

APHIS eFile

Guidance for Requesting an Animal Care (AC) Live Dog Import Permit

Version 4.0 **March 2022**





USDA APHIS Animal Care (AC) has an online system to request Live Dog import permits.

This user guide will take you through the process of creating and submitting a request for a permit, responding to the AC Live Dog Import team's requests for clarification, and accessing your issued permit.

If you need help with your application, contact:

Animal Care

(816) 737-4223 or

ac.dogimport.mailbox@usda.gov

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I want a permit to import a live dog into the **United States.**

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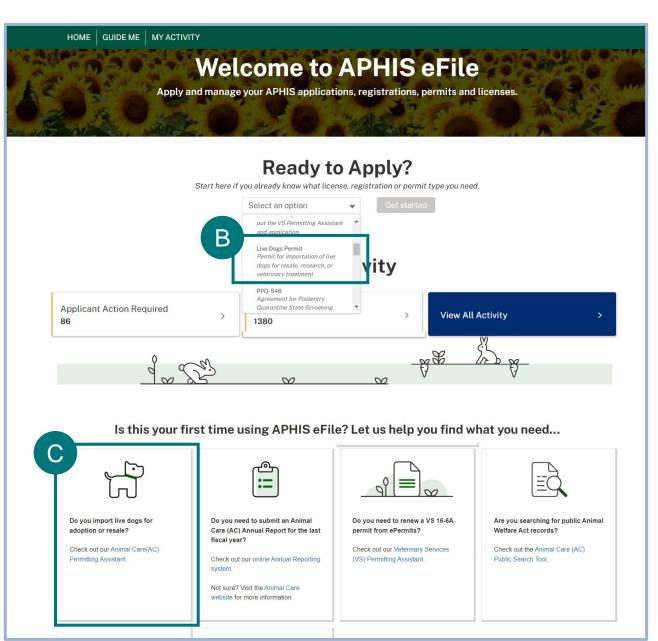


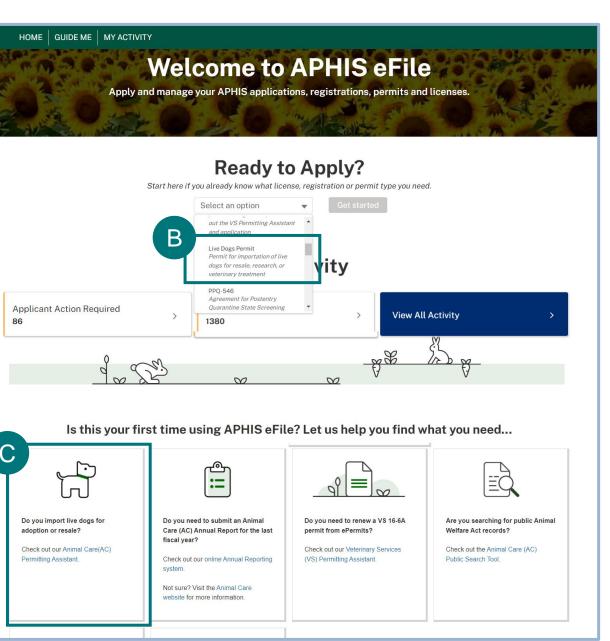
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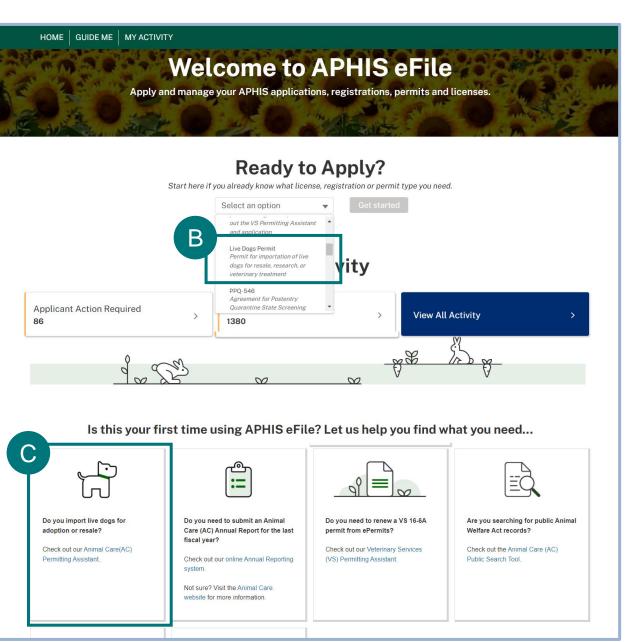
Step 1: Sign into APHIS eFile

Navigate to https://efile.aphis.usda.gov/s/ in **Google Chrome** (APHIS eFile is not supported by Internet Explorer).

