



**Animal and Plant Health Inspection Service**  
U.S. DEPARTMENT OF AGRICULTURE

# **APHIS eFile**

**Guidance for Submitting a VS 16-79 On-Hold Application**

*Request assistance for shipments placed on agricultural hold by  
CBP*

**May 2024**

# WELCOME!

USDA APHIS Veterinary Services has a new online website to submit VS 16-79 On-Hold applications. This user guide will take you through the process of creating and submitting a 16-79 application for assistance with shipments placed on agricultural hold by CBP.

**For more APHIS eFile VS 16-79 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

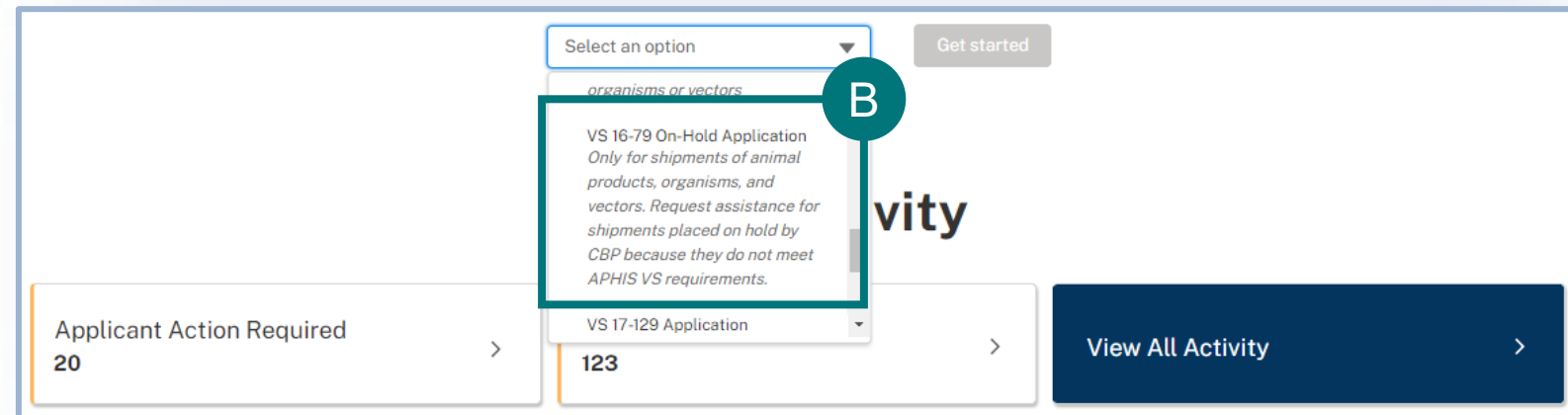
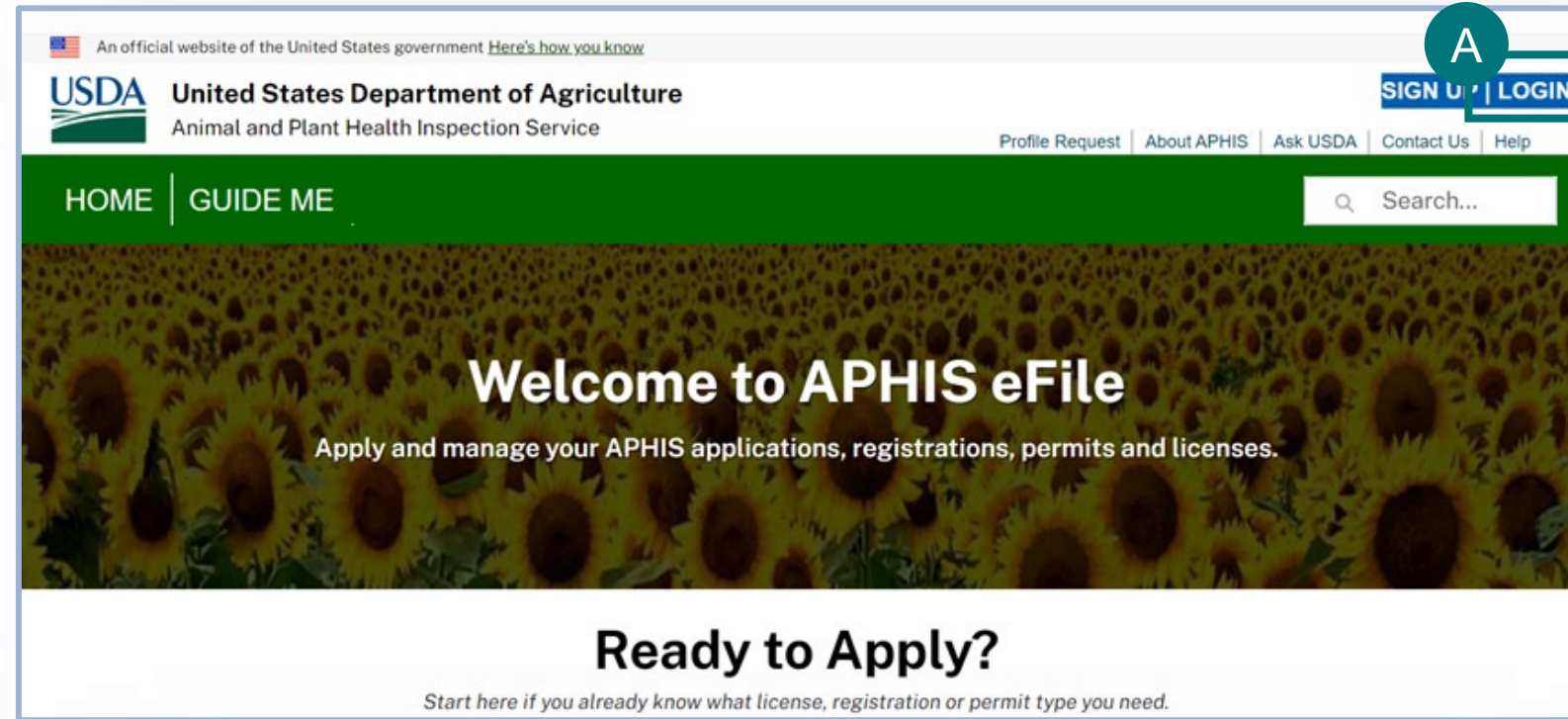
## I want to Submit a VS 16-79 On-Hold Application

