

## APHIS Form 2005 - Application for United States Veterinary Biological Product Permit SALES & DISTRIBUTION

Where were changes made in the January 27, 2026, version?

1. Page 3 – USDA eAuthentication information updated to Login.gov. For additional information on the transition from USDA eAuthentication to Login.gov, visit the “Public Customer FAQs” section on the [USDA eAuth Frequently Asked Questions \(FAQs\) page](#).
2. Page 3 – In addition to the submitter, any active Liaison or Alternate Liaison for the establishment (not specifically the quarantine site) can now create, edit, submit and view all APHIS 2005 Sale and Distribution submissions for their establishment.
3. Updated links and screenshots throughout the document.

Where were changes made in the 3/22/2021 version?

1. Page 5 - In the Submission Information section, a Quarantine Site field was added
2. Page 9 - Users can generate a PDF of their submission data

# APHIS Form 2005 - Application for United States Veterinary Biological Product Permit SALES & DISTRIBUTION

## TABLE OF CONTENTS

This guide is intended for use only by **active permittees** using the NCAH Portal for submission of APHIS Form 2005 for issuance of a United States Veterinary Biological Product Permit for the purpose of GENERAL SALES & DISTRIBUTION. Submit an application for each product. Attach supporting materials.

### **Section 1 – Access Information**

### **Section 2 – Entering Information to be Submitted**

### **Section 3 – Attaching Documents to the Submission**

### **Section 4 – Submitting to the CVB**

### **Section 5 – What to Expect After Submission**

### **Section 6 – Checking Your Submission Status**

### **Section 7 – Your Official Permit**



*If you are looking for instructions on how to submit an APHIS Form 2005 for issuance of a United States Veterinary Biological Product Permit for the purpose of Research & Evaluation or Transit Shipment, refer to the following user guides:*

- [User Guide 27](#) - APHIS Form 2005 - Application for United States Veterinary Biological Product Permit: Research and Evaluation
- [User Guide 28](#) - APHIS Form 2005 - Application for United States Veterinary Biological Product Permit: Transit Shipment Only



Some fields may look differently than the screenshots in this user guide depending on the browser you are using. Basic functionality should not be affected.

# APHIS Form 2005 - Application for United States Veterinary Biological Product Permit SALES & DISTRIBUTION

## ACCESS INFORMATION

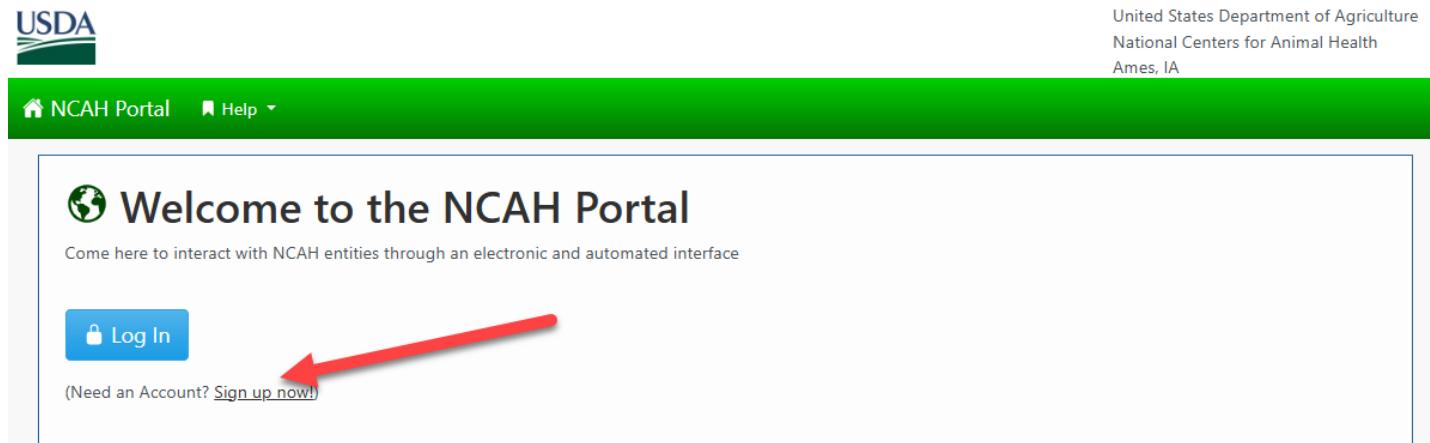
Submission of APHIS Form 2005 for the purpose of Sales and Distribution can be done via the NCAH Portal only if the following conditions are met for the submitter.

