



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
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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.

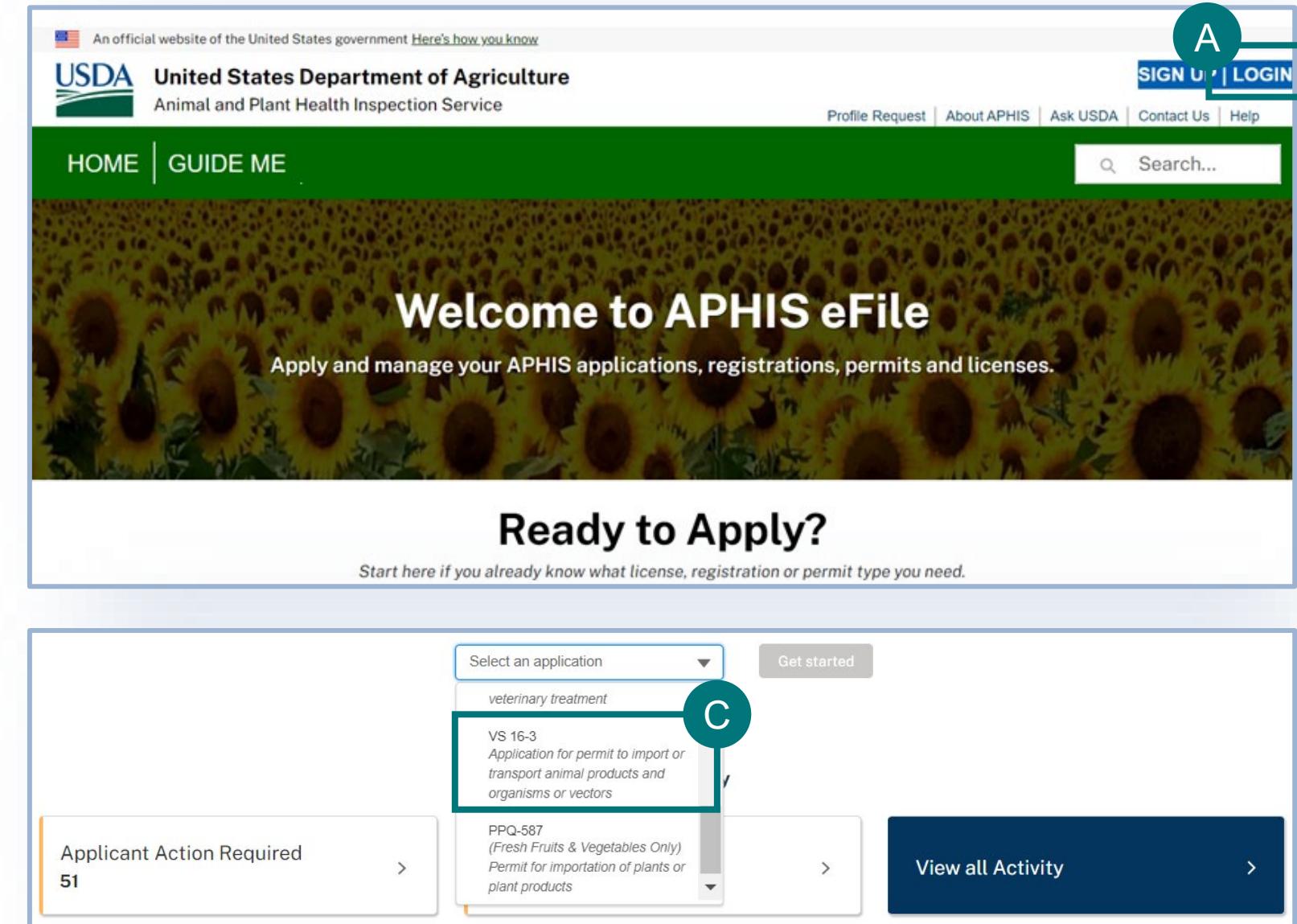
- You must be eAuthenticated to apply in APHIS eFile.
- If your eAuthentication is not Verified, you will be prompted with various questions to upgrade your eAuth.

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.



Step 2: Complete the VS Permitting Assistant (VSPA)

[SEARCH PAGE](#)

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.

The screenshot shows the VS Permitting Assistant interface with three main steps:

- Step 1: Enter Your Material's Details & Search**
 - A** Tabs: Animal Products & Byproducts (selected), Organisms & Vectors.
 - B** Movement Type: Select a Movement type.
 - C** Materials: Search Materials, Search button.
 - D** Animal Origin: Select an animal origin.
- Step 2: Select Attributes**
 - C** Filters applied: 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**
 - D** View My Product Ingredient Lists, Cart icon.
 - 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.

