

ePermits

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Frequently Asked Questions (FAQ's)

What permit applications are automated via the ePermits System?	1
Do I need a permit? / What is the status of my permit application?	2
Do I need Verified Identity access?	3
How do I obtain an authentication account to access ePermits?	3
Where are my applications/permits?	4
How do I obtain a copy of my permit application?	4
How do I obtain a copy of my issued permit?	5
How do I amend a VS application?	5
How do I amend a VS 16-6A or 17-135 permit?	5
How do I amend a PPQ permit?	6
How do I request that system ownership of a VS 16-3 permit be transferred to my account?	6
How do I request that system ownership of a permit other than a VS16-3 be transferred to my account?	7
How do I request labels?	7
What is the status of my label request?	7
I cannot certify and submit my application	7
When I click the link in the email from ePermits, I get an error	7
I am a CBP Inspector and I am unable to search for permits	8

What permit applications are automated via the ePermits System?

All applications for NEW permits MUST now be submitted in the new eFile permitting system

Applications to RENEW an existing permit MUST now be submitted in new eFile permitting system

<https://efile.aphis.usda.gov>)

Applications to amend a permit originally issued in the ePermits system can continue to be submitted in ePermits. Amendments cannot be used to extend the permits expiration date. Permits may be amended until 90 days before their expiration. Permit applications that may be AMENDED online using the ePermits system are listed below.

Plant Protection and Quarantine (PPQ) Permit Applications

Application Form	Permit Form	Application Name
PPQ 525A	N/A	Application for Permit to Receive Soil
PPQ 526	N/A	Application and Permit to Move Live Plant Pests or Noxious Weeds

Application Form	Permit Form	Application Name
PPQ 546	N/A	Agreement for Postentry Quarantine State Screening Notice
PPQ 585	N/A	Application for Permit to Import Timber or Timber Products
PPQ 586	N/A	Application for Permit to Transit Plants and/or Plant Products, Plant Pests, and/or Associated Soil, through the United States
PPQ 587	N/A	Application for Permit to Import Plants or Plant Products
PPQ 588	N/A	Application for Permit to Import Plants or Plant Products for Experimental Purposes

Veterinary Services (VS) Permit Applications

Application Form	Permit Form	Application Name
VS 16-3	16-6 A	Import Controlled Material or Transport Organisms or Vectors
VS 16-7	N/A	Supplemental Application Form (Supplemental to the VS 16-3)
VS 17-129	VS 17-135	Application for Import or in Transit Permit (for Live Animals, Semen or Embryos)
VS On Hold Shipment	N/A	VS On Hold Shipment Notification

Biotechnology Regulatory Services (BRS) Permit Applications

Application Form	Permit Form	Application Name
BRS 2000	N/A	Application for Permit or Courtesy Permit for Movement or Release of Genetically Engineered Organisms

Do I need a permit? / What is the status of my permit application?

For questions regarding permit application status, whether or not you need a permit, and regulations or policies concerning import, transit, movement or release, please contact:

Plants and Plant Products:

Telephone Number: 301-851-2046 or Toll free: 1-877-770-5990

Email: PlantProducts.Permits@usda.gov

Live Plant Pests, Biological Control Agents, Bees, Parasitic Plants, Federal Noxious Weeds, or Soil:

Telephone Number: 301-851-2046 or Toll free: 866-524-5421

Email: Pest.Permits@usda.gov

Animal Products Import and Exports:

Telephone Number: 301-851-3300

Fax Number: 301-851-2239

Email: APIE@usda.gov

Live Animals:

Telephone Number: 301-851-3300

Fax Number: 301-734-4704

Email: VS-Live.Animals_Import.Permits@usda.gov

Genetically Engineered Organisms:

Telephone Number: 301-851-3930

Email: biotechquery@usda.gov

Do I need Verified Identity access?

The USDA eAuthentication system supports different levels of authentication. ePermits requires a **“Verified Identity” authentication** for all permit applications. (Previously, this was called “Level 2”)

How do I obtain an authentication account to access ePermits?