- Step 1:** Sign into APHIS eFile  
*Page 4*
- Step 2:** Complete the VS 16-79 On-Hold Setup Assistant  
*Page 5*
- Step 3:** Enter Details for On-Hold Shipment  
*Page 8*
- Step 4:** Identify the Responsible Parties  
*Page 9*
- Step 5:** Enter Shipment Information  
*Page 11*
- Step 6:** Enter Materials  
*Page 12*
- Step 7:** Upload Documents  
*Page 13*
- Step 8:** Review and Submit  
*Page 14*
- Step 9:** Payment  
*Page 15*
- Appendix**  
*Page 17*

# Step 1: Sign in to eFile

Navigate to <https://efile.aphis.usda.gov/s/>

- A** Log in to eFile using your login credentials.
  - If you do not have login credentials, select **Create an Account** and follow the steps. **You must have valid login credentials to apply in APHIS eFile.**
  - Login Credentials are issued to an individual and are not to be shared with others.
- B** Under the Ready to Apply section, choose the **VS 16-79 On-Hold Application** and then select **Get Started**.
  - The VS 16-79: Only for shipments of animal products, organisms, and vectors. Request assistance for shipments placed on hold by CBP because they do not meet APHIS VS requirements.*
  - The VS 16-79 is NOT a permit application



## Step 2: Complete the VS 16-79 On-Hold Setup Assistant

### VS 16-79 On-Hold Setup Assistant

To start a VS 16-79 On-Hold Application, read the requirements and additional information in the pop-up window.

#### Read the Information You Need section:

- A** If you do not have the permit or application number of your shipments permit, **select Here** to view your options.
  
- B** If you do have the permit or application number of your shipments permit, **select Start Application**.

