▾ Country ▾

Application Details

Application Type: New Application

Record Type: PPQ-621

Permit Ref # P-00146300

Ref#: P-00146300 Issued

550-21-301-00032 | | PPQ-621 | Applicant: Test1 USDAeFile Applicant1 | Permittee: | **Effective: 10/28/2021 - 10/28/2023**

View Permit PDF More Actions ▾

View Outcomes – Letter of Denial

Letter of Denial

If your application is denied you will receive an email notification.

You may also view if your application has been approved or denied on the Application Details page under the files section.

The screenshot shows a web interface for an application. At the top, there is a tab labeled 'Application'. Below this, there is a section titled 'Files' with an 'Add New File' button. A table lists the files with columns for 'File Name', 'File Type', and 'Descript...'. One file is listed: 'Letter of Denial.pdf' with a file type of 'pdf'. At the bottom of the table, there are navigation controls (back, forward, first, last) and the text 'Page 1 of 1'. To the right of the navigation controls, it says 'Total records: 1'.

File Name	File Type	Descript...
Letter of Denial.pdf	pdf	

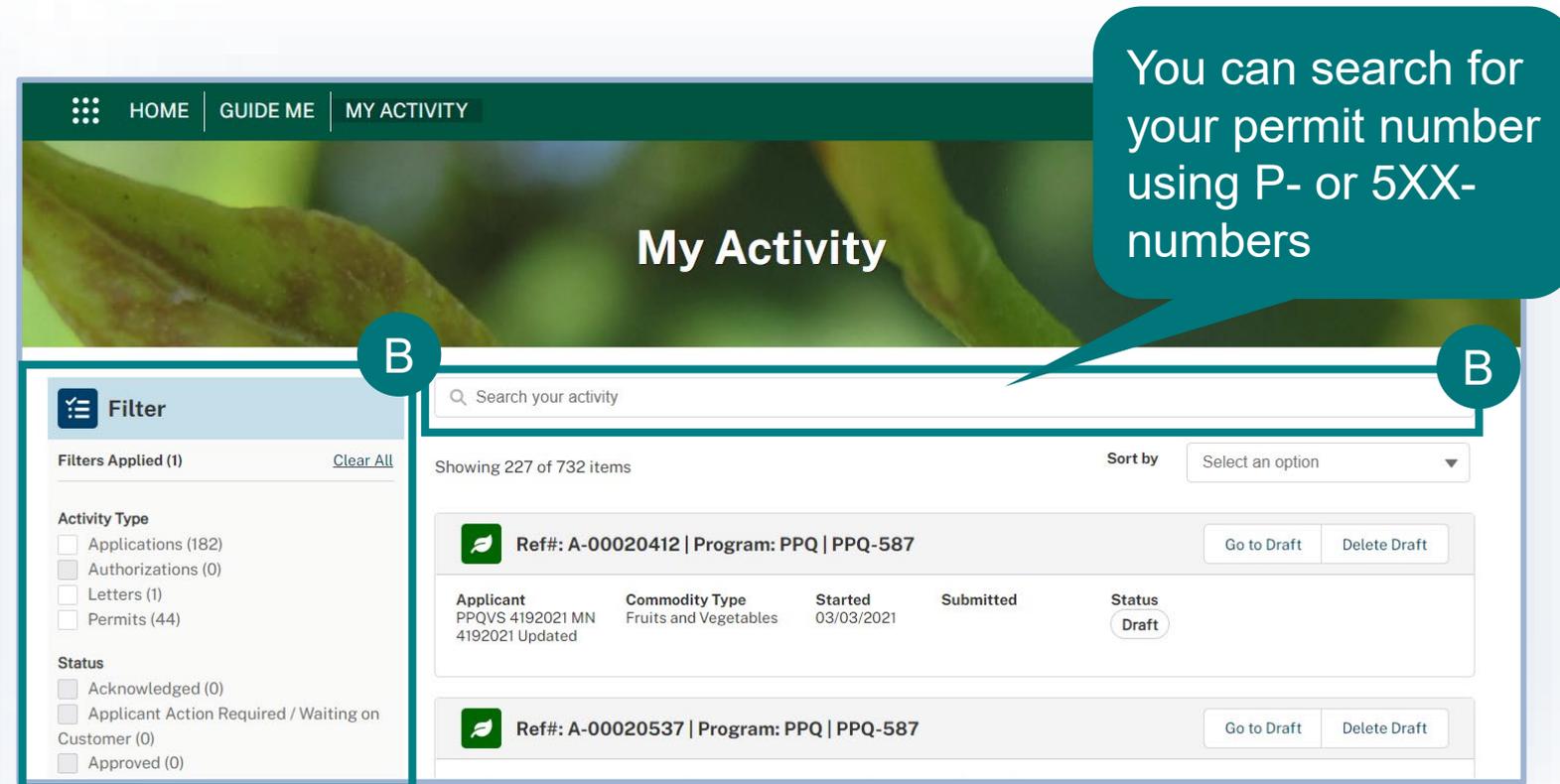
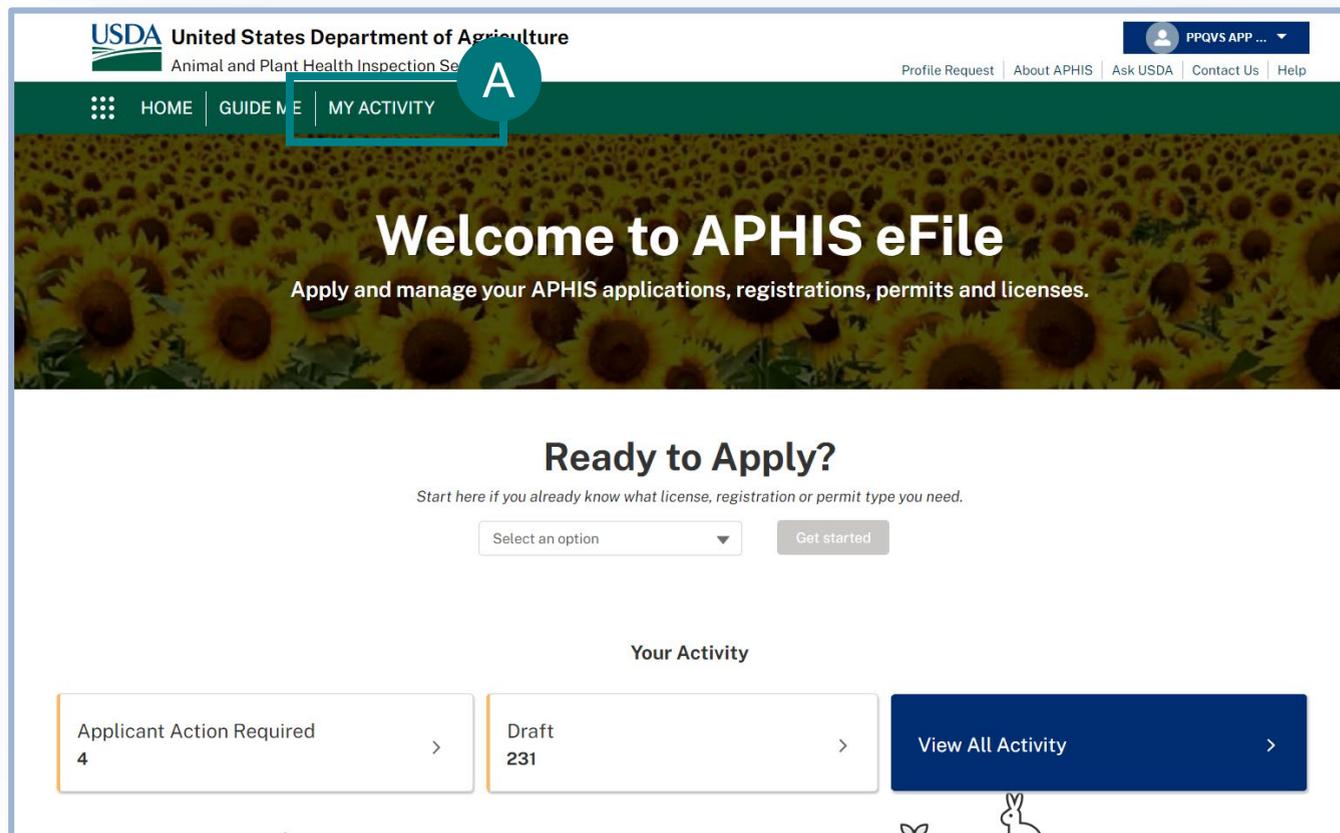


CANCEL PERMIT

-  **Step 1:** Navigate to My Activity Page and Search for your Permit
Page 25
-  **Step 2:** Select Cancel Permit
Page 26
-  **Step 3:** Add Cancellation Explanation and Submit
Page 27

Step 1: Navigate to My Activity page and search for your Permit

- A Navigate to My Activity Page.
- B Search for your permit by using the **search bar** or the **filters** on the left.



