

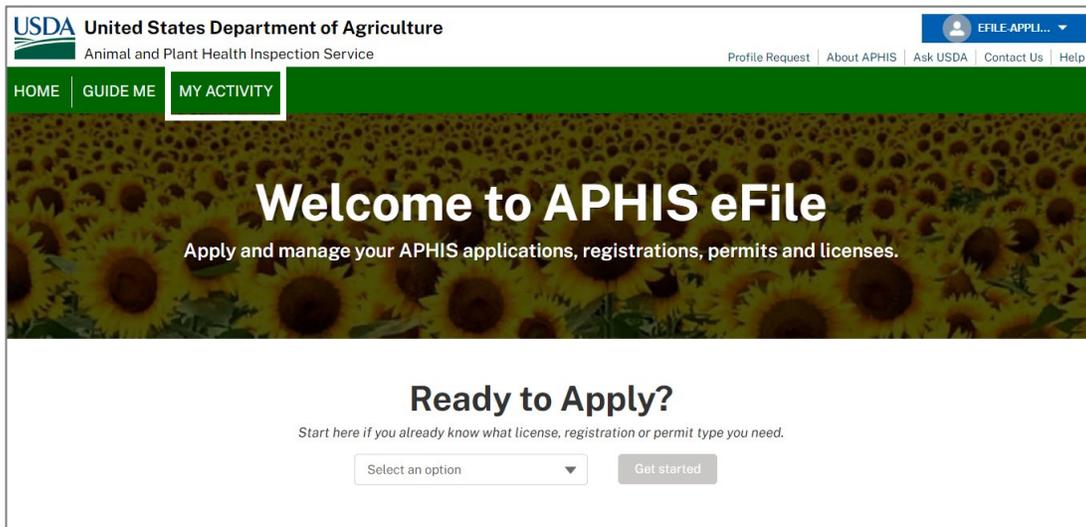
How to Transfer Your PPQ Permit

The steps below illustrate **how to transfer permit ownership** (i.e. change the permittee) once a permit has been issued. Access APHIS eFile at efile.aphis.usda.gov/s/.

You can transfer your permit to **another member of your eFile organization account**. For resources on how to add someone to your APHIS eFile organization account, click [here](#). You cannot edit the Intended Use or the Select Articles during a permit transfer. If you need to edit the Intended Use or Select Articles, you need to amend your permit.

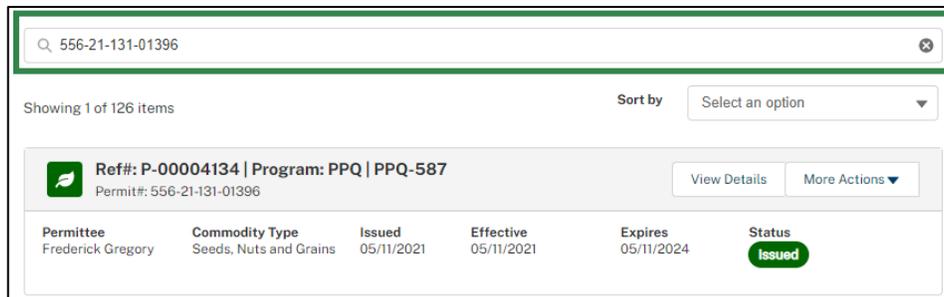
Step 1: Navigate to the My Activity page

- Log into APHIS eFile at efile.aphis.usda.gov/s/.
- On your Homepage, **select the My Activity tab**.



Step 2: Search for your Permit

- Enter your **APHIS permit number** in the search bar (e.g., 556-21-131-01396).