1. Navigate to <https://ePermits.aphis.usda.gov>.
2. Click the **Create Account** tab.
3. Select your User Type (generally, **Customer**)
4. Enter your email address.
5. You will receive a confirmation email from DoNotReply.ICAM@usda.gov with the subject “eAuth – Confirm email”. Click the **Continue Registration** link in the confirmation email.
6. Back on the eAuth web site, enter your name and set up a password.
7. **Don't click “Log in to your application”**. Instead, select **Manage Account**, then **Update Account**, then **Continue to login Page**.
8. Enter user ID (email address) and the password you just created.
9. Click the link (in the middle of the right side of the page) to **Verify My Identity**.
10. Select **Verify My Identity Online**.
11. **Agree** to the terms of service.
12. To begin the verification process, enter your address, phone, birthday and social security number.
13. The system will ask personal identity verification questions. If you are able to answer the questions, your “Verified Account” will be created. (If you are not able to answer the online identity verification questions, you can present your Government issued photo ID at a USDA Local Registration Authority (LRA) office in order to have your identity verified.)
14. Click **Continue** on the “Identity Verification Success” page.
15. Click **Continue to Application** on the “Account Information” page.
16. You should now be in the ePermits system.
17. In the future you can login directly at <https://ePermits.aphis.usda.gov>.

Where are my applications/permits?

There are two common reasons why you may not see your applications or permits when you login to ePermits. It may be that you have another eAuthentication account and those applications/permits are associated with that account. Alternately, it may be that if you faxed or mailed an application to APHIS, that application needs to be “transferred” to your account.

To look for your other eAuthentication accounts:

- Browse to: <https://epermits.aphis.usda.gov>
- Click on **Forgot User ID**
- Enter your name and email address
- The eAuthentication system will send you all of your login user name(s)

If you faxed or mailed your application or amendment request to APHIS, contact epermitshelp@usda.gov and request that ownership of the application be transferred to you.

How do I obtain a copy of my permit application?

- Login to the ePermits system (<https://epermits.aphis.usda.gov>)

If the application has not yet been submitted:

- Click **... All saved applications**
- Click the application number
- Click the **Printable Version** button at the top of the page
- The application will open in a new window. You can now print or save it

If the application has been submitted to APHIS, but the permit (or other response) has not been issued:

- Click **... All saved applications**
- Click the **Printer Icon** in the **Current** column next to the application in question
- The application will open in a new window. You can now print or save it

If the permit (or other response) has been issued:

- Click **...All saved permits/responses**
- Click the **Printer Icon** in the **Current** column next to the response in question
- The application will open in a new window. You can now print or save it

Note: If you did not submit your application via the ePermits system, you will need to contact the correct program office to request a copy of your permit application.

How do I obtain a copy of my issued permit?

- Login to the ePermits system (<https://epermits.aphis.usda.gov>)
- Click **...All saved permits/responses**
- Click on the issued permit number
- The permit will open in a new window. You can now print or save it

Note: If you did not submit your application via the ePermits system, you will need to contact the correct program office to request a copy of your permit application.

How do I amend a VS application?

Once you have submitted a VS application to APHIS, it is no longer possible for you to amend that application online in the ePermits system. (You can amend an issued permit, but you cannot amend a pending application online.) If you need to amend a pending application, please contact the appropriate department:

Animal Products Import and Exports:

Telephone Number: 301-851-3300 Option 4

Fax Number: 301-851-2239

Email: APIE@usda.gov

Live Animals:

Telephone Number: 301-851-3300, Option 2

Fax Number: 301-734-4704

Email: VS-Live.Animals.Import.Permits@usda.gov

How do I amend a VS 16-6A or 17-135 permit?

VS 16-6A (importation and transportation of controlled materials and organisms and vectors) and VS 17-135 (Importation of live animals) permits may be amended if the permit has not yet expired. VS 16-6A permits may be renewed if there are 3 or fewer months before the permit expiration date.