- Log in to APHIS eFile using your eAuthentication credentials.
 - If you do not already have an eAuthentication Account, select • Create an Account and follow the steps to become eAuthenticated. You must be eAuthenticated to apply in APHIS eFile.
 - If your eAuthentication is not **Verified**, you will be prompted with ٠ various questions to upgrade your eAuth (Example question: What is your Social Security number?). Complete these questions in order to proceed.
- Under the Ready to Apply section, choose the Live Dog Perm application and then select Get Started or select option C.
- С You can also use the Live Dog Information Card to begin the application process.







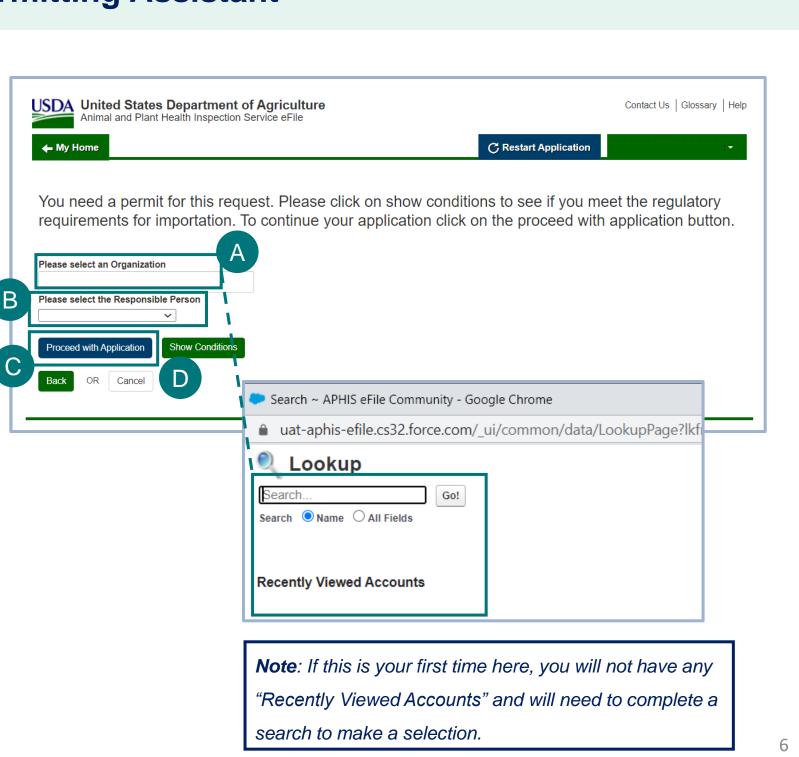
Step 2: Complete the Animal Care (AC) Permitting Assistant

- Select the box under "Please select an Organization"
 - Your Organization (previously called Account) is a name that you provided when you signed into APHIS eFile the first time. For most people, this name is "First Name Last Name Account" (e.g., Joe Smith Account). For others, it may be the name of the company they work for (e.g., JS Rescues).
 - Search for your name or organization and select it.

Select **Responsible Person** to locate and then select your name.

With your "Organization" and "Responsible Party" selected, select **Proceed with Application** to begin the application process.

Show Conditions will take you to a conditions list that presents a baseline requirement to bring Live Dogs into the United States based on the type of permit.



Step 2: Complete the Animal Care (AC) Permitting Assistant (cont'd)

After completing the Animal Care (AC) Permitting Assistant, you will be able to view the questions and outcomes you provided and decide if you will need to go back and change your answers.

	Answer
the options below to begin the first phase of the application process.	Import
importing?	Live Animals, Embryo Cloning Tissue
i importing?	Dogs
the Country of Origin	Afghanistan
the US state/province of destination	Alabama (AL)
the applicable option	For resale or adoption
ported for resale or adoption for a fee?	Yes
be 6 months or older by the date of arrival?	Yes
	f the options below to begin the first phase of the application process. u importing? u importing? the Country of Origin the US state/province of destination the applicable option proted for resale or adoption for a fee? be 6 months or older by the date of arrival? permit for this request. Please click on show conditions to see if you meet the regulatory requirements for importation. To continue tion click on the proceed with application button.



Step 3: Enter Animal Transportation Information

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A	
-	

Complete the Animal Transportation Information section of your application.

Note: Required fields are noted with a red asterisk. Responses to these fields are required before you may proceed.

B After entering the transportation information Select Save and Next.