For assistance, please call or email PPQ Permit Services at (301) 851-2046 or plantproducts.permit@usda.gov

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Step 3: Navigate to the Permit Details

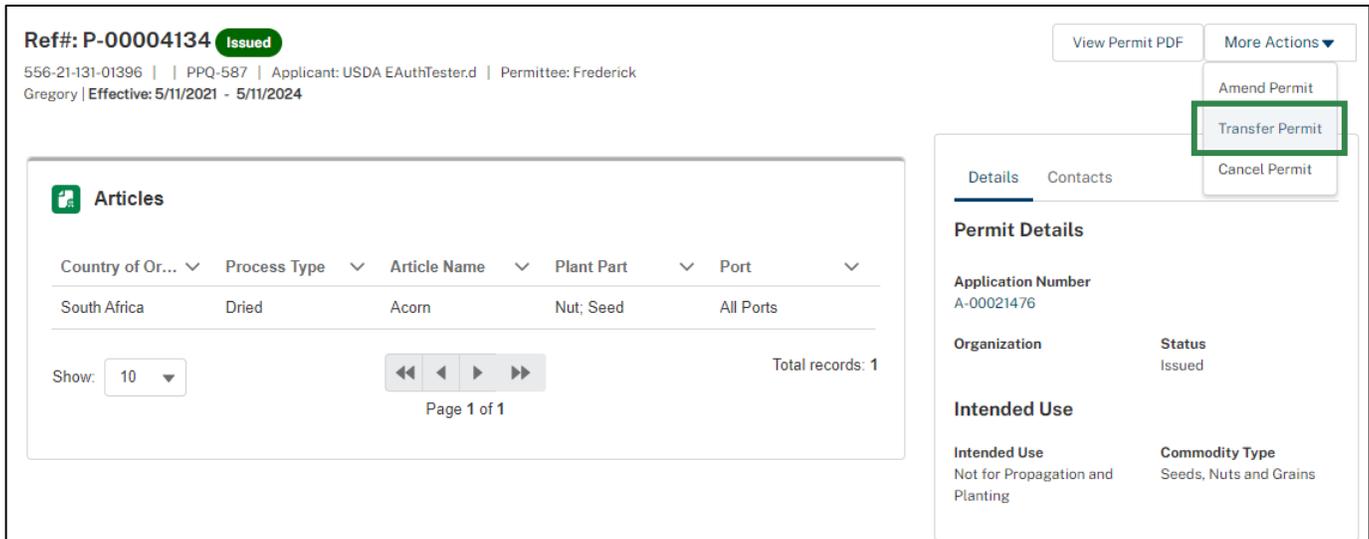
- Select **View Details** to access the permit.



Permittee	Commodity Type	Issued	Effective	Expires	Status
Frederick Gregory	Seeds, Nuts and Grains	05/11/2021	05/11/2021	05/11/2024	Issued

Step 4: Select Transfer Permit Owner

- Select **More Actions**, then **Transfer Permit**.



Ref#: P-00004134 **Issued**

556-21-131-01396 | PPQ-587 | Applicant: USDA EAuthTester.d | Permittee: Frederick Gregory | Effective: 5/11/2021 - 5/11/2024

View Permit PDF | More Actions ▼

- Amend Permit
- Transfer Permit**
- Cancel Permit

Articles

Country of Or...	Process Type	Article Name	Plant Part	Port
South Africa	Dried	Acorn	Nut; Seed	All Ports

Show: 10 | Page 1 of 1 | Total records: 1

Permit Details

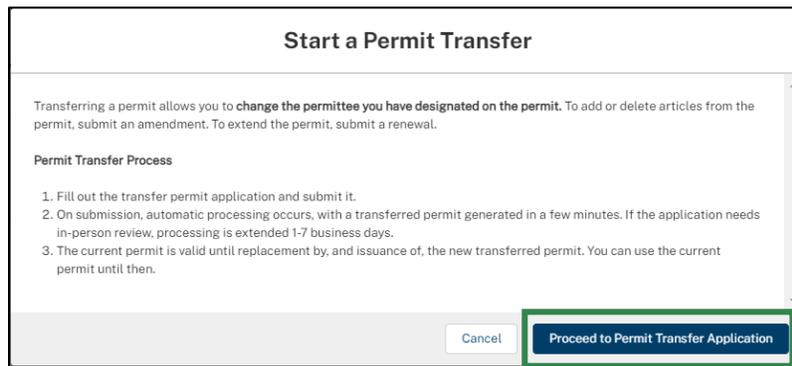
Application Number: A-00021476

Organization: | Status: Issued

Intended Use: Not for Propagation and Planting | Commodity Type: Seeds, Nuts and Grains

Step 5: Start Permit Transfer

- Read the instructions for the Transfer application and then select **Proceed to Permit Transfer Application**.



