

# Veterinary Services Permitting Assistant (VSPA) Quick Reference

The VSPA provides guidance on APHIS Veterinary Services (VS) requirements for international import, international transit, and domestic interstate movement of VS-regulated commodities. When VS permits are required, the VSPA will sort your materials and/or animals into the appropriate number of applications. **Follow the steps below to begin your request. Access the VSPA at**

<https://efile.aphis.usda.gov/s/vs-permitting-assistant>

For more help, refer to our [“How To” videos](#).

## Step 1: Enter Your Material and/or Animal’s Details and Search

- Select the **tab** associated with the type of material/animal you’re searching for
- Use the **search fields** to enter your material/animal’s details. Ensure your material has the correct subcategory. Select **See List** text to view all available materials and their subcategories.
- Once you have completed all required fields, **select the search button**.

The screenshot shows the VSPA search interface. At the top, there are three tabs: "Animal Products & Byproducts", "Live Animals", and "Organisms & Vectors". Below the tabs is a description: "Materials/products containing, derived from, or exposed to animal material (excluding organisms and vectors), hay/straw for animal feed or bedding, and used agricultural or meat equipment." The search fields are:
 

- Movement Type:** Import
- Materials:** Gelatin as an Ingredient (with a "See List of Materials" link)
- Animal Origin:** Aquatic Animals
- Intended Use:** Research
- Country of Origin:** France (with a "See List of Countries" link)

 A "Search" button is located at the bottom right of the form.

## Step 2: Select Attributes

- Use the **filters** to further describe your material/animal’s characteristics and narrow your search results.
  - Please complete the filters from **top to bottom**.
  - **Complete all filters prior to selecting your material.**
  - Select on the **i** icon for more information about a filter.

The screenshot shows the filter interface. At the top, it says "2 filters applied" and "Clear All". The filters are:
 

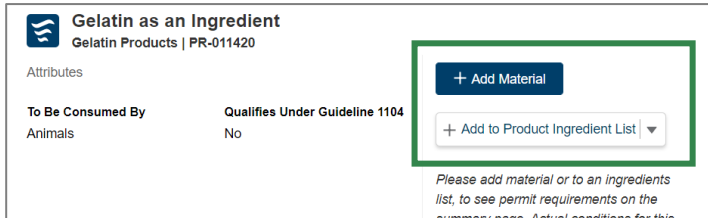
- To Be Consumed By | Animals:** Expanded to show:
  - Animals (1)
  - Humans (0)
  - Not for Consumption (0)
- Qualifies Under Guideline 1104:** Expanded to show:
  - Yes (0)
  - Yes (0)
  - No (1)

For help call VS at (301) 851 3300 or email Animal Products - [APIE@usda.gov](mailto:APIE@usda.gov); Live Animals – [vs.live.animals.import.permits@usda.gov](mailto:vs.live.animals.import.permits@usda.gov)

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### Step 3: Select your Materials and/or Animals

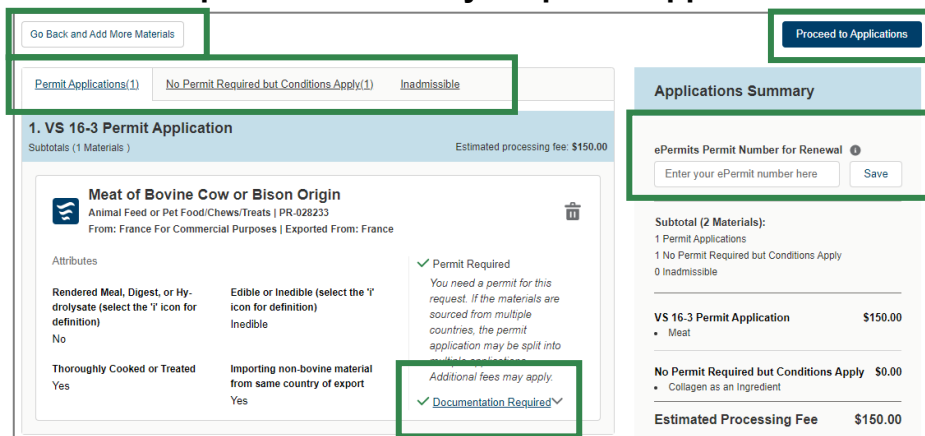
- Add the material/animal to your summary by selecting one of the available buttons.
  - For live animals OR single materials (ex: single-species bulk material) or **select Add Material/Commodity**.
  - For an animal-origin ingredient of a larger product, **select Add to Product Ingredient List**. For more help, refer to our [“How To” videos](#).



To add more materials/animals, select either of the Step 1 tabs or the search fields and repeat steps 1-3. If you have added all your materials, select the **View Summary** button or the **shopping cart** icon.

### Step 4: Review, Save, and Proceed to Application(s)

- Your selections have been sorted into 3 groups: Required Permit Applications, No Permit Required but Conditions Apply, and Inadmissible. **Select each tab to see the corresponding materials/animals.**
- When applicable, **select the Documentation Required link or View Letter button** to view additional information about your request.
- Use the **Applications Summary** section to see a brief summary of your Request.
  - If you need to add more to your request, select the **Go Back and Add More Materials** button.
  - If you are renewing a 16-6A ePermits permit in eFile, enter the permit number in the **ePermits Permit Number field** and select **Save**.
  - If your request resulted in a permit application, **select the Proceed to Applications button to complete and submit your permit application.**



We recommend you **save a copy of all Letters and send yourself an email copy of this summary by using the Application Summary** section.

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