Animal Transportation Importer/Exporter/I	Delivery Recipient	Animal Information Line Item Review	
Animal Transportation			
tructions			
ase enter your transportation information. If your Airline or land Tran nsporter if Not Listed field. If you select 'Air' you will also be require		t listed, please select "Other" from the drop down and enter your transporter in ht number.	n the
Animal Transportation Information			
Animat Transportation Information			
eparture Date 🕕		* Proposed Date of Arrival	
/4/2022	i	2/6/2022	苗
eparture Time 0		* Arrival Time	
1:00	•	02:30	•
rline or Land Transport Company 0		* Mode of Transport	
eroflot	•	Air	-
rline Flight Number 🕚			
a32599			
nt of Entry 0 HICAGO MIDWAY INT'L AIRPORT, IL	~	* Port of Export	~
MICAGO MIDWAT INT LAIRPORT, IL	×	Dominica (Roseau) [Melville Hall]	×
		My Port is not listed	

Step 4: Enter Importer, Exporter, and Delivery Recipient Information

Complete the Importer/Exporter and Delivery

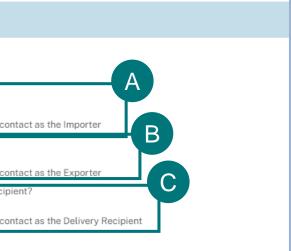
Recipient section of your application.

Select the "Yes" or "No I will add another contact as the Importer" radio button for the "Are you the **Importer?**" question.

- Select the "Yes" or "No I will add another contact В as the Exporter" radio button for the "Are you the Exporter?" question.
- Select the "Yes" or "No I will add another contact С as the Delivery Recipient" radio button for the "Are you the Delivery Recipient?" question.
- Once you've answered the questions, scroll down to D input the Importer, Exporter, and Delivery Recipient contact details.

Applicant Details	
least one Importer, one Exporter, and one Delivery Recipio	ent must be added to an application.
Test BRS eFile	Edit Are you the Importer?
Mailing Address 123 test dr Dublin, Ohio (OH) 43017	 Are you the Exporter? Yes No, I will add another of
United States of America 12312312324 maclane.nugent@accenturefederal.com	 Are you the Delivery Rec Yes No, I will add another c

Note: One Importer, Exporter, and Delivery Recipient must be added to the application.



Step 4: Enter Importer, Exporter, and Delivery Recipient Information (cont'd)

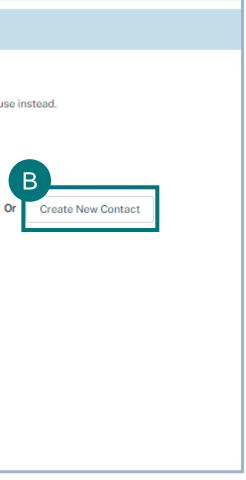
The Importer and Delivery Recipient must be within the United States. The Exporter cannot have an address within the United States.

There are two options to enter in data for the Importer/Exporter/Delivery Recipient if you selected the "No I will add another contact" option.

- Using the search bar, enter the name, organization, or email to search for your Importer/Exporter/Delivery recipient contact that you've used in the past. Then select the **Select as Importer** button.
- Enter the Importer/Exporter/Delivery recipient contact В information manually by selecting the **Create New Contact** button.

Importer Details	
Instructions	
Choose from your contact list the individual who is the	Importer, OR create a new contact to
Amporter	
ind a Importer	
Enter name,organization, or email	Q
Baren smith	Edit
Mailing Address	
wwwww United States of America	
charlotte, North Carolina (NC) 28213	
sssss@aol.com	

Note: If you are the Importer and are completing this application, use this option to copy your information automatically.



Step 4: Enter Importer, Exporter, and Delivery Recipient Information (cont'd)

To Create a new contact, select the Create New Contact button.

Enter your Importer/Exporter/Delivery recipient contact information. С

Select Save and Select once completed.

Note: Required fields are marked with a red asterisk.

	Add New Associated Contact	
First Name	* Email Address	^
* Last Name	Phone	
*Title	* Organization Name	
Fax		
Address Information * Street Address	*Country	
	Enter your Country	٩
*City	State/Province	
	Ca	Save & Select

Step 4: Enter Importer, Exporter, and Delivery Recipient Information (cont'd)

When creating or selecting an existing contact for Exporter and Delivery Recipient, repeat steps on pages 9-11.

When complete, select the **Save and Next** button to proceed to the next step, **Animal Information**.

Importer Details				
nstructions				
hoose from your contact list the individual who is the Importer, OR of	create a new contact to	use instead.		
Importer				
nd a importer				
Enter name,organization, or email	Q	Or Create New Contact		
karen smith	Edit			
Mailing Address wwwww United States of America charlotte, North Carolina (NC) 28213				
sssss@aoLcom Select as Importer				
Exporter Details				Select t make cl
Exporter				
aa aa aa	Edit	88 88 33	Edit	
Mailing Address		Mailing Address		
aa 12345		aa 12345 United Kingdom		
aa aa 12345 United Kingdom aa@aol.com		as 12345 United Kingdom as@sol.com		
aa 12345 United Kingdom		United Kingdom		
as 12345 United Kingdom as@sol.com		United Kingdom aa@sol.com	F	

"edit" icon to nges.