**Note:** You will need to submit a VS 16-79 for each held shipment you have.

### Start a VS 16-79

Welcome to the  
VS 16-79 On-Hold Notification Application

Apply for on-hold assistance as soon as you know you need help bringing your shipment into compliance.

We do not assist with storage fees. Application processing ranges from 1 to 5 business days.

#### Information You Need

- Whether an Emergency Action Notification (EAN-PPQ 523) has been issued for your shipment.
- The reason your shipment was placed on-hold.
- The permit or application number associated with the on hold shipment(*if applicable*). If you do not have an eFile permit, click [here](#) to view your options.

Please note, you will need to submit a VS 16-79 for each on-hold shipment you have.

[My shipment is on-hold by other APHIS programs or government agencies.](#) ▾

The non-refundable processing fee is \$565. It does not guarantee shipment release.

## Step 2: Complete the VS 16-79 On-Hold Setup Assistant

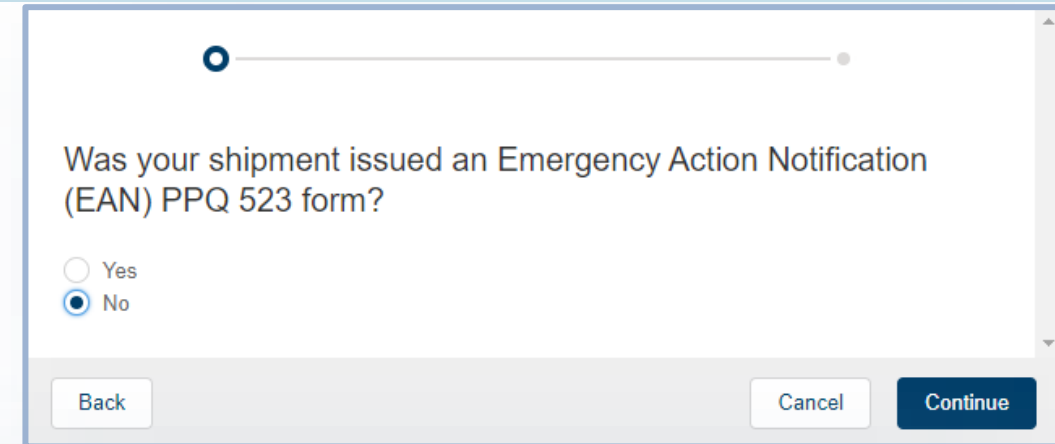
### VS 16-79 On-Hold Setup Assistant

**Answer the required question, “Was your shipment issued an Emergency Action Notification (EAN) PPQ 523 form?”**

Consult your customs broker or other responsible individual managing your shipment if you do not know the answer.

- A** If you select **Yes**, you are not eligible for on-hold assistance and can not continue.
  - **Read the guidance** provided on the screen for next steps
- B** If you select **No**, link your on-hold shipment’s eFile permit or application. (continued on the next slide)

