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.

Step 4: Select Transfer Permit Owner

- Select More Actions, then Transfer Permit.

Step 5: Start Permit Transfer

- Read the instructions for the Transfer application and then select 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.

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.

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