Step 5: Enter Animal Information

In the Animal Information section, you can enter as many dogs as you intend to import.

- Select the Add a Dog button to begin the process. Α
- In the Animal Details section, enter in all required information. В
- С Select Add.

After adding this dog"s information, the **Upload Document** button will become available. D

Animal Information		New	Animal Information	
Instructions Please enter all dogs that will be included in this application by using the 'Add' button.		You must click Save to enable document uploads.		
Animal Details	Add a Dog	Animal Details		
		Dog Name	* Date Of Birth	
* No entries have been added to this section, select 'Add a Dog' to add an entry.			2/10/2022	t
		*Color	* Breed	
		Brown	Poodle (Miniature Poodle)	×
Back	Save Save and Next	*Sex	Tattoo Number	
		Male	~	
Files	Upload Document	Breed Description and Other Information	Microchip Number	
No records to display				
				Cancel

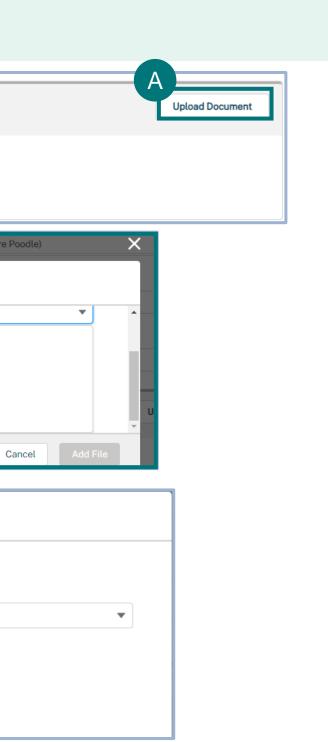
Step 6: Upload Additional Documents

- Selecting the **Upload Documents** button will open a new browser tab.
- B Select **Document Type** drop-down to display a list of options to upload for the dog you are importing:
 - Health and Rabies Certificate Meaning both are in one file; select this document type (APHIS 7041 Form).
 - Health Certificate Separate file; select appropriate document type for the file you upload.
 - Rabies Certificate Separate file; select appropriate document type for the file you upload.
 - **Optional:** Any additional documents that you provide unrelated to the two required documents.
- C

Select the Upload Files button to upload documents.

Note: You must upload a Health and Rabies Certificate for each dog added to an application.

3	
	No records to display
В	Poodle (Miniatur
T	Add Document
	Attachment Type
	Health Certificate
	Rabies Vaccination Certificate
	Health Certificate & Rabies Vaccination Certificate
	Optional
	Add Document
	* Document Type
	Health Certificate
	① Upload Files Or drop files



Step 6: Upload Additional Documents (cont'd)

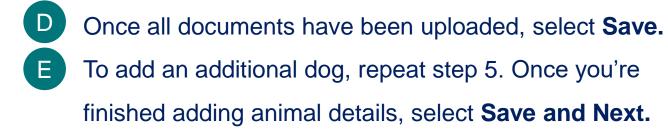
- Choose the file from your desktop that corresponds to the Document Type you've chosen.
- B After your file has been successfully uploaded, a green checkmark will appear next to the uploaded file.
 - Select **Done**.
 - To upload any additional documents, select the Upload Document button.

Files

File Nam

test.docx

Note: To delete an uploaded document, select the trash can icon.

