

## **INSTRUCTIONS FOR COMPLETING VETERINARY SERVICES (VS) FORM 17-129 (APPLICATION FOR IMPORT OR IN TRANSIT PERMIT)**

\*\*\*For faster and easier application submission and review by our office, please utilize our online system, [APHIS eFile](#), to create and submit your application.

### **Before you fill out your VS Form 17-129**

APHIS Veterinary Services has a new tool, the Veterinary Services Permitting Assistant (VSPA), which provides guidance on VS admissibility requirements for international import and international transit movement of VS-regulated commodities.

**The Permitting Assistant does not require any login or special access. Get started today at <https://efile.aphis.usda.gov/s/vs-permitting-assistant>**

Using the VSPA, search for your live animals, filter the results based on their characteristics, and add them to your request. Once added, the Permitting Assistant will organize your commodities into the appropriate number of required applications.

- Important: the number of VS 17-129 forms required is based on how the VSPA has grouped your materials. The last page of this document illustrates how to map your commodities when more than one VS 17-129 is required.

The VSPA Request Summary will also provide an estimated processing fee based on your request.

- There is a \$150.00 processing fee for each application submitted. Payment is required before an application can be processed. Payment can be made by check or money order made out to USDA, APHIS; credit cards (VISA, MasterCard, American Express, or Discover Card); or through a user fee account established with the Agency.

### **Complete your VS Form 17-129**

- In Box 1:** Please list the shipper's contact information, including the individual's name and email address in the exporting country. If no shipper is involved, list the exporter's contact information.
- In Box 2:** The importer can be a person, agent or company, but there should be a US point of contact listed here. Please include name, address, telephone number, and email.
- In Box 3:** Please list the port in the exporting country from which the shipment will originate, and all other ports that will be involved before arrival in the U.S.
- In Box 4:** Please list the city and country from which the shipment will originate, and all other countries that will be involved before arrival in the U.S.

**In Box 5:** Please list the type(s) of transportation that will be used for moving the shipment to the U.S port of entry. (For transits through the U.S. to another country, list all types of transportation through the U.S. as well). Please provide flight numbers (if known) for flights arriving at U.S. airports.

- In Box 6:**
- Under the first column, list the number of animals. If a shipment is semen or embryos, indicate the number of doses, ampules, or straws. For hatching eggs, please include number of eggs.
  - Under the Breed column, list the Breed of animal(s), where applicable
  - Under the Species column, list the species of animal(s). Use Latin names for fish or wild/zoo ruminant species
  - Under the Description column, put a physical description of the animal(s), according to species (use additional sheets of paper if necessary).

\*NOTE: Include the first two lines of text from each commodity listed on your VSPA application summary, which includes the commodity name and subcategory, country of origin, country of export (if applicable), purpose, and the PR number. For example, "Cockatoo; Birds, Rarities, and Poultry; From: France for Performing/Theatrical Purpose; Exported From: France; PR-098110"

- In Box 6E:**
- Purpose of Importation -- indicate if shipment is an importation or transit.  
**Note:** For animals transiting the United States by air to a third country, stops at U.S. airports may generally be made for crew change and refueling only.
  - Unloading of animals during transits may be permitted under certain conditions approved in advance by APHIS. (Please contact the Strategy and Policy - Import Animals at the following phone number: 301-851-3300 Option 2 or email: [vs.live.animals.import.permits@usda.gov](mailto:vs.live.animals.import.permits@usda.gov) for information regarding any transits where animals may need to be unloaded.)
  - Transiting animals, semen, embryos, or hatching eggs are subject to supervision by VS port personnel. VS port personnel must be given at least 72 hours prior notice of exact time and date of arrival. For animals that are imported and intended for entry into the United States, please contact the [individual quarantine facilities](#) regarding any required quarantines for imported animals.

**In Box 7:** Please list all ports or other points in the route that is involved in the transport of animals, semen, embryos or hatching eggs to or through the U.S.

**In Box 8 & Box 9:** Permits for semen, embryos and most species of live animals are valid for 14 days from the proposed shipping date (30 days for fish, birds, poultry and hatching eggs). Please be as accurate as possible in listing proposed shipping and entry dates.

**In Box 10:** List the first port of arrival in the United States.

**In Box 11 & Box 12:** Leave blank for transits through the U.S. to another country. For animals entering the U.S. please provide contact information for the receiving party. Use Box 11 for shipments of animals that are not required to undergo a USDA quarantine, and Box 12 for shipments of animals that are required to undergo a USDA quarantine.

**In Box 13:** Please include an email address (if available), also applicants list their payment method (bank card information or a user fee account with the agency) and any additional information you wish to send.

### **Submitting VS Form 17-129**

Please use the APHIS eFile system to submit your permit application electronically:  
<https://efile.aphis.usda.gov/s>.

If completing VS Form 17-129 manually, email the signed, completed application to  
[vs.live.animals.import.permits@usda.gov](mailto:vs.live.animals.import.permits@usda.gov)

### **Receiving Permits**

After receipt, permit applications will be reviewed by staff. If all requirements for importation are met, a VS form 17-135 Permit to Import Animals, Semen or Embryos will be issued within 7 to 10 business days. The VS form 17-135 is also issued as an in-transit permit for shipments transiting the U.S. to a third country.

Permits can be emailed electronically to applicants listing an email address in Box 13. For further assistance please call at (301) 851-3300 Option 2. Questions may also be emailed to  
[vs.live.animals.import.permits@usda.gov](mailto:vs.live.animals.import.permits@usda.gov).

# VS Form 17-129 and VSPA Applications Summary – Side-by-Side

## Veterinary Services Form 17-129

## Veterinary Services Permitting Assistant Application Summary

### 1. VS 17-129 Application

**1. VS 17-129 Application**

Animal 1 | PR-000001  
Animal 1 Details

Animal 2 | PR-000002  
Animal 2 Details

Applications Summary	
<b>Subtotal (3 Commodities)</b>	
<b>2 VS 17-129 Applications</b>	
VS 17-129 Application	\$
Animal 1 Name	
Animal 2 Name	
VS 17-129 Application	\$
Animal 1 Name	
Estimated Processing Fee	\$

### 2. VS 17-129 Application

**2. VS 17-129 Application**

Animal 1 | PR-000003  
Animal 1 Details

Include the top rows of information, including the PR Number from each commodity.