WELCOME!

The VS Permitting Assistant (VSPA) provides guidance on APHIS Veterinary Services (VS) requirements for international import, international transit, and domestic interstate movement of VS-regulated commodities. You must complete the Permitting Assistant to learn the admissibility requirements for your commodity(ies). You will only need to complete an application if a permit is required.

If applying for a multi-ingredient product, make sure to add all of your materials to your product ingredient list. Examples of multi-ingredient products include nutraceuticals, food products, pet food, diagnostic test kits, fertilizers.

For more APHIS eFile VSPA 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

Step 1: Sign into APHIS eFile
Page 4

Step 2: Create your request with the VS Permitting Assistant (VSPA)
Page 5

Step 3: Proceed to Application(s) from VSPA
Page 12
**Step 1: Sign in to eFile**

A. Navigate to [https://efile.aphis.usda.gov/s/](https://efile.aphis.usda.gov/s/) in **Google Chrome, Firefox, Edge, or Safari** (eFile is not supported by Internet Explorer).

B. Select Login and log in using your eAuthentication credentials. **Login is OPTIONAL. If your search results in an application, you will need to login in order to complete the application.**
   - If you are not eAuthenticated, select **Create an Account** and follow the steps to become eAuthenticated. **You must be eAuthenticated to apply in eFile.**
   - If your eAuthentication is not **Verified**, you will be prompted with various questions to upgrade your eAuth (Example question: What is your Social Security number?). **Complete these questions in order to proceed.**

C. Scroll to the Find What You Need section and select the **Veterinary Services Permitting Assistant link.**
Step 2: Create your request with the VS Permitting Assistant

Complete the Permitting Assistant to begin the application process.

A. Select the tab associated with the type of material you are searching for.
B. Enter the material details into the appropriate search fields.
C. Select the Search button.

Note: Repeat steps A-C for all regulated commodities you wish to move. The VSPA will organize them into the appropriate applications.

Use the “See List” hyperlinks to view full lists of your options
Select the “i” icons to reveal tool tips
Step 2: Create your request with the VS Permitting Assistant

Select the Attribute Filters to refine your material search results.

**Note:** For best results **complete ALL attribute filters** in top to bottom order until there is only ONE result remaining.

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

Use the “X” to remove an individual filter and “Clear All” to remove all selected filters.

Select the “i” icons to reveal tool tips.
Step 2: Create your request with the VS Permitting Assistant

Note: You will likely not need to adjust your view of the Result Cards, as you should use all attribute filters until one result remains.

Use the following tools to adjust your view of the Result Cards.

A. Use the drop-down to change the number of Result Cards per page.
B. Use the arrows to view more pages of Result Cards.
C. Use the drop-down to sort by Prescreening Result number (PR #) or Outcome.
   - Each Result Card has a unique PR #. If you need to communicate with VS about a specific result card, you can use the PR #.
Step 2: Create your request with the VS Permitting Assistant

**STEP 3**

- **A** Review the information on the Result Card.

- **B** Select Add Material/Commodity to add the material to your application as a single material (ex: single-species bulk material, tissue samples).

OR

- **Select Add to Product Ingredient List** to add the material to your application as an ingredient within a larger product (ex: nutraceuticals, food products, pet food, diagnostic test kits, fertilizers).
  
  - To add a material as an ingredient you will need to **Create a Product Ingredient List**. By creating the list from this button, you’ll automatically add the material to the new list.

**Note:** If you are importing Animal Products, do NOT select both Add Material and Add to Product Ingredient List. Select only one option.
Step 2: Create your request with the VS Permitting Assistant

To remove a single material/animal, select the Remove Material/Commodity button.

To remove an animal-origin ingredient, uncheck the checkbox associated with the Product Ingredient List.

*Note:* You must use one of these two options to remove a material. Once you have added a material, refreshing the VSPA will not remove them.

To add additional materials/animals, edit any of the search fields and repeat the process.

Once you’ve added all of your materials/animals proceed to your Request Summary by selecting the Shopping Cart icon or View Summary.
Step 2: Create your request with the VS Permitting Assistant

The materials/animals you have added have been sorted into categories:

A **Permit Application** – Materials listed in this section require permit applications. The materials have been sorted onto the appropriate number of applications. Make sure to select Documentation Required and review all the information before applying.

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

C **Inadmissible** – Materials listed in this section are not allowed for import, transport, or transit.

Select each category tab to view the results in that category.
To delete a material from your summary, select the trashcan icon.

To add more materials, select Go Back and Add More Materials.

When applicable, 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.
- Please note your summary will expire in 5 calendar days.

If you are renewing a VS16-6A permit from ePermits, enter the Permit number and Save.

1128/2020
Letter of Conditions

Dear Applicant,

U.S. Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) Veterinary Services regulates the international import, international transit, or interstate transport of certain animal-origin material, organisms, and vectors to ensure that infectious livestock and poultry diseases are not introduced into and/or disseminated within the United States. International movement of such material must be cleared by Department of Homeland Security, Customs and Border Protection (DHS, CBP) Agriculture Specialists/Inspectors at the U.S. port of arrival.
Step 3: Proceed to Application(s) from VSPA

Once you have reviewed all your results and the VSPA has indicated you need to apply for a permit, select the Proceed to Applications button to continue to your applications.

Note: If you are not already logged in, you will be prompted to log in with your eAuthentication credentials.
System Setup

- **Browser** – For the best user experience, please use Google Chrome. Other available browsers include Firefox, Safari, and Edge.

  Do NOT use Internet Explorer

- **Emails** – Add aphis.efile@aphis.usda.gov to your address book so that any Request Summaries sent from the VSPA do not go to your junk box

- **Zoom** – 100%

Contact

If you require assistance with your applications, please contact:

**Veterinary Services**
(301) 851 3300

**Animal Product, Organism & Vector Help:**
APIE@usda.gov

**Live Animals Help:**
VS.Live.Animals.Import.Permits@usda.gov

If you require technical assistance, please contact:

**Help Desk**
help@usda.gov