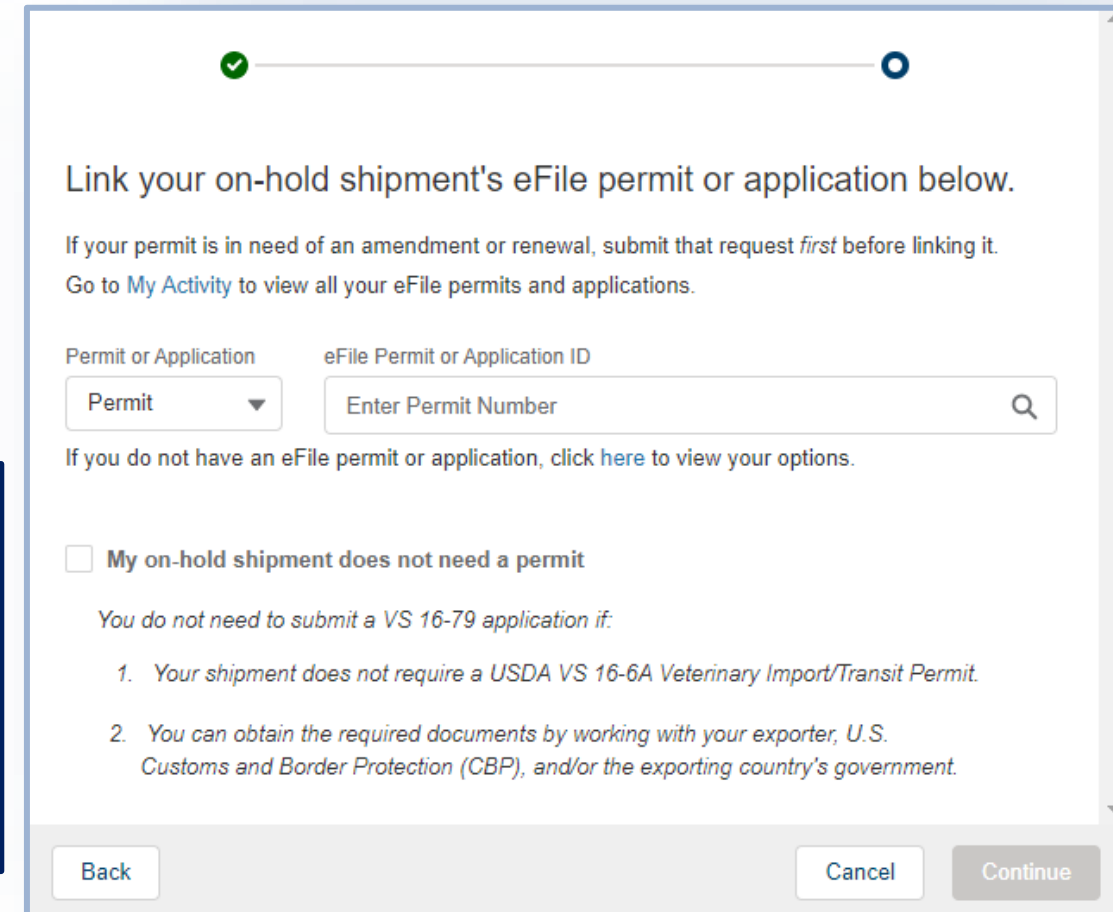
**Answer this question accurately.** VS cannot help with a shipment if an EAN has been issued. If you inaccurately answer this question and submit a VS 16-79 application, VS will not be able to assist and you will forfeit the application processing fee.



Was your shipment issued an Emergency Action Notification (EAN) PPQ 523 form?

Yes  
 No

Back Cancel Continue



Link your on-hold shipment's eFile permit or application below.

If your permit is in need of an amendment or renewal, submit that request *first* before linking it. Go to [My Activity](#) to view all your eFile permits and applications.

Permit or Application: Permit  
eFile Permit or Application ID: Enter Permit Number

If you do not have an eFile permit or application, click [here](#) to view your options.

My on-hold shipment does not need a permit

You do not need to submit a VS 16-79 application if:

1. Your shipment does not require a USDA VS 16-6A Veterinary Import/Transit Permit.
2. You can obtain the required documents by working with your exporter, U.S. Customs and Border Protection (CBP), and/or the exporting country's government.

Back Cancel Continue

## Step 2: Complete the VS 16-79 On-Hold Setup Assistant

### VS 16-79 On-Hold Setup Assistant

Answer the required question, “Was your shipment issued an Emergency Action Notification (EAN) PPQ 523 form?”

- B** If you select **No**, link your on-hold shipment’s eFile permit or application.
  - a** Select the drop-down to choose Permit or Application and enter the **Permit Number** (610-## or 639-##) or **Application Number** (A-###) and proceed to the **On-Hold Application**.
  - b** If you do not have an eFile permit or application, click the hyperlinked text "here"
  - c** If you have been provided guidance that your shipment does not need a permit, **mark the checkbox and proceed to the On-Hold Application**.

Was your shipment issued an Emergency Action Notification (EAN) PPQ 523 form?

Yes  
 No

Back

Link your on-hold shipment's eFile permit or application below.