1. Users are required to have a [verified Login.gov](#) account and their username has been entered into CVB's internal processing service (LSRTIS).
  - *Login.gov usernames should be provided to CVB by submitting an APHIS Form 2007 (NCAH Portal User Guide #4)*
  - *For more information on Login.gov accounts go to <https://login.gov/help/>.*
2. User is an active portal enabled employee linked to an active Quarantine site for the establishment. This user can create, edit, submit and view their submissions.
3. User is an active Liaison or Alternate Liaison for an active portal enabled establishment (not specifically connected to the quarantine site). This user can create, edit, submit, and view all APHIS 2005 Sale and Distribution submissions for their establishment.

The NCAH Portal can be accessed using this URL: <https://ncahappspub.aphis.usda.gov/NCAHPortal/public/>

There is also a link available on the [NCAH Portal Guidance page of the CVB website](#).

Click on the **Log In** button to enter the NCAH Portal.



United States Department of Agriculture  
National Centers for Animal Health  
Ames, IA

[NCAH Portal](#) [Help](#)

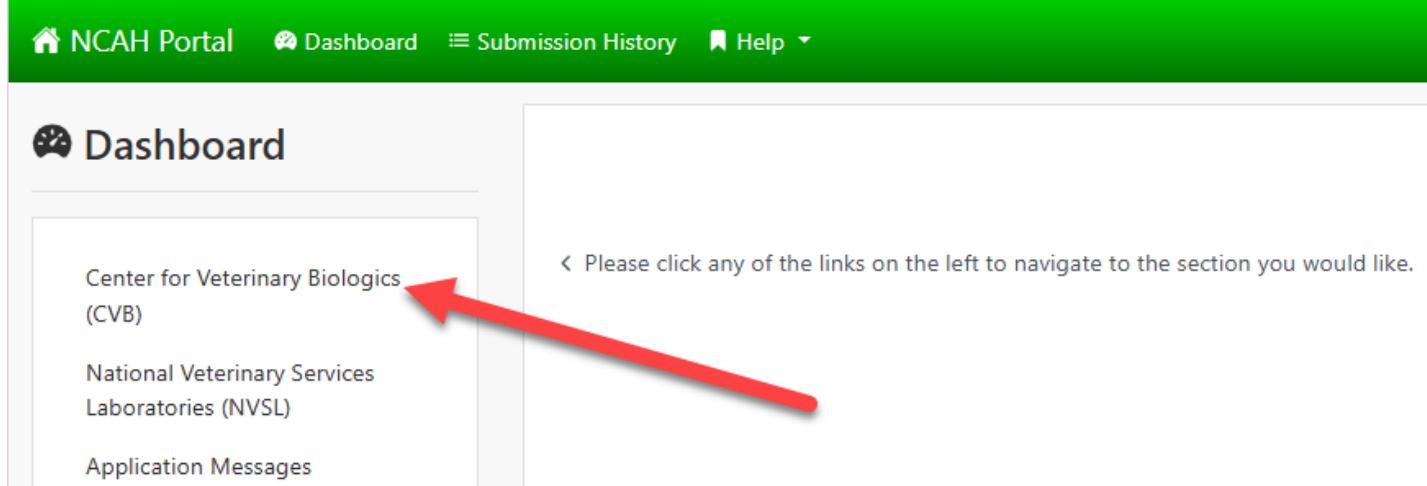
**Welcome to the NCAH Portal**

Come here to interact with NCAH entities through an electronic and automated interface

[Log In](#)

(Need an Account? [Sign up now!](#))

Click on **Center for Veterinary Biologics (CVB)** in the Dashboard.



[NCAH Portal](#) [Dashboard](#) [Submission History](#) [Help](#)

**Dashboard**

Center for Veterinary Biologics (CVB)

National Veterinary Services Laboratories (NVSL)

Application Messages

Please click any of the links on the left to navigate to the section you would like.