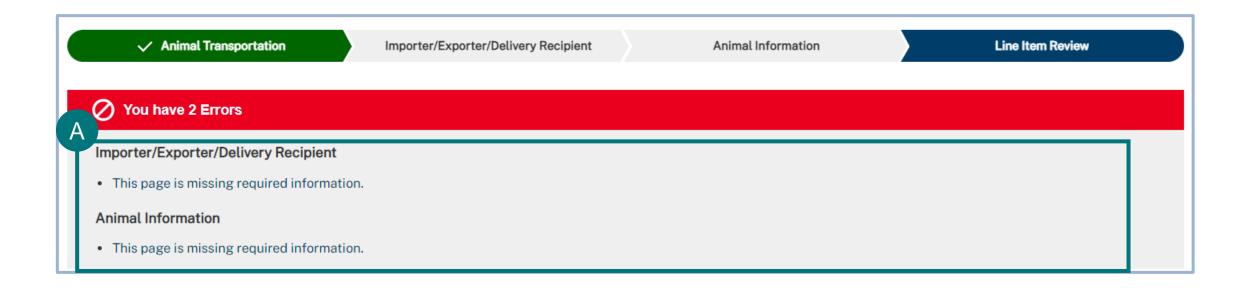


-		
	Upload Files	
test.docx 18 KB		C
1 of 1 file uploaded		Done
		Upload Document
		Upload Document
e 🗸 🗸 File Type	✓ Description	✓ Created Date ↓ ✓
docx	Health Certificate	02/02/2022, 02:43 PM 💼
		Cancel Save
Animal Details		Add a Dog
Dog Name ∨ Breed_Name ∨ Color	\checkmark Date of Birth \checkmark Age \checkmark Sex	✓ Document S ✓ Status ✓
Poodle (Miniatur brown	Jan 31, 2022 0 Y 0 M Male	e Draft 💉 💼
Show: 10 💌	Page 1 of 1	Total Animal Information: 1
Back		Save Save and Next

Step 7: Review Line Items

Check the Line Item Review box to ensure all necessary actions are completed before submitting your application. Then return to each section of the application that the system tells you to update.

Click on the error hyperlink, which will bring you to the direct page of the missing information.



Note: A message will display for any missing information that you must provide before submitting the application.



Step 7: Review Line Items (cont'd)

A Once complete, the Line Item status will change to "Ready to Submit" at the top of the page.

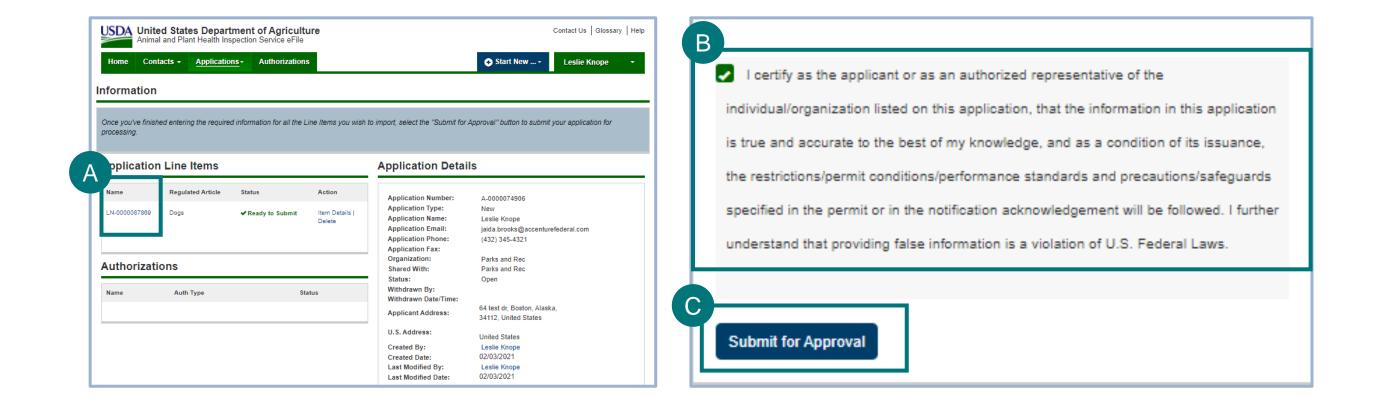
B Select Save and Submit.

Animal Care Live Dogs Import Application Line Item Number: LN-0000237400 Application Number: A-0000239544 Line Item Number: LN-0000237400	
Animal Transportation Importer/Exporter/Delivery Recipient Animal Information Line Item Review	Animal Information
	Instructions Edit Confirm that the following information is correct. Click on "Edit" if you need to edit the information. Edit
	Animal Details
	Regulated V Dog Name V Breed_Name Color V Date of Birth Age V Sex V Document V Status V RAINF-000035 d1 Canaan Dog aa May 29, 2021 0 Y 8 M Male Ready to Submit Draft
	Show: 10 V Total Animal Information: 1 Page 1 of 1
	Documents Instructions Edit
	Confirm that the following information is correct. Click on "Edit" if you need to edit the information.
	File Name ✓ Parent Name ✓ File Type ✓ Description ✓ Created Date ↓ ✓
	test (7).txt RAINF-000035677 txt Health Certificate & Rabies Vaccination Certificate & Vaccination Certificate
	B
	Back Save and Submit

Step 8: Submit Application

The **Application Detail** page is another summary page to review all information before submitting for approval. If you would like to return to your application, select the Line Item Record Number (LN-0000...) located under the Name column. A Agree to the statement by selecting the "I Certify" checkbox. В

Select Submit for Approval.



I AM AN APPLICANT

I want to access and respond to the AC Live Dog Import team's feedback on my application.



