INSTRUCTIONS ON COMPLETING VETERINARY SERVICES (VS)
FORM 17-129

1. VS Form 17-129 is an official document, however, copies may be made for future use.
2. Please complete the entire application. The application must be legibly written or typed. Do not abbreviate.
3. Submit one application for each permit required.
4. There is a $133.00 user fee charge for applications submitted. Payment is required before we can issue a permit. Payment can be made by check or money order made out to USDA, APHIS, bank cards (VISA or Mastercard), or through established credit with the Agency. See below for information on establishing a user fee credit account.
5. Box 1, 3, 4, and 5 -- This information is important and must be completed.
6. Box 2 -- Name and address of shipper or agent -- please include name and telephone number.
7. Box 6 --
   (A) Number of animals. If shipment is semen or embryos, indicate the number of doses, ampules, or straws.
   (B) Breed of animal(s) -- please be exact - no abbreviations.
   (C) Species of animal(s) -- please be exact.
   (D) Description of animal(s) -- list according to species, and use additional sheet of paper if necessary.
   (E) Purpose of Importation -- indicate if shipment is an importation or transit.

Transit - Transit stop is for crew change and refueling only. Unloading of animals is not permitted. Animal(s) are subject to supervision by VS port personnel. VS port personnel must be given 1 week notice of exact time and date of arrival. Animals are to be treated as one load.

Import - Imported animal(s) intended for entry into the United States. Refer to protocol for length of quarantine, if quarantine is necessary. Importers of equine being imported for special events should also refer to protocols as necessary.

8. Box 7 -- Be as specific as possible. Do not abbreviate.
9. Boxes 8 and 9 - Exact dates are needed. The permit issued will only be valid for 14 days from the proposed shipping date.
10. Box 10 -- The first port of entry in the United States, in most cases of transit shipments which will stop at more that one port in the United States, please list all ports.
11. Box 11 -- Be exact - include the name and number of person which contact can be made if the need arises.
12. Box 12 - 15 -- As indicated.

Mailing VS Form 17-129

Faxed copies are accepted as long as you follow-up the fax with a hard copy. After completing VS Form 17-129 mail to:

Animal and Plant Health Inspection Service Telephone (301) 734-8170

Veterinary Services
Import Animals Branch
4700 River Road, Unit 39
Riverdale, MD 20737-1231

Facsimile (301) 734-6402

If using regular mail, please allow 7 to 14 days for us to receive the application and 7 to 14 days for you to receive your permit.

ORIGINAL PERMIT MUST ACCOMPANY THE ANIMALS, SEMEN, OR EMBRYOS DURING SHIPMENT. To expedite this process, you may enclose with your application, a prepaid airway bill, with your name and address as sender and recipient. USDA CANNOT APPEAR ON THE RETURN AIRWAY BILL ANYWHERE. If USDA appears on the return airway bill we will not use it. We are no longer filling out airway bills for applicants. You may send more that one pre-paid airway bill, for future use, we will keep it on file.

Establishing a User Fee Credit Account with APHIS

An account can be established by requesting an application from the following:

USDA, APHIS, ART P.O. Box 3334 Minneapolis, MN 55403	-or-	User Fee Helpline 1-877-777-2128 or (612)370-2291

A form can also be downloaded from the following web site:
http://www.aphis.usda.gov/library/forms, select: "APHIS 192 ".