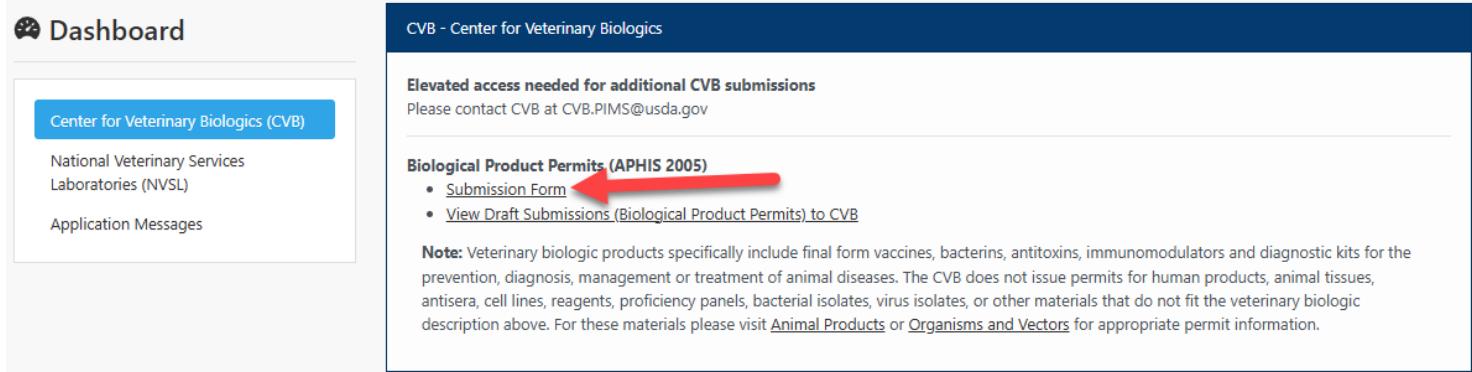
# APHIS Form 2005 - Application for United States Veterinary Biological Product Permit SALES & DISTRIBUTION

## ENTERING INFORMATION TO BE SUBMITTED

There are two options in the **Biological Product Permits (APHIS 2005)** section.

- **Submission Form** - used to enter information to submit a new application.
- **View Draft Submissions (Biological Product Permits) to CVB** - used to view submissions for which information has been entered BUT have not yet been submitted to the CVB. You may choose to submit a draft submission from here.

Click on **Submission Form** to begin a new application for Biological Product Permits (APHIS 2005).



CVB - Center for Veterinary Biologics

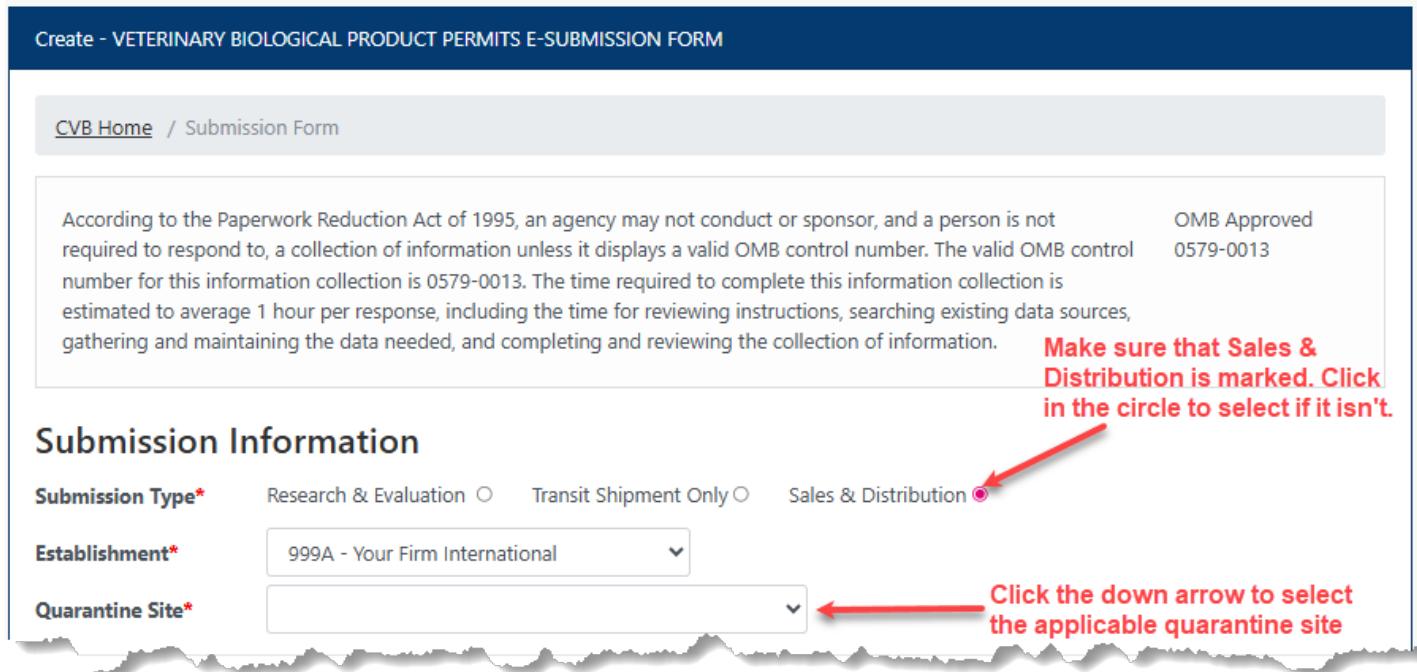
Elevated access needed for additional CVB submissions  
Please contact CVB at CVB.PIMS@usda.gov