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Step 1: Checking Status and Resubmission of Applications Page 20



Step 2: View and Take Action Page 21



Step 3: Review Line Items Page 22



Step 4: Resubmit Application Page 23



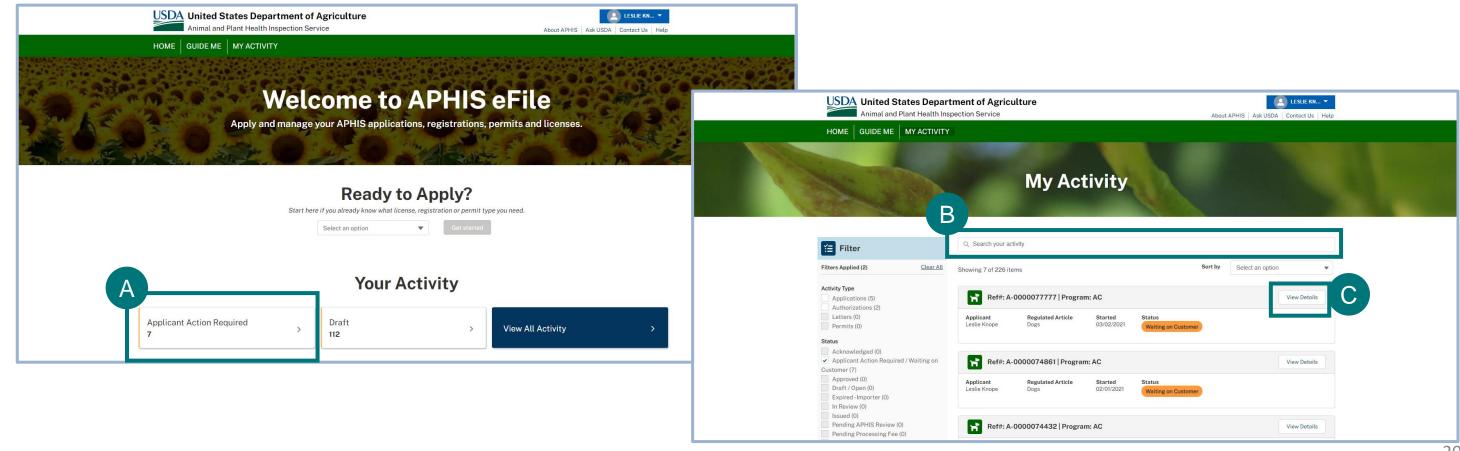
Step 1: Checking Status and Resubmission of Applications

Your application is now **Submitted**, and you want to be able to track its status or address Applicant Action Required changes from an email you received.

- Select the Applicant Action Required button to easily access the application needing updates.
- Search for your application.

В

Select the View Details button on the application.

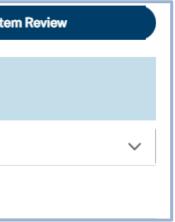


Step 2: View and Take Action

Under the Line Item Review tab, review the Action Required section, review overall application instructions.

- Updates for these notes are made on the Animal Information section of the application.
- Under Importer/Exporter/Delivery, note where the status is "Waiting on Customer." ٠
 - Detailed instructions are on the **Importer/Exporter/Delivery** section of the application for each record type (e.g., Importer).
- Under **Animal Information**, note which dogs have the status "Waiting on Customer." ۲
 - Detailed instructions are on the **Animal Information** section of the application for each dog (e.g., Dog ID).
- Having noted where the Animal Care team has requested updates: ۲
 - For **Action Required**, navigate to Animal Transportation and make updates.
 - For Importer/Exporter/Delivery and Animal Information, navigate to each section, and select each record to review instructions and make updates.

A	Animal Transportation Action Required		V Importer/Exporter/Delivery Recipien	t	Animal Information		✓ Line Ite
	Section	~	Name	~	Instructions	~	Go To
	Importer/Exporter/Delivery Recipient		*First Name *Last Name		you should only have one delivery recipi	ent	More Information



Step 3: Review Line Items

Once you have addressed all comments, review all Line Item changes for completeness and adherence to requirements from the A Line Item Review page.

Select Continue. В

l	✓ Animal Transportation	V Importer/Exporter/Delivery Recipient	Animal Information	V Line Item	Review
	Action Required				
				Go To	~
4	Importer/Exporter/Delivery Recipient	*First Name *Last Name	you should only have one delivery recipient	More Information	
	Animal Transportation				
	Instructions Confirm that the following information is corre	ect. Click on "Edit" if you need to edit the inforr	nation.		Edit
	Departure Date 2022-03-09		Proposed Date of Arrival 2022-03-09		
	Departure Time 01:00		Arrival Time 02:00		

