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

APHIS eFile Quick Reference

Guidance for Submitting a VS 16-3 Permit Application
Application for 16-6A permit to import or transport animal products, organisms and vectors

Version 1.0
January 2021

WELCOME!

USDA APHIS Veterinary Services has a new online website to request Animal Products

and Organisms and Vectors permits.

This user guide will take you through the process of creating and submitting a request

for a permit.

For more APHIS eFile VS 16-3 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

Step 1: Log in to eFile

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

(A) **Log in** to eFile using your eAuthentication credentials.

- **You must be eAuthenticated to apply in APHIS eFile.**
- If your eAuthentication is not **Verified**, you will be prompted with various questions to upgrade your eAuth. **Complete these questions to proceed.**

(B) If you are amending or renewing an eFile permit, proceed to the How to Amend and Renew eFile Permits section of this guide.

(C) If you are starting a new application, under the Ready to Apply section, choose the **VS 16-3 application** and then select **Get Started.**

- The VS 16-3: **Application for 16-6A permit to import or transport animal products, organisms and vectors.**
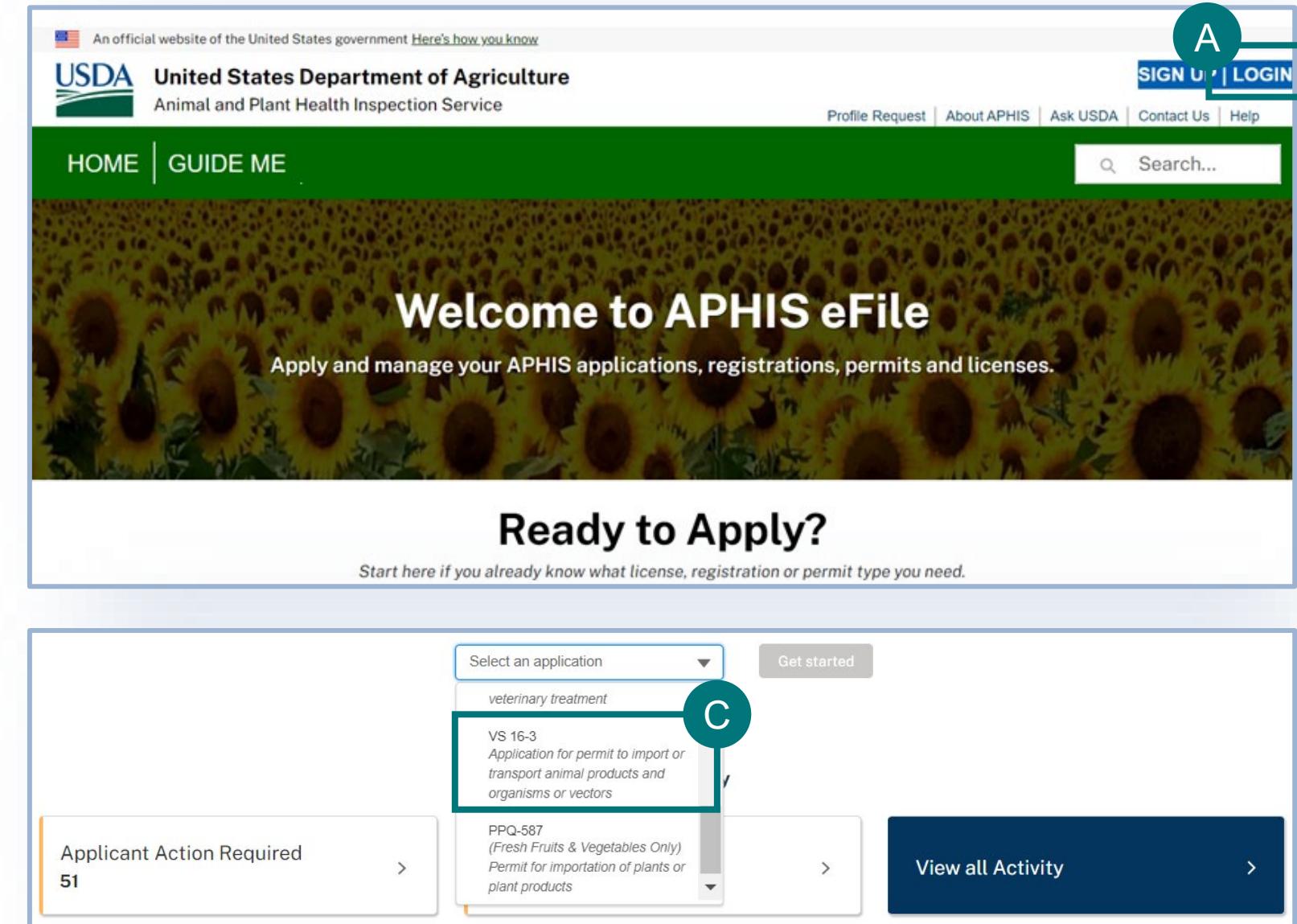
The VS Permitting Assistant is the first step of the application process. Complete the Permitting Assistant to begin your application.