**Biological Product Permits (APHIS 2005)**

- [Submission Form](#) (highlighted with a red arrow)
- [View Draft Submissions \(Biological Product Permits\) to CVB](#)

**Note:** Veterinary biologic products specifically include final form vaccines, bacterins, antitoxins, immunomodulators and diagnostic kits for the prevention, diagnosis, management or treatment of animal diseases. The CVB does not issue permits for human products, animal tissues, antisera, cell lines, reagents, proficiency panels, bacterial isolates, virus isolates, or other materials that do not fit the veterinary biologic description above. For these materials please visit [Animal Products](#) or [Organisms and Vectors](#) for appropriate permit information.

Complete the fields on the screen. Red asterisks (\*) next to a field indicate that it is required to be completed. Helpful information may be shown under a field to aid you in completion.



Create - VETERINARY BIOLOGICAL PRODUCT PERMITS E-SUBMISSION FORM

CVB Home / Submission Form

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0013. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. OMB Approved 0579-0013

**Submission Information**

**Submission Type\***  Research & Evaluation  Transit Shipment Only  Sales & Distribution (highlighted with a red circle)

**Establishment\*** 999A - Your Firm International

**Quarantine Site\*** (highlighted with a red arrow pointing to the down arrow)

**Make sure that Sales & Distribution is marked. Click in the circle to select if it isn't.**

**Click the down arrow to select the applicable quarantine site**

In the **Establishment** and **Quarantine Site** fields, data associated with your Establishment will be auto-populated from LSRTIS. If you are an approved active user with the appropriate roles at multiple establishments and/or sites, use the down arrows in the fields to open a picklist and then select appropriately from there.

**APHIS Form 2005 - Application for United States Veterinary Biological Product Permit  
SALES & DISTRIBUTION****ENTERING INFORMATION TO BE SUBMITTED (continued)****Applicant Information**

Applicant Name	<u>First*</u> <input type="text"/>	<u>Last*</u> <input type="text"/>	
Position Title	<input type="text"/>		
Organization*	Your Firm International <input type="text"/>		
Address*	<u>Street*</u> <input type="text"/> <input type="text"/>		
Country*	<u>State*</u> United States <input type="text"/>	<u>City*</u> <input type="text"/>	<u>Postal Code*</u> <input type="text"/>

**Producer Information**

Producer Organization*	<input type="text"/>
Point Of Contact	<input type="text"/>
Address*	<u>Street*</u> <input type="text"/> <input type="text"/>
Producer City*	<u>Producer Country*</u> <input type="text"/> <input type="text"/>

# APHIS Form 2005 - Application for United States Veterinary Biological Product Permit

## SALES & DISTRIBUTION

### ENTERING INFORMATION TO BE SUBMITTED (continued)

#### Product Shipment Information

Product Name\*

#### Sales & Distribution Information

Direct Submission To\*

Click on the down arrow to show options, click to select the person to whom you want your submission to go to.

Storage Address Same As Applicant?

Address\*

Street\*

Click in this box if the storage (Quarantine) address is the same as the applicant so you don't have to enter the information twice.