Step 4: Resubmit Application

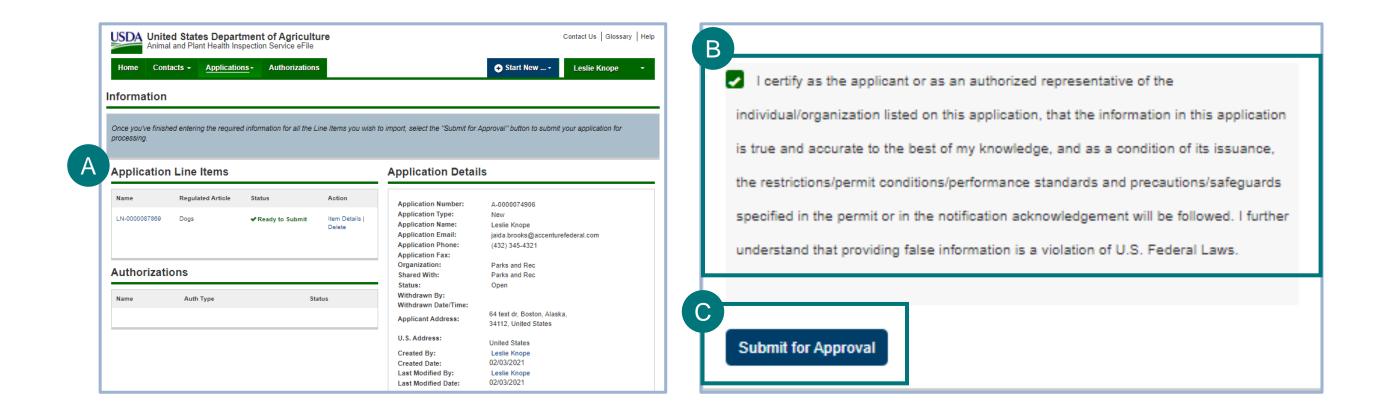
The **Application Detail** page is another summary page to review all information before submitting for approval.

Scroll down on the Application Details page.

A

В

- Agree to the statement by selecting the "I Certify" checkbox.
- Select Submit for Approval. Your application will be resubmitted for approval.



I AM AN APPLICANT

I want to access my permit to import live dogs.



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Option 1: Access Your Issued Permit From Email Page 25



Option 2: Search for and Access Your Issued Permit Pages 26-27



Option 1: Access Your Issued Permit From Email

- Once you receive an email that your permit has been
 Issued, you can locate your issued permit by selecting the
 link from the email.
- B After logging in with your eAuth account, this will take you directly to your **Application Details** page, where you will find your issued permit within the **Notes and Attachments** section.



United States Department of Agriculture

Please do not reply to this email as this mailbox is not monitored. If you have questions, please use the contact information below.

Dear USDAeFile Applicant3,

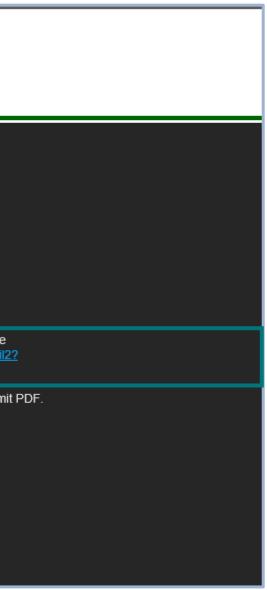
The following permit has been issued to you in APHIS eFile:

Authorization Number: AUTH - 0000135724 Permit Number: 1-DPNTSUL Applicant: USDAeFile Applicant3 Issued Date: 3/29/2021 Effective Date: 4/1/2021 Expiration Date: 5/1/2021