If your permit is in need of an amendment or renewal, submit that request *first* before linking it.  
Go to [My Activity](#) to view all your eFile permits and applications.

Permit or Application	eFile Permit or Application ID
Permit	Enter Permit Number

If you do not have an eFile permit or application, [click here to view your options.](#)

My on-hold shipment does not need a permit

You do not need to submit a VS 16-79 application if.

1. Your shipment does not require a USDA VS 16-6A Veterinary Import/Transit Permit.
2. You can obtain the required documents by working with your exporter, U.S. Customs and Border Protection (CBP), and/or the exporting country's government.

Back Cancel Continue

# Step 3: Enter Details for On-Hold Shipment

Details

## Shipment Details

In this section, enter the details about your shipment placed on Agricultural hold by Customs and Border Protection (CBP).

- A** Answer the question, “Why was your shipment placed on-hold?”
  - **Select all the checkboxes** that apply.
  
- B** Select the checkbox to confirm your understanding of health certificates and proceed to next section.

If you need help acquiring information to answer the questions in the application, contact:

- The Agriculture Quarantine Inspection Veterinary Medical Officer serving the port - [AQI VMO Contact List](#)
- The CBP office at the port for your shipment- [CBP Office Contact List](#)

**VS 16-79 Permit Application**  
Application Number: A-00015123 Status: Draft

Details Responsible Party Shipment Info Materials Upload Documents Review and Submit

**Tell Us About Your Shipment**

Instructions

Fill out the following information about the shipment placed on Agricultural hold by Customs and Border Protection (CBP).

**A** \*Why was your shipment placed on-hold?

- I lack a valid USDA Veterinary Import or Transit Permit (VS 16-6A)
- I lack a valid health certificate OR missing certification statements
- I lack USDA APHIS required documentation, other than a health certificate
- Other

[I don't know why my shipment was placed on-hold](#) ▼

**Confirm Your Understanding of Health Certificates**

**B**  I understand that if a new/revised health certificate is required to release my shipment, I will need to contact the exporting country's government agency for animal health to issue one. If they do not issue health certificates after the shipment has left the country, APHIS VS may not be able to provide VS on-hold assistance.

We recommend checking the [VS Permitting Assistant](#), or your existing VS permit, to see if your on-hold shipment materials require a health certificate.

Save Save and Next



# Step 4: Identify Responsible Parties

## Applicant, Importer/Consignee, and Broker Details

**A** Confirm that your information on the Contact Card is correct.

**Note:** If the applicant belongs to an organization (company), you must edit and add them to the Applicant and/or Importer/consignee contact cards.

**B** Answer the required question, “Will you be the importer/consignee?”

- If you select no, you will need to provide the importer/consignee contact information in an additional section of the page.

**C** If using a Broker, enter your Broker’s contact information in the Broker Details section.

The screenshot shows a web form for a 'VS 16-79 Permit Application' with application number 'A-00015124' and status 'Draft'. A progress bar at the top indicates the current step is 'Responsible Party', with other steps being 'Details', 'Shipment Info', 'Materials', 'Upload Documents', and 'Review and Submit'. The form is divided into three main sections: 'Applicant Details', 'Broker Details', and 'Responsible Party'.  
1. **Applicant Details:** Shows a contact card for 'Mr. PPQVS Test Applicant 2' (Test1235) with business and mailing addresses in San Antonio, Texas. An 'Edit' button is present. Callout 'A' points to this card.  
2. **Responsible Party:** A question asks 'Are you the importer/consignee?' with radio buttons for 'Yes' and 'No, I am applying on behalf of the importer/consignee'. Callout 'B' points to this question.  
3. **Broker Details:** Includes a search field 'Find a Broker' with a placeholder 'Enter name, organization, or email' and a 'Create New Contact' button. Callout 'C' points to this section.  
4. **Contact List:** Shows '4 of 25 Contacts' with two cards: 'Mr. James Test Applicant' and 'Mr. PPQVS Test Applicant 2' (Test1235), each with an 'Edit' button.