A **Select the tab** associated with the material you would like to add to your application summary (Animal Products or Organisms & Vectors).

B Enter your **material's details** into the appropriate fields and **Search**.

C Select the **Attribute Filters** to refine your material search results.

D To add a material as a single material, select **Add Material**. To add a material as an ingredient of a multi-ingredient product, select **Add to Product Ingredient List**.

Note: Add all the materials on the application and the VSPA will split them for you. Once your materials have been added, they will be automatically organized into the appropriate applications.

Q Step 1: Enter Your Material's Details & Search

Animal Products & Byproducts | Organisms & Vectors

A

Materials/products containing, derived from, or exposed to animal material (excluding organisms and vectors), hay/straw for animal feed or bedding, and used agricultural or meat equipment.

B

Movement Type | Materials ⓘ | Animal Origin ⓘ
Select a Movement type ▾ | Search Materials 🔍 | Select an animal origin ▾

Intended Use ⓘ
Select an Intended Use ▾

Search

C 📋 **Step 2: Select Attributes**

0 filters applied | Clear All

No filters available.
Use the search bar above to search for a material, and generate applicable filter options.

📋 **Step 3: Select Your Material** 👁 View My Product Ingredient Lists ▾ 🛒 **D**

Showing **0** of **0** Materials | Show 3 ▾ results per page | Sort by: PR # ▾

No results available.
Use the search bar above to search for a material, and generate applicable result options.

4

You can renew permits issued from ePermits in eFile. To do this, you will need to complete the VS Permitting Assistant and then indicate that your application is an ePermits renewal. Next you will complete and submit your application in eFile. Make sure to add all the materials on your ePermits permit to your Applications Summary and attach a copy of your ePermits permit as part of the application.

A To indicate that this application is a renewal **enter your ePermits Permit Number** on the Request Summary page and select **Save**.

B Please note, your **Estimated Processing Fee** will be updated accordingly.

Applications Summary

A

ePermits Permit Number for Renewal ⓘ

C-098364 🗑

Subtotal (1 Materials):
1 VS 16-3 Applications
0 No Permit Required but Conditions Apply
0 Unrestricted
0 Inadmissible

VS 16-3 Applications $97.00
• Fresh Unfertilized Eggs

B

Estimated Processing Fee $97.00

Disclaimer

This is a non-refundable fee and is subject to change based on further provided information entered in the application form.

Step 3: Proceed to Application(s) from VSPA

A Once you have reviewed all your VSPA results, select **Proceed to Applications**.

If your Request Summary resulted in more than one application, you will see the **Split Application Notice** that lists each resulting application and its associated materials.

B Select **I Understand & Continue** to proceed to the application.

Note: If you are not already logged in, you will be prompted to log in with your eAuthentication credentials.

Step 3: Proceed to Application(s) from VSPA

After you click "I Understand & Continue", you will be sent to the **My Activity** page that lists all applications associated with your account, the applications are sorted by Newest to Oldest. Your most recent application(s) will be at the top of the list.

B To navigate to your application, select one of the following three options:

1. Reference #
2. Go to Draft
3. Draft

Step 4: Complete your Application

The application is divided into several sections based on the application type and number of materials listed on your application.

Complete each section of your application then select the checkbox in the Confirm Information & Submit section. Select the **proceed to payment** button to pay for your application.

Step 5: Pay for your Application

After you've completed the application you will need to pay the application fee. Review your **application processing fee** and then **select your method of payment.**

Payment Methods:

(A) Online via Pay.gov

(B) Mail-in Payment

(C) APHIS User Fee Account

After you have paid, your application will be submitted. You will receive an email with payment receipt once VS has processed the payment.

The application processing fee is $150.00

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.
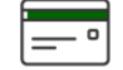
Online via Pay.gov	Mail-in Payment	APHIS User Fee Account
I will pay online via pay.gov using a credit card, debit card, or bank account (ACH).	I will send in a check or money order for APHIS to process.	I will enter my APHIS user fee account number and pay off the balance for my account.
(A)	(B)	(C)

Confirm Payment Type

Step 1: Sign into APHIS eFile and find your permit on the My Activity page

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

A **Log in** to eFile using your eAuthentication credentials.

B Select the **My Activity** tab and use the **search bar or filters** to find the permit you want to amend or renew.

C Select the **More Actions** drop-down and choose **Amend Permit or Renew Permit.**

- All issued and active permits are eligible to be amended.

- All issued permits that are within 90 days of expiration or expired are eligible to be renewed.

- You can only complete one of these actions at a time. For example, if you've applied to amend your permit, you are not able to renew until the amendment is processed.