Step 2: Select Cancel Permit

A Select the dropdown arrow next to the Permit card and select **Cancel Permit**.

 **Ref#: P-00145669 | Program: PPQ | PPQ-621**
Permit#: 550-21-292-00010

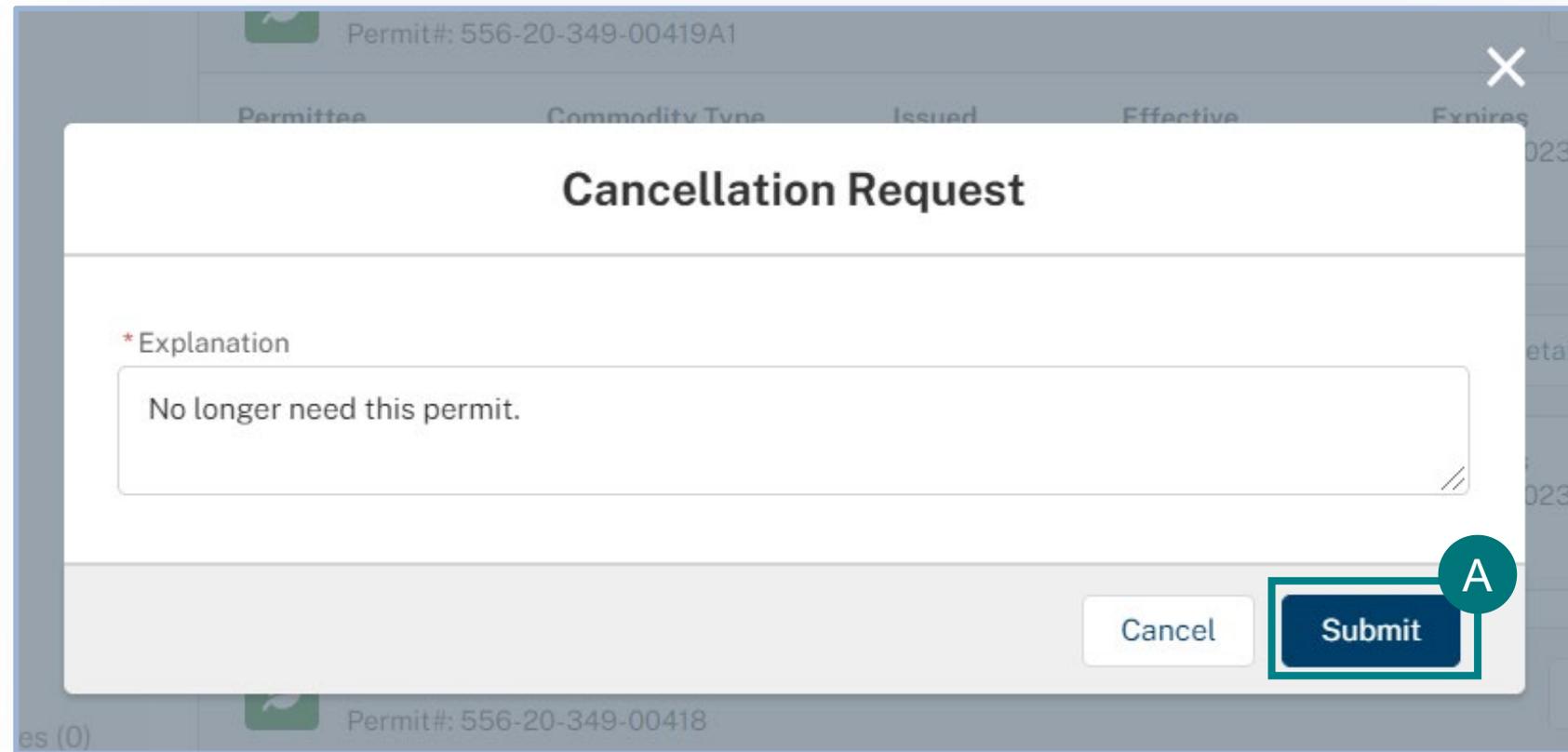
[View Details](#) [More Actions](#) ▼

Permittee	Commodity Type	Issued	Effective	Expires	Status
	Protected Plants	10/19/2021	10/19/2021	10/19/2024	Iss