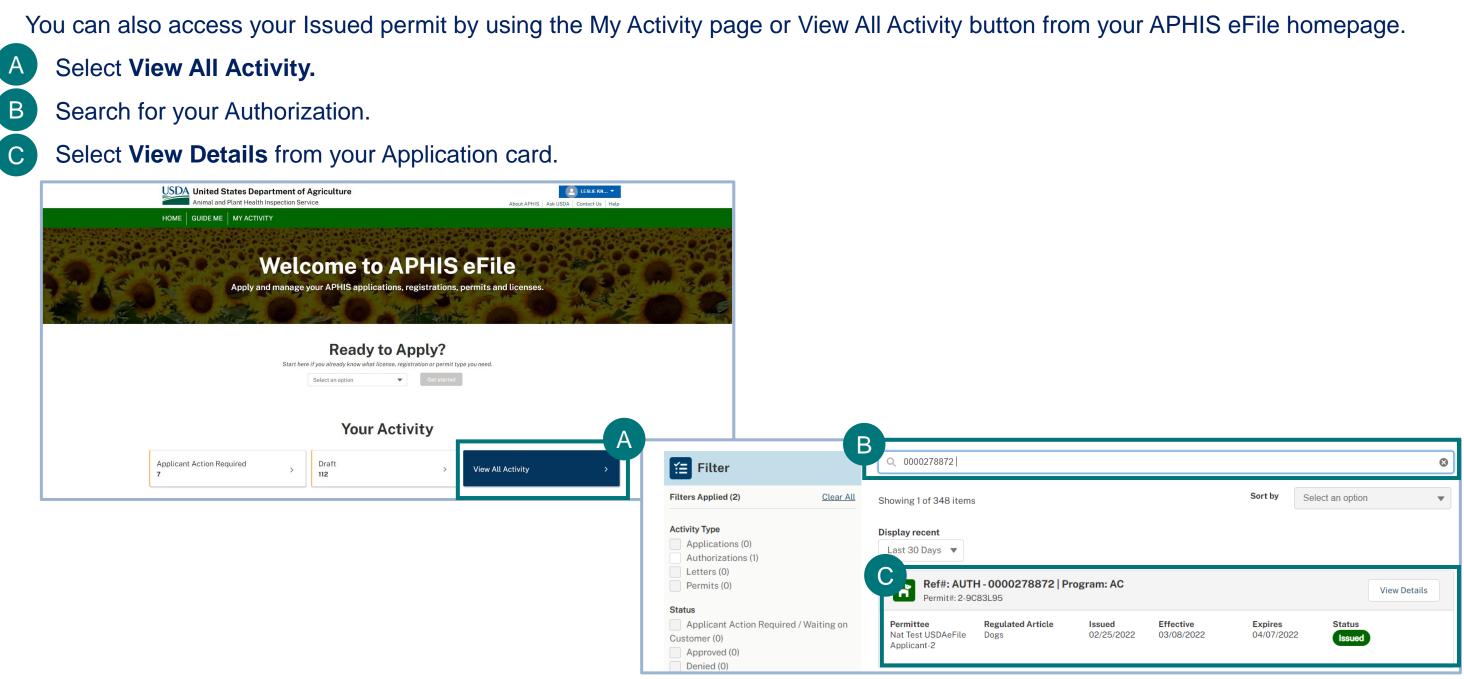
You may access your permit, including any permit conditions, by clicking on the following link:<u>https://uat-aphis-efile.cs32.force.com//Portal_Authorization_Detail2?</u> id=a08r000000FF2Of

Please navigate to the Notes & Attachments section to find a copy of your permit PDF.

C AUTH - 0000138399	DESCRIPTION	MODIFIED	1 ITEM	ilbox is not monitored
Permit_AUTH - 0000138399.pdf		3/30/202110:49 AM		on above.



Option 2: Search for and Access Your Issued Permit



Option 2: Search for and Access Your Issued Permit (cont'd)

You are now on the **Authorization Details** page, and the Line Item status is **Submitted**.

D Locate your Issued permit within the **Notes and Attachments** section.

Home Contacts - Applications	- <u>Authorizations</u>		● Start New USDAeFile Appli
ine Items		Authorization Detail	1
Show 5 🗸 entries	Search		ermit
lame Article	Status Action	Decision Status Issued	
.N-0000185482 Dogs	Submitted Item De	ails Permit Number 3-H3WSNOA	
Showing 1 to 1 of 1 entries	Previous 1	Application Number Next A-0000182324	
		Authorization Number AUTH - 0000138399	
		Authorization Type Animal Care (AC)	
		Issued Date 03/30/2021	
		Expiration Date 09/04/2021	
		09/04/2021	
		Applicant Information	on
		Applicant Name Test USDAeFile Applicant-2 Organization	
		Applicant Fax	
		Applicant Email donotuse@email.com	
		Applicant Phone 3235551114	
otes and Attachments			
a AUTH - 0000138399			
▲ NAME ↑	DESCRI	FION	MODIFIED 1 ITEM 3/30/202110:49 AM

APPENDIX

System Setup

- Compatible browser For the best user experience, please use Google Chrome. Other available browsers include Firefox, Safari, and Edge. eFile is NOT supported by Internet Explorer.
- Emails Add the APHIS eFile email at <u>no-reply.aphis.efile@usda.gov</u> and support@salesforce.com to your address book so that any automatic emails are not sent to junk.
- **Zoom** –100%

		—	D	×
2	7			e :
New tab				Ctrl+T
New window				Ctrl+N
New incognito win	dow		Ctrl+S	hift+N
History				►
Downloads				Ctrl+J
Bookmarks				►
Zoom	-	100%	+	::
Print				Ctrl+P
Cast				



Contact

If you need help with your **applications**, contact: **Animal Care** (816) 737-4223 ac.dogimport.mailbox@usda.gov

If you need **technical assistance**, contact: Help Desk help@usda.gov