Guidance for Submitting a VS 17-129 Permit Application

Application for 17-135 permit to import or transit live animals, including germplasm and hatching eggs

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WELCOME!

USDA APHIS Veterinary Services has a new online website to request Live Animal permits. This user guide will take you through the process of creating and submitting a 17-129 Live Animals permit application.

For more APHIS eFile VS 17-129 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

I want to apply for a Live Animals import/transit permit

Before you apply for your Live Animal permits it is important to note that if your application results in a permit, you will see two different numbers associated with the permit.

Permit Numbers:

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

2. **Permit #** - APHIS Permit Number (6##-21-201-00015)
   - This is the number on your permit and the number that VS will reference.
   - The format of this number is: Program Prefix-Calender Year-Ordinal Day-Sequential Number
     - The Program Prefix indicates the type of permit.
TABLE OF CONTENTS

- Use the VS Permitting Assistant (VSPA) to create your request  
  *Page 5*
- Complete and submit your application(s)  
  *Page 11*
- Amend eFile Permits  
  *Page 20*
- Withdraw an application (When applicable)  
  *Page 21*
Step 1: Sign in to eFile

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

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

B. Under the Ready to Apply section, choose the VS 17-129 application and then select Get Started.
   - The VS 17-129: Application to import or transit live animals, including germplasm (semen, ova, embryos, cloning tissue) and hatching eggs.

C. In the pop-up window, read the Application Process and select Proceed to VS Permitting Assistant.
Complete the Permitting Assistant to begin the application process.

A. Enter your commodity’s details into the appropriate search fields.
B. Select the Search button to search for your material.

Note: Repeat steps A-B for all live animals you wish to import/transit. The VSPA will organize them into the appropriate applications.
Step 2: Complete the Permitting Assistant

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

B Once you’ve completed all the attributes and only one Step 3 card remains, select Add Commodity.
Step 2: Complete the Permitting Assistant

To remove a commodity, select the Remove Commodity button.

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

Note: If you are moving several animals that can be described by the same Step 3 card, you will only add the commodity once in the VSPA and you will be able to provide the individual animal identification information as part of the application.

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

The materials you have added have been sorted into categories:

**Permit Applications** – Commodities listed in this section require Permit applications. The materials have been sorted onto the appropriate number of applications.

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

**Inadmissible** – Commodities listed in this section are not allowed for import or transit.

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

- **To add more commodities**, select Go Back and Add More Materials.
- **To delete a commodity** from your summary request, select the trashcan icon.
- When applicable, review required documentation or download all letters by selecting the View Letter button associated with each material.
- **To send yourself a copy of this request summary**, enter your email into the field and select Send.
- Once you have reviewed all your results, select Proceed to Applications to continue to submit your application(s). If you are not already logged in, the button will be called Proceed to Log In and you will be prompted to log in.
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 commodities.

A. If you are in more than one organization account in APHIS eFile, use the drop-down to select your Sharing Organization.

B. Select I Understand & Continue to proceed to application.

C. You will be sent to the My Activity page. Your most recent application(s) will be at the top of the list. To go to your application select Go to Draft.
Step 4: Identify Responsible Parties

Applicant Details

A Confirm that your information on the Contact Card is correct. To have your Company name display on the permit, edit your contact and add your Company name in the Organization field.

B Answer the required questions to indicate whether you will be the importer and the delivery recipient.

• If you select no to either section, you will need to add importer and/or delivery recipient contact information in additional sections of the page.

Emergency Contact Details

C Use the Contact Cards to select your Emergency Contact(s).

• 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.
Step 5: Identify Shipper

Shipper Details

Use the Contact Cards to select your Shipper.

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

![Contact Card Example](image)
Step 6: Enter Transportation Information

Travel Plan Details

A. Select your Mode(s) of Transport.
   - Depending on your selections, you may be required to enter additional Incoming Airline or Vessel information.

B. Enter your Proposed Dates.

Route of Travel Details

C. Use the Route of Travel tables to detail your route of travel. You must include each stop in order, starting with Origin and ending with Final destination. Be sure to list all stops and countries enroute.
   - Use the Pencil icons to edit the existing stops.
   - Use the Add Additional buttons to add new stops.
   - Use the arrows to reorder your stops.

If this is a transit application, there will be an additional table called Within the U.S.
Step 7: Enter Commodity Details

Commodities Details

Enter all details about your live animals.

- Select **Add Another Commodity** to go back and add more live animals to your application.
- **Enter the quantity.**
- **Enter the Individual Animal ID.**
  - You may enter this in the table OR use the provided Excel template. If you use the Excel template, make sure to select the “I will provide...” checkbox and upload the file in the Documentation section.
- **Add any supporting documentation.**
- **Add any additional information.**
- **Use the tabs on the left to switch between each of your live animals.** You will need to complete all the above sections for each of your animals.
- If you need to go back to the VSPA and add another animal, use the **Add Another Commodity** button. This button is not how you would indicate the quantity of an animal.
Step 8: Enter Quarantine Information

Quarantine Facility Details

Note: Based on your selections in the VSPA, the Quarantine section will display when applicable. Proceed to the Documents section if you do not see the Quarantine section.

Use the Quarantine Facilities table to detail the facilities you will using to quarantine your commodities. The facilities must be in the U.S. and have a physical address.

1. Use the Pencil icon to edit the existing facilities and add details. The type of pre-populated facility will vary depending on your specific application.

2. Follow the prompts in the pop-up windows to enter all the details of your quarantine facility.
Step 9: Upload Documents

Supporting Documentation

A Select Add New File to upload any supporting documentation you believe would be beneficial for your application.

• If you have no files to upload, select the “I don’t have any files to upload” checkbox.

Additional Information

B Enter any additional information you believe would be helpful in the review of your application in the Additional Information field.
Step 10: Review, Certify, and Proceed to Payment

Review Application Sections

A. **Review your data** in each of the sections.
   - To edit your data, select the Edit button associated with that section. You will be taken back to that page of the application.

Confirm Information & Submit

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

C. If you would like to add additional recipients, other than yourself, to receive a copy of the issued permit, select the checkbox and use the contact cards to indicate the additional recipients.
   - Note: These contacts will not display on the permit.
Step 11: Pay the Processing Fee

Payment

Select your payment method and pay the application processing fee.

- You will receive a receipt of payment once VS initiates the application review process.
I want to amend an eFile permit

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

1. Log in to eFile using your eAuthentication credentials.
2. Select the My Activity tab and use the search bar or filters to find the permit you want to amend.
3. Select the More Actions drop-down and choose Amend Permit.
   • All issued and active permits are eligible to be amended.

Note: If approved, your amended permit will keep the same APHIS permit number (6##-20-205-1234).
I AM AN APPLICANT

I want to Withdraw my Application

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 Application.

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

When you are done, select Submit.

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

**System Setup**

- **Compatible browser** – For the best user experience, please use Google Chrome. Other available browsers include Firefox, Safari, and Edge. *eFile is NOT supported by Internet Explorer.*

- **Emails** – Add the APHIS eFile email at aphis.efile@usda.gov and support@salesforce.com to your address book so that any automatic emails are not sent to junk

- **Zoom** – 100%

**Contact**

If you require assistance with your applications, please contact:
**Veterinary Services**
(301) 851 3300
vs.live.animals.import.permits@usda.gov

If you require technical assistance, please contact:
**Help Desk**
help@usda.gov