Country\*

United States

State\*

City\*

Postal Code\*

Organization Type\*

Corporation Partnership Individual 

Note: If Corporation, please attach certified copy of Articles of Incorporation

If needed, you'll do this after you save the submission

# APHIS Form 2005 - Application for United States Veterinary Biological Product Permit SALES & DISTRIBUTION

## ENTERING INFORMATION TO BE SUBMITTED (continued)

### Principle Officers or Partners

[+ Add Principle Officer or Partner](#)

When you click on the **Add Principle Officer or Partner** button, a new window will open with a field asking how many you would like to add. *You must have at least one.*

Enter the number you want to add and click on the **Create** button. Fields will then be shown on the screen to enter information for Principle Officer(s) or Partners.

**Add Principle Officers or Partners**

How many Principle Officers or Partners would you like to add?

Enter here

### Principle Officers or Partners

Principal Officer		<a href="#">DELETE</a>
<b>Name*</b> <input type="text"/>		
<b>Title*</b> <input type="text"/>		
<b>Address*</b> <input type="text"/> <input type="text"/>		
<b>Country*</b> United States	<b>State*</b> <input type="text"/>	<b>City*</b> <input type="text"/>
		<b>Postal Code*</b> <input type="text"/>

[+ Add Principle Officer or Partner](#) ← Click here to add more if needed.

APHIS Form 2005 - Application for United States Veterinary Biological Product Permit  
SALES & DISTRIBUTION

## ENTERING INFORMATION TO BE SUBMITTED (continued)

## Misc

## Remarks

Enter any additional information, clarification or comments in this field.

Clicking in this  checkbox indicates your agreement with the statement.

In accordance with the Act of Congress approved March 4, 1913 (37 Stat. 832-833; 21 U.S.C. 151-158), application is hereby made for a permit to import the herein named biological product for the purpose specified as the Submission Type. If a permit is issued under this application, the recipient expressly agrees to conform strictly to all rules, regulations and orders of the Department governing the importation of veterinary biological products and that the product will not be labeled or advertised so as to mislead or deceive in any particular.

Attachments may be added after clicking on the Save button. 



Click on the Save button when you are done. This saves a DRAFT of the submission, but does not submit it.

If you need to attach documents, it will be done in the next step.

# APHIS Form 2005 - Application for United States Veterinary Biological Product Permit SALES & DISTRIBUTION

## ENTERING INFORMATION TO BE SUBMITTED (continued)

After clicking on the SAVE button, you will see this message at the top of the screen.

① APHIS 2005 Submission has been saved. Until the point the submission has been received this information may be altered by you. Once this submission is received by CVB, this information will no longer be editable. X

You will also see a preview of the DRAFT submission you just created.

**VETERINARY BIOLOGICAL PRODUCT PERMITS E-SUBMISSION Information**

[CVB Home](#) / [Submission Form \(APHIS 2005\)](#) / [Submission Information \(APHIS 2005\)](#)

### Submission Info

**Status** Submission Entered

**Submission Type** Sales & Distribution

**Establishment** 999A - Your Firm International

**Direct Submission To** Herr, Crosley

### Applicant Information

**Applicant Name** Candy Cane

# APHIS Form 2005 - Application for United States Veterinary Biological Product Permit

## SALES & DISTRIBUTION

### ENTERING INFORMATION TO BE SUBMITTED (continued)

At the bottom of the preview you will see the Submission History for this DRAFT submission.

"Submission Entered" means that data has been entered for the submission and it has been saved, but it has not been submitted to the CVB yet.

#### Submission History

Action	Timestamp	User	Info
Submission Entered	Jan-20-2026 10:25 AM CST	R [REDACTED] Y	

 [Edit](#)
 [Add Attachments](#)
 [Submit To CVB](#)
 [Delete Submission](#)
 [Save as PDF](#)
 [Return to Dashboard](#)

At this point, you have a number of options that you can use depending on how you want to proceed.

**Edit** - Use this button to go back and make changes to the information entered.

**Add Attachments** - Use this button to add documents to support your application.

**Submit To CVB** - Use this button to submit the application to the CVB.

**Delete Submission** - Use this button to delete the submission completely.

**Save as PDF** - Use this button to save a PDF copy of the submission data

**Return to Dashboard** - Use this button to go back to the CVB Dashboard.



If changes are made to a submission, that action is captured in the Submission History.