Start a Permit Transfer

Transferring a permit allows you to **change the permittee you have designated on the permit**. To add or delete articles from the permit, submit an amendment. To extend the permit, submit a renewal.

Permit Transfer Process

- Fill out the transfer permit application and submit it.
- On submission, automatic processing occurs, with a transferred permit generated in a few minutes. If the application needs in-person review, processing is extended 1-7 business days.
- The current permit is valid until replacement by, and issuance of, the new transferred permit. You can use the current permit until then.

Cancel | **Proceed to Permit Transfer Application**

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Step 6: Select a New Permittee

- Change the permittee associated with the permit by **selecting a different permittee contact** from within your eFile organization account or **creating a new contact**.
 - For resources on how to add someone to your APHIS eFile organization account, click [here](#).

Find a Permittee

Enter name, organization, or email or Create New Contact

4 of 8 Contacts

<p>Alicia Anderson Edit</p> <p>Business Address 6770 Hwy 13 Kennesaw, South Carolina 23365 United States 465-774-8856 aanderson@mail.net</p> <p>Select Permittee</p>	<p>Mailing Address 6770 Hwy 13 Kennesaw, South Carolina 23365 United States</p>	<p>Pam Beesly Edit</p> <p>Business Address 124 Office Scranton, Pennsylvania 12435 United States 212849273487 pam@office.com</p> <p>Select Permittee</p>	<p>Mailing Address 124 Office Scranton, Pennsylvania 12435 United States</p>
<p>Test Contact Edit</p> <p>Business Address 123 Test Street Austin, Texas 12345 United States (123) 123-1234 test@test.com</p> <p>Select Permittee</p>	<p>Mailing Address 123 Test Street Austin, Texas 12345 United States</p>	<p>Frederick Gregory Edit</p> <p>Business Address 4030 Lexington Orlando, Florida 36552 United States 555-858-9696 fgregory@mail.com</p> <p>Select Permittee</p>	<p>Mailing Address 4030 Lexington Orlando, Florida 36552 United States</p>

Step 7: Certify and Submit

- Review your changes to the permittee on the Certify & Submit chevron. If everything looks correct, certify and submit the application for PPQ review.

PPQ-587 Permit Transfer Application
Application Number: A-00021981
Status: Draft

Applicant/Permittee Contacts Intended Use Select Articles Upload Files Certify & Submit

Review your application for accuracy and then certify and submit. If updates are needed, please navigate back by clicking on the appropriate section at the top of the page or by using the back button on the bottom of the page. Once you have submitted your application, you will not be able to return to it.

Applicant and Permittee Information Edit

Instructions Confirm that the following information is correct. Click on "Edit" if you need to edit the information.

<p>Applicant</p> <p>USDA EAAuthTester.d</p> <p>Business Address 123 Test Drive Dallas, Montana 12365 United States (123) 654-9874 usda.eauth.testers4@accenturefederal.com</p>	<p>Mailing Address 678 Magnolia Gardens Ft. Lauderdale, Florida 98745 United States</p>	<p>Permittee</p> <p>Alicia Anderson</p> <p>Business Address 6770 Hwy 13 Kennesaw, South Carolina 23365 United States 465-774-8856 aanderson@mail.net</p>	<p>Mailing Address 6770 Hwy 13 Kennesaw, South Carolina 23365 United States</p>
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