Step 2: Amend Your Permit

(A) If you selected **Amend Permit, read the pop-up window** and select **I understand & Continue**.

- You will be taken to a new, amendment application. All data from your previous application will be copied into the amendment application.
- **Edit your information** as needed and then on the Review and Submit page, certify and proceed to payment.
- **Pay** to complete and submit your application.

Permit Amendment

Amendments/renewals with changes may require additional review and/or inspections. Requests for major changes, such as changes to materials, country, intended use, and/or inspected facility information may result in delays or denial of the request.

Amendments:
You may apply to amend a permit up until the permit expiration date. Permit amendments do not change the expiration date of the permit; amended permits replace previous versions and are effective upon issuance.

Renewals:
You may apply to renew a permit beginning 90 days before the permit expiration date. Please note that APHIS will not begin processing the renewal application until 42 days before the expiration date. Renewals (including any requested changes) are effective only after the current permit has expired. If you wish to change the content of the permit prior to its expiration, please submit an amendment application instead of renewal. Note that you will still need to renew the permit after the amendment is processed.

If you have already created/submitted an amendment/renewal application, you cannot create another one until the previous one is processed.

The non-refundable processing fee for a VS 16-6A Amendment is $75. It does not guarantee permit issuance.

Cancel   **I Understand & Continue** **(A)**

Note: If approved, your amended permit will keep the same APHIS permit number (610-20-205-1234).

Step 2: Renew your Permit

A If you selected **Renew Permit, read the pop-up window** and select **one of the radio options:**

1 **Renew with no changes** when you do not need to edit any of the permit information and only wish to renew the effective and expiration dates.

- **Select I Understand & Continue**. You will be taken to a new, renewal application. All data from your previous application will be copied into the renewal application.
- On the Review and Submit page, **certify and proceed to payment**.
- **Pay** to complete and **submit** your application.

2 **Renew with changes** when you need to edit information and renew the effective and expiration dates.

- **Select I Understand & Continue**. You will be taken to a new, renewal application. All data from your previous application will be copied into the renewal application.
- **Edit your information** as needed and then on the Review and Submit page, **certify and proceed to payment**.
- **Pay** to complete and **submit** your application.

Permit Renewal

Amendments/renewals with changes may require additional review and/or inspections. Requests for major changes, such as changes to materials, country, intended use, and/or inspected facility information may result in delays or denial of the request.

Amendments:
You may apply to amend a permit up until the permit expiration date. Permit amendments do not change the expiration date of the permit; amended permits replace previous versions and are effective upon issuance.

Renewals:
You may apply to renew a permit beginning 90 days before the permit expiration date. Please note that APHIS will not begin processing the renewal application until 42 days before the expiration date. Renewals (including any requested changes) are effective only after the current permit has expired. If you wish to change the content of the permit prior to its expiration, please submit an amendment application instead of renewal. Note that you will still need to renew the permit after the amendment is processed.

If you have already created/submitted an amendment/renewal application, you cannot create another one until the previous one is processed.

*Radio Group **A**
○ Renewal with no changes
○ Renewal with changes

The non-refundable processing fee for a VS 16-6A Renewal is $97. It does not guarantee permit issuance.

Cancel | I Understand & Continue

Note: If approved, your renewed permit will keep the same APHIS permit number (610-20-205-1234).

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 aphis.efile@usda.gov and support@salesforce.com to your address book so that any automatic emails are not sent to junk

- **Zoom** – 100%
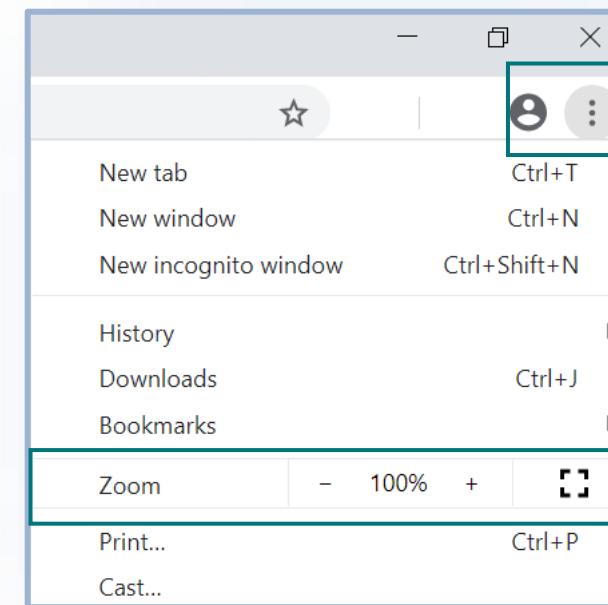
Contact

If you require assistance with your **applications**, please contact:
Veterinary Services
(301) 851 3300
APIE@usda.gov

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