# Step 4: Identify Responsible Parties

## Port Details

**D** Identify the port details for your on-hold shipment.

The screenshot shows a web form titled "Port Details". At the top left of the form is a blue header bar with the text "Port Details". Below this is a section titled "Instructions" which contains the text: "Enter the following information about the U.S. port your on-hold shipment is currently being held at. You can find this information in the on-hold notification that Customs and Border Protection sent you." Below the instructions is a section titled "Location" with two input fields: "City" (a text box) and "State" (a dropdown menu currently showing "Alaska"). At the bottom of the form are three buttons: "Back", "Save", and "Save and Next". A callout box labeled "D" is positioned at the top right of the form, with a line pointing to the "Instructions" section.

# Step 5: Enter Shipment Information

## Shipment Details

In this section, enter the shipment information for your on-hold shipment. **You will be prompted to enter additional information based on your mode of transport.**

**VS 16-79 Permit Application**  
Application Number: A-00015124 Status: Draft

Progress: ✓ Details ✓ Responsible Party **Shipment Info** Materials Upload Documents Review and Submit

### Shipment Details

**Shipment Arrival Information**

\* Date of Arrival to the U.S.

\* Country of Export

\* Mode of Transport by which your shipment entered the U.S.

\* Did you hand-carry (on your person or baggage) the shipment into the U.S.?  
 Yes  
 No

If you need help acquiring information to answer the questions in the application, contact your customs broker or other individual managing your shipment.

# Step 6: Enter Materials

## Material(s) Details

In this section of the application, you will **indicate all the materials in your on-hold shipment**. The materials displaying on this page are those listed in your linked eFile application or permit (if applicable).

- A** Use the **Select Material button** to select all the materials in your shipment.
- B** If there are materials in your shipment that were **not listed on your original application or permit**, use the **Add a Material button** to add the additional materials to the application.

The screenshot shows the 'VS 16-79 Permit Application' interface. At the top, it displays 'Application Number: A-00015499' and 'Status: Draft'. A progress bar below the header shows five steps: 'Details', 'Responsible Party', 'Shipment Info', 'Materials', 'Upload Documents', and 'Review and Submit'. The 'Materials' step is currently active. Below the progress bar is the 'Material(s) Details' section. It includes a heading '\* On-Hold Shipment Materials Information' and 'Linked Permit/Application: P-00001523'. There is an 'Add a Material' button (labeled B) and a list of materials. The first material is 'Material: Casein', which has a radio button next to it. To the right of the list is a 'Select Material' button (labeled A). Below the material list, there are fields for 'Intended Use' and 'Intended Use Sub-Category'.

# Step 7: Upload Documents

Upload Documents

## Required Documentation

In this section of the application, you will upload the **required documentation** for your on-hold application.

- A** To upload files, **select Add New File.**
- B** If you do not have some or all the required files, **select the checkbox.**

**Provide all the documentation requested. If you do not provide the documents, the VS reviewer will ask for more information, delaying the processing of your application**

**VS 16-79 Permit Application**  
Application Number: A-00015544 Status: Draft

✓ Details > ✓ Responsible Party > ✓ Shipment Info > ✓ Materials > **Upload Documents** > Review and Submit

### Supporting Documentation

**Instructions**  
Upload the required documentation listed below. If you don't have some or all of the documentation, please provide a reason why.

**\* Required Documentation**

- Copies of correspondence with the port regarding the shipment, including the reason the shipment was placed on-hold
- Foreign Government Certificate
- Manufacturers or Exporters Statement
- Air Waybill or Bill of Lading or Courier Tracking Receipt
- Shipping Invoice or Manifest
- Copy of the VS 16-6A permit presented for this shipment (*if applicable*)

I don't have some or all of the required documentation above.

**Add New File**

Back Save Save and Next

## Step 8: Review and Submit

Review and Submit

In this section, you will review your complete application. Certify that the information you have entered is correct and proceed to payment. Please note, once you pay for your application you are not able to change any of the information.

**A** Review your data in each of the sections.

- To edit your data in a specific section of the application, select the **Edit** button associated with that section. You will be taken back to that page of the application to edit your data.

**B** Once you are ready to submit your application, **READ the certification statement**, select the **“I certify...”** checkbox and select **Proceed to Payment**.