To submit a VS amendment application:

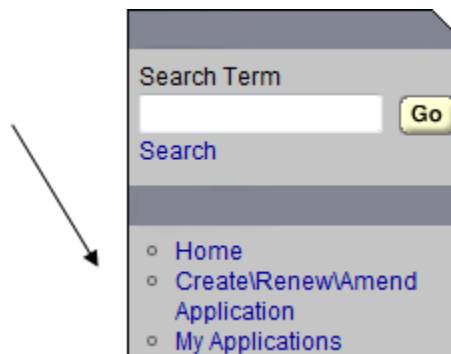
- Log into ePermits (<https://epermits.aphis.usda.gov>)
- Click **Create/ Amend Application**
- Select **Veterinary Services**
- Select the appropriate Form
- Select the applicable answer and click Continue (Select Agent).
- Select the **Amendment Application** radio button and choose your permit from the Select Permit drop-down menu

- If you do not see your permit in the drop-down menu, then enter the permit number into the Enter Permit Number if not found above field and enter the Issuance and Expiration Dates
- Change any application information as required
- Certify and Submit the application for processing

How do I amend a PPQ permit?

PPQ permits may be amended only up until 3 months prior to the expiration date. To submit an amendment or renewal application:

- Log into ePermits (<https://epermits.aphis.usda.gov>)
- Choose **Amend Application**



- Choose **Plant Protection and Quarantine**
- Choose the correct form (PPQ 525A, PPQ 526, PPQ 546, PPQ 585, PPQ 586, PPQ 587 and PPQ 588)
- Choose **Amendment**
- Select your Permit from the drop-down menu
- Change any application information as required
- Certify and Submit the application for processing

How do I request that system ownership of a VS 16-3 permit be transferred to my account?

- Log into ePermits (<https://epermits.aphis.usda.gov>).
- Click **Create /Amend** Application
- Select **Veterinary Services**
- Choose **VS Form 16-3**
- Select the applicable answer and click Continue (Select Agent)
- Type in the **Permit number**, **Issuance** and **Expiration Dates**

- A message will pop up stating the permit exists in the system but was not submitted by you. Click on the link that asks you to [click here](#) to email APHIS to request a transfer of ownership
- You will receive a confirmation email when the transfer is complete

How do I request that system ownership of a permit other than a VS16-3 be transferred to my account?

Contact epermits@usda.gov and request that ownership of the application be transferred to you.

How do I request labels?

- Login to the ePermits system (<https://epermits.aphis.usda.gov>)
- Click on **My Shipments/Labels**
- Click **Request link** corresponding to the appropriate permit
- Populate the required fields and click **Submit**

What is the status of my label request?

Plants and Plants Products:

Telephone Number: 301-851-2046 or Toll free: 1-877-770-5990

Email: PlantProducts.Permits@usda.gov

Live Plant Pests, Biological Control Agents, Bees, Parasitic Plants, Federal Noxious Weeds, or Soil:

Telephone Number: 301-851-2046 or Toll free: 866-524-5421

Email: Pest.Permits@usda.gov

Genetically Engineered Organisms:

Telephone Number: 301-851-3930

Email: biotechquery@usda.gov

I cannot certify and submit my application

- Ensure that all required fields are populated and that an article or product has been entered
- Verify that no special characters (& > # etc.) have been entered

When I click the link in the email from ePermits, I get an error

- Login to the ePermits system (<https://epermits.aphis.usda.gov>)

- Click [New Messages](#) in your Home page in ePermits

I am a CBP Inspector and I am unable to search for permits

If you do not have the access you need (you have broker or applicant access), please request the [CBP role](#) from your supervisor. Provide the following information to your supervisor:

- First and Last Name
- eAuthentication Login ID (User name)
- Port Location
- User Number (You can find your user number by logging into ePermits, then clicking [My Profile](#). Your User Number is in the top right)

Your supervisor will forward your information to the Director of Field Operations Point of Contact (DFO POC). The DFO POC will then forward that request to the HQ POC, who will approve the role request.