#### Submission History

Action	Timestamp	User	Info
Submission Entered	Jan-20-2026 10:25 AM CST	R [REDACTED] Y	
Submission Updated	Jan-20-2026 10:32 AM CST	R [REDACTED] Y	

 [Edit](#)
 [Add Attachments](#)
 [Submit To CVB](#)
 [Delete Submission](#)
 [Save as PDF](#)
 [Return to Dashboard](#)

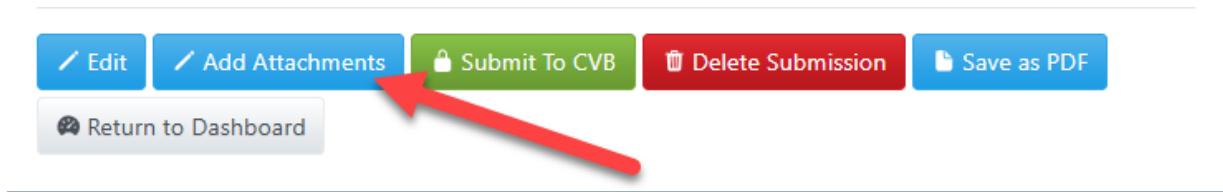
# APHIS Form 2005 - Application for United States Veterinary Biological Product Permit

## SALES & DISTRIBUTION

### ATTACHING DOCUMENTS TO THE SUBMISSION

\*If Articles of Incorporation are required, this is how you would attach them.

Click on the **Add Attachments** button at the bottom of the draft submission.



Click on the **Add Document** button.

Add Document

Fields for attaching a document will become visible.

Click on the **Browse...** button and select the file you want to upload.

Click on the **checkbox** and then the **Save to Submission** button to complete the attachment process.

CVB Home / Add Attachments Submission Form (APHIS 2005)

**Current Attachments** NA

**New Attachments**

Attachment	REMOVE
File PDF for testing purposes.pdf	Remove Browse ...
Comments	

**Note:** May not have multiple attachments with the same name.

Add Document

I agree that I've looked over this information and everything entered is true to my knowledge.

Save to Submission Cancel

You will be returned to the DRAFT submission preview and there will be a flag at the top of the screen stating if the attachment was attached successfully.

# APHIS Form 2005 - Application for United States Veterinary Biological Product Permit

## SALES & DISTRIBUTION

### SUBMITTING TO THE CVB

Click on the **Submit to CVB** button at the bottom of the draft.



You will see a message at the top of the screen, as well as a view of the data that was submitted.

At the bottom of the submission information, you will see the Submission History now has a line with an action of "Submitted to CVB" with the timestamp and user ID of the submitter. You can still Save a PDF copy of the submitted data at this point.

Action	Timestamp	User	Info
Submission Entered	Jan-20-2026 10:25 AM CST	R [REDACTED] Y	
Submission Updated	Jan-20-2026 10:32 AM CST	R [REDACTED] Y	
Submitted To CVB	Jan-20-2026 10:42 AM CST	R [REDACTED] Y	

# APHIS Form 2005 - Application for United States Veterinary Biological Product Permit SALES & DISTRIBUTION

## WHAT TO EXPECT AFTER SUBMISSION

When the APHIS 2005 is received by the CVB, it is processed and if approved, a permit is returned in the NCAH Portal. Notification of status changes for the submission will be shown on an NCAH Portal Update email that is sent at 3:30 p.m. CST on the day of the status change.

Below is an example email. You will see the application number, product name and status of the submission. Click on the link in the blue bar at the bottom of the email to see the complete submission in the NCAH Portal and access the official permit.

NCAH Portal Daily CVB Submission Update for 999A

From: APHIS-NCAH Application Support  
To: [REDACTED]

This email is sent from an account that is not monitored and is used for sending email messages only. If you have any questions, please contact us at [CVB.PIMS@usda.gov](mailto:CVB.PIMS@usda.gov)

**USDA NCAH Portal Updates!**

The following Submissions have been updated by CVB in the NCAH Portal today:

Submissions to CVB-PEL:

Mail Log #	Type	Product(s)	Description	Status	CVB Response
179833	APHIS Form 2005 (Sales & Dist Permit Application)			Completed	

**Click Here to view detailed information about these and other Submissions**



**NOTE:** The records will only be available in the NCAH Portal for 60 days after completion.  
You must SAVE your permit so that you have it after 60 days.