- View Permit PDF
- Change Organization
- Cancel Permit**

Step 3: Add Cancellation Explanation and Submit

- A Enter the reasoning behind your permit cancellation request in the Explanation field and select **Submit**.



The screenshot shows a 'Cancellation Request' dialog box. At the top, it displays 'Permit#: 556-20-349-00419A1'. Below this is a table with columns: 'Permitter', 'Commodity Type', 'Issued', 'Effective', and 'Expires'. The dialog has a title bar with a close button (X). The main content area is titled 'Cancellation Request' and contains a text input field labeled '* Explanation' with the text 'No longer need this permit.' Below the input field are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red box and a red circle containing the letter 'A', indicating the action to be taken.

After Cancelling Your Permit

Your permit cancellation request will be reviewed by APHIS. Once it has been reviewed and approved by APHIS you will see a cancellation banner on the permit details page.

Ref#: P-00146389 Cancelled [View Permit PDF](#)

550-21-306-00046 | PPQ-621 | Applicant: Lacy Rosedale | Permittee: Lacy Rosedale | **Cancelled 11/3/2021**

 **Your permit has been cancelled**
You can still view your permit but changes can no longer be made. Cancellation is permanent and can only be reverted by contacting APHIS, however, you can clone the application to re-submit as new.

Activity

Activity Details

Select all activity that describes how you intend to use your protected commodities for gain or profit.

Selling

Activity Location Details

Business ...	Address	State	County	Zip Code	Country
Growing Locat...	987 Congress ...	CT		06032	US

Show: Page 1 of 1 Total records: 1

Permit Details

Permit Type New Application	Application Ref # A-00079402
Record Type PPQ-621	
Organization USDAeFile Applicant1 Account	

Other Details

Organization Type Individual	Commodity Type Protected Plants
--	---

Files

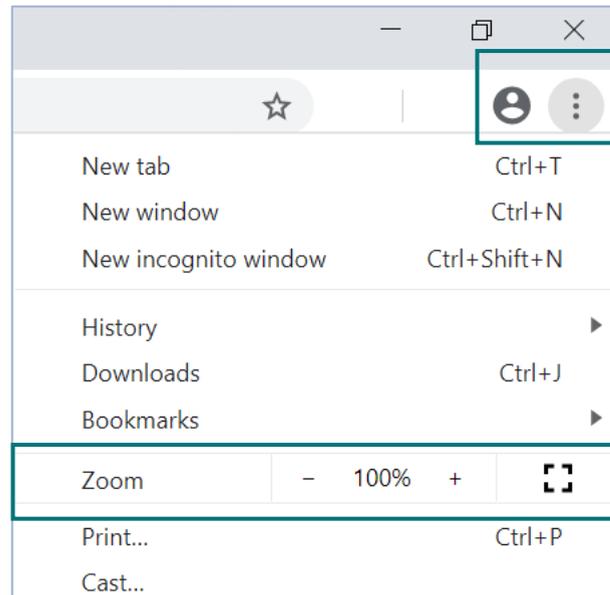
[Add New File](#)

File Na...	File Type	Descri...
550-21-306-00046_A-		

APPENDIX

System Setup

- **Compatible browser** – For the best user experience, please use  **Google Chrome**. Other available browsers include Firefox, Safari, and Edge. **eFile is NOT supported by Internet Explorer.**
- **Emails** – Add the APHIS eFile email at aphis.efile@usda.gov and support@salesforce.com to your address book so that any automatic emails are not sent to junk
- **Zoom** –100%



Contact

If you require assistance with your applications, please contact:

PPQ Permit Services

(301) 851 2046

PPQCITESAPermits@usda.gov

If you require technical assistance, please contact:

Help Desk

help@usda.gov