Confirm Your Understanding of the Review Process

Check the **B** box below to confirm that you understand the review process for this application and that you understand the possible decisions rendered.

Our office will try to work with you to bring the shipment into compliance, but the shipment will be subject to re-export or destruction if this is not possible. In order to have the hold removed, you must satisfy the import requirements for APHIS VS and all other agencies/programs which may have requirements for this shipment.

Back Save and Exit **B** Proceed to Payment




# Step 9: Payment

After selecting Proceed to payment, **select your method of payment and follow the associated steps to complete the application payment.**

### Payment Methods:

- A** Online via Pay.gov
- B** Mail-in Payment
- C** APHIS User Fee Account

Before we begin to process your application, you will need to pay the non-refundable processing fee. Select your payment type below, and proceed to enter payment details so that we can begin reviewing your application.

<p><b>A</b></p>  <p><b>Online via Pay.gov</b></p> <p>I will pay online via pay.gov using a credit card, debit card, or bank account (ACH).</p> <input type="radio"/>	<p><b>B</b></p>  <p><b>Mail-in Payment</b></p> <p>I will send in a check or money order for APHIS to process.</p> <input type="radio"/>	<p><b>C</b></p>  <p><b>APHIS User Fee Account</b></p> <p>I will enter my APHIS user fee account number and pay off the balance for my account.</p> <input type="radio"/>
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## Step 9: Payment

### Congratulations!

- Once you have successfully completed your payment, you will see the confirmation message below.
- You will receive a **receipt of payment via email** once your application has been processed.

Congratulations, your application has been submitted and it is being reviewed!

Once your application has been processed, you will receive a confirmation email. You can also log back in to review your application status at a later time. To ensure our emails reaches your inbox, we recommend you add [APIE@usda.gov](mailto:APIE@usda.gov) and [support@salesforce.com](mailto:support@salesforce.com) to your address book.

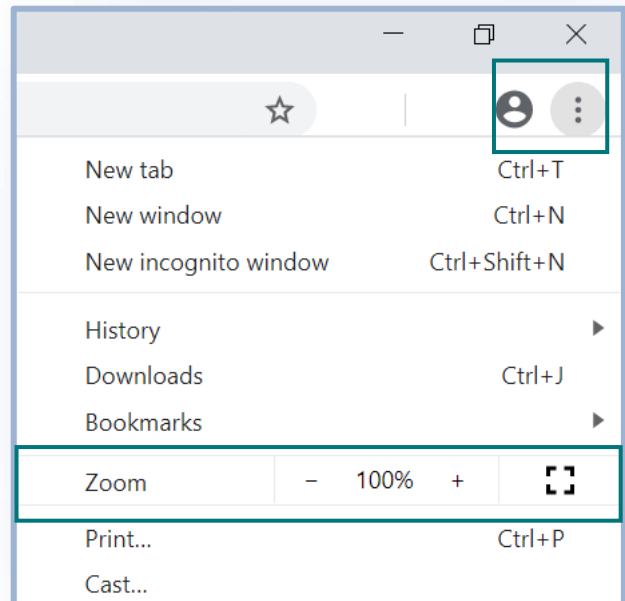


# APPENDIX

## System Setup



- **Compatible browser** – For the best user experience, please use **Google Chrome**. Other available browsers include Firefox, Safari, and Edge.
- **Emails** – Add the APHIS eFile email at [aphis.efile@usda.gov](mailto:aphis.efile@usda.gov) and [support@salesforce.com](mailto:support@salesforce.com) to your address book so that any automatic emails are not sent to junk
- **Zoom** –100%



## Contact

If you require assistance with your **application** (such as status requests), please contact:

### **Veterinary Services**

(301) 851 3300

[APIE@usda.gov](mailto:APIE@usda.gov)

If you require **technical assistance**, please contact:

[help@usda.gov](mailto:help@usda.gov)

Technical support includes account management, errors within the APHIS eFile system, or problems accessing information such as an issued permit. **\*DO NOT** contact the helpdesk requesting a status on an application.