# APHIS Form 2005 - Application for United States Veterinary Biological Product Permit

## SALES & DISTRIBUTION

### CHECKING YOUR SUBMISSION STATUS

After you've submitted, you can check the status of any of your submissions in the **Submission History** section of the CVB Dashboard.

The screenshot shows the NCAH Portal Dashboard. At the top, there are four tabs: 'NCAH Portal', 'Dashboard', 'Submission History' (which is highlighted with a red box and has a red arrow pointing to it), and 'Help'. Below the tabs, there's a section titled 'Dashboard' with two sub-sections: 'Center for Veterinary Biologics (CVB)' and 'National Veterinary Services'. A message on the right says, 'Please click any of the links on the left to navigate to the section you would like.'

Pay attention to the tabs at the top of the Submission History screen.

**Recent Activity (2 weeks)** - shows items that have had actions on them by you or the CVB in the last 2 weeks

**Submissions Not Yet Received** - shows items that you have not yet submitted to the CVB

**CVB Search** - use this to search for all items by type, select "Biologics Permits (APHIS 2005)" in the 'Form' field

**NVSL Search** - Not Applicable to Biologics Product Permits

The screenshot shows the 'Submission History' screen for 'Biological Product Permits (APHIS 2005)'. At the top, there are three tabs: 'Recent Activity (2 Weeks)', 'Submissions Not Yet Received', and 'CVB Search'. The 'Recent Activity (2 Weeks)' tab is selected. Below the tabs, there's a blue plus sign button. A red arrow points to this button, and a red box contains the text 'Click on the plus sign button to show the items'.

### Biological Product Permits (APHIS 2005)

The screenshot shows the detailed view for the 'Biological Product Permits (APHIS 2005)' entry. At the top, there's a table with columns: Type, Application #, Status, Submission Date, and Last Action Date. The entry shows: Type 'Sales & Distribution', Application # '290872', Status 'Submitted', Submission Date '01/20/2026', and Last Action Date '01/20/2026'. A red arrow points to the 'Info' link in the 'Last Action Date' column. Below the table, a red box contains the text 'If you want to see the full submission, click on the 'Info' link'. At the bottom, there's a message 'Showing 1 to 2 of 2 entries' and navigation buttons for 'Previous', '1', and 'Next'.

Type	Application #	Status	Submission Date	Last Action Date
Sales & Distribution	290872	Submitted	01/20/2026	01/20/2026

If you want to see the full submission, click on the 'Info' link

# APHIS Form 2005 - Application for United States Veterinary Biological Product Permit

## SALES & DISTRIBUTION

### YOUR OFFICIAL PERMIT

A hard copy permit will be sent to the submitter. An electronic copy of the permit will also be returned in the NCAH Portal.

#### To access the electronic copy of the permit, follow these steps:

1. Access the item within the NCAH Portal using either Submission History or the link in the email.
2. Within the record, scroll down to the Miscellaneous (Misc) section.
3. Find the "Response Files from CVB" - an electronic copy of the permit will be a file attached there.

Misc

Comments	HAPPY
Submitted Files	File
<a href="#">PDF for testing purposes.pdf</a>	
Response Files from CVB	File
<a href="#">Outgoing_PDF for testing purposes.pdf</a> <span style="color: red; margin-left: 10px;">Click here to open your permit and view, save and/or print it.</span>	

Submission History

Action	Timestamp	User	Info
Submission Entered	Jan-13-2026 06:48 AM CST	RY [REDACTED] EY	
Submission Updated	Jan-13-2026 07:01 AM CST	RY [REDACTED] EY	
Submission Updated	Jan-13-2026 07:22 AM CST	RY [REDACTED] EY	Attachments added
Submitted To CVB	Jan-13-2026 07:27 AM CST	RY [REDACTED] EY	
Submission Status Updated	Jan-13-2026 08:57 AM CST		Completed

[Save as PDF](#)
[Return to Dashboard](#)



**NOTE:** The records will only be available in the NCAH Portal for 60 days after completion. You must SAVE your permit so that you have it after 60 days.