Step 2: Complete the VS Permitting Assistant (VSPA)

SUMMARY PAGE

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

ePermits Permit Number for Renewal C-098364 A

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

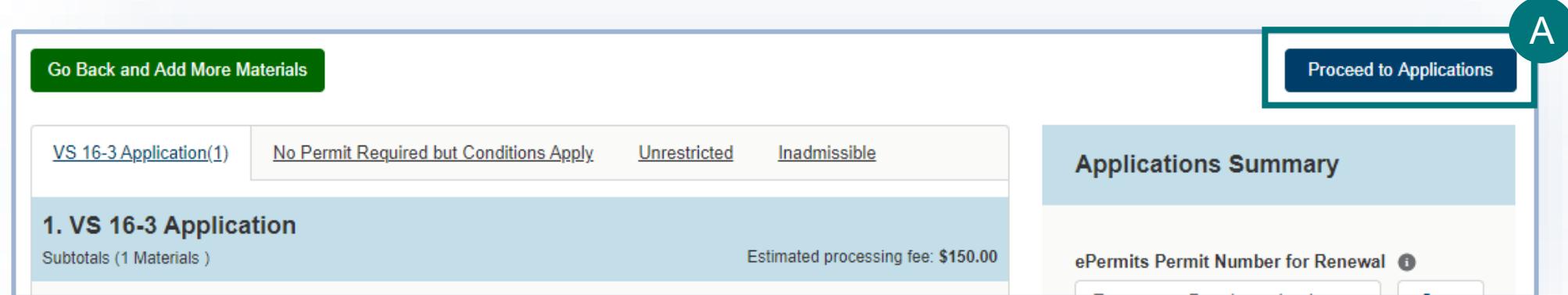
Estimated Processing Fee \$97.00 B

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**.



Go Back and Add More Materials

VS 16-3 Application(1) No Permit Required but Conditions Apply Unrestricted Inadmissible

1. VS 16-3 Application

Subtotals (1 Materials) Estimated processing fee: \$150.00

Proceed to Applications

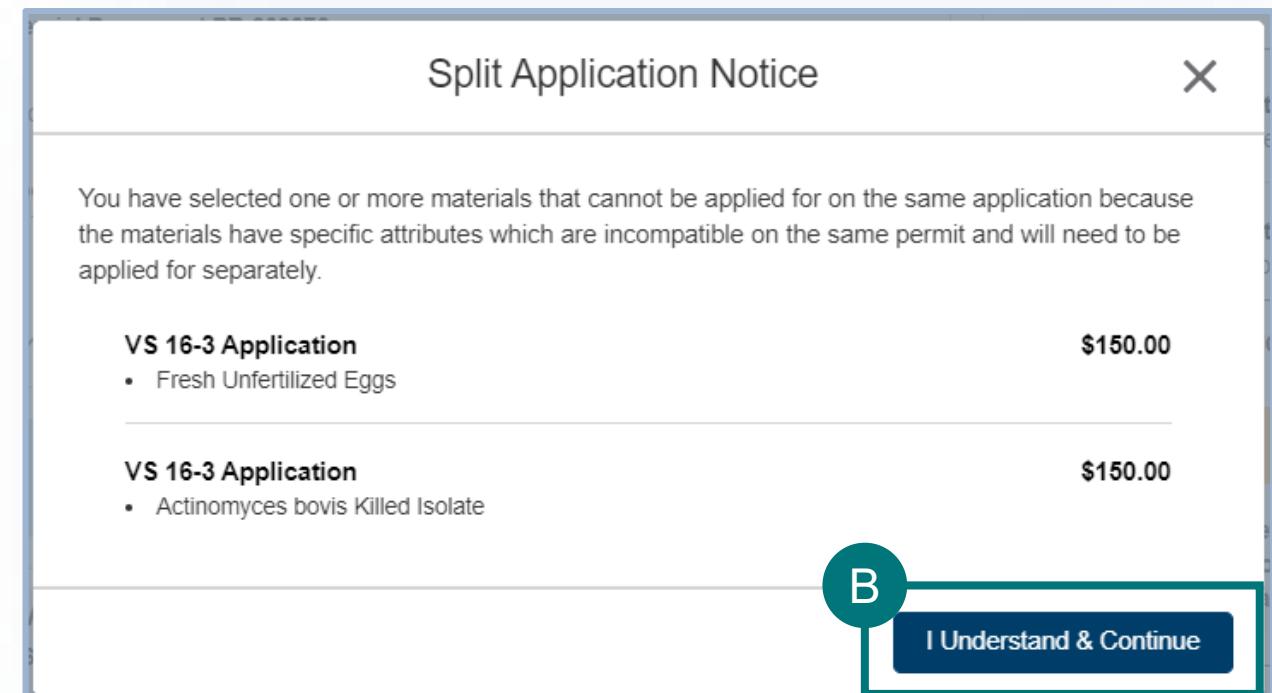
Applications Summary

ePermits Permit Number for Renewal

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.



Split Application Notice

You have selected one or more materials that cannot be applied for on the same application because the materials have specific attributes which are incompatible on the same permit and will need to be applied for separately.

VS 16-3 Application \$150.00

- Fresh Unfertilized Eggs

VS 16-3 Application \$150.00

- Actinomyces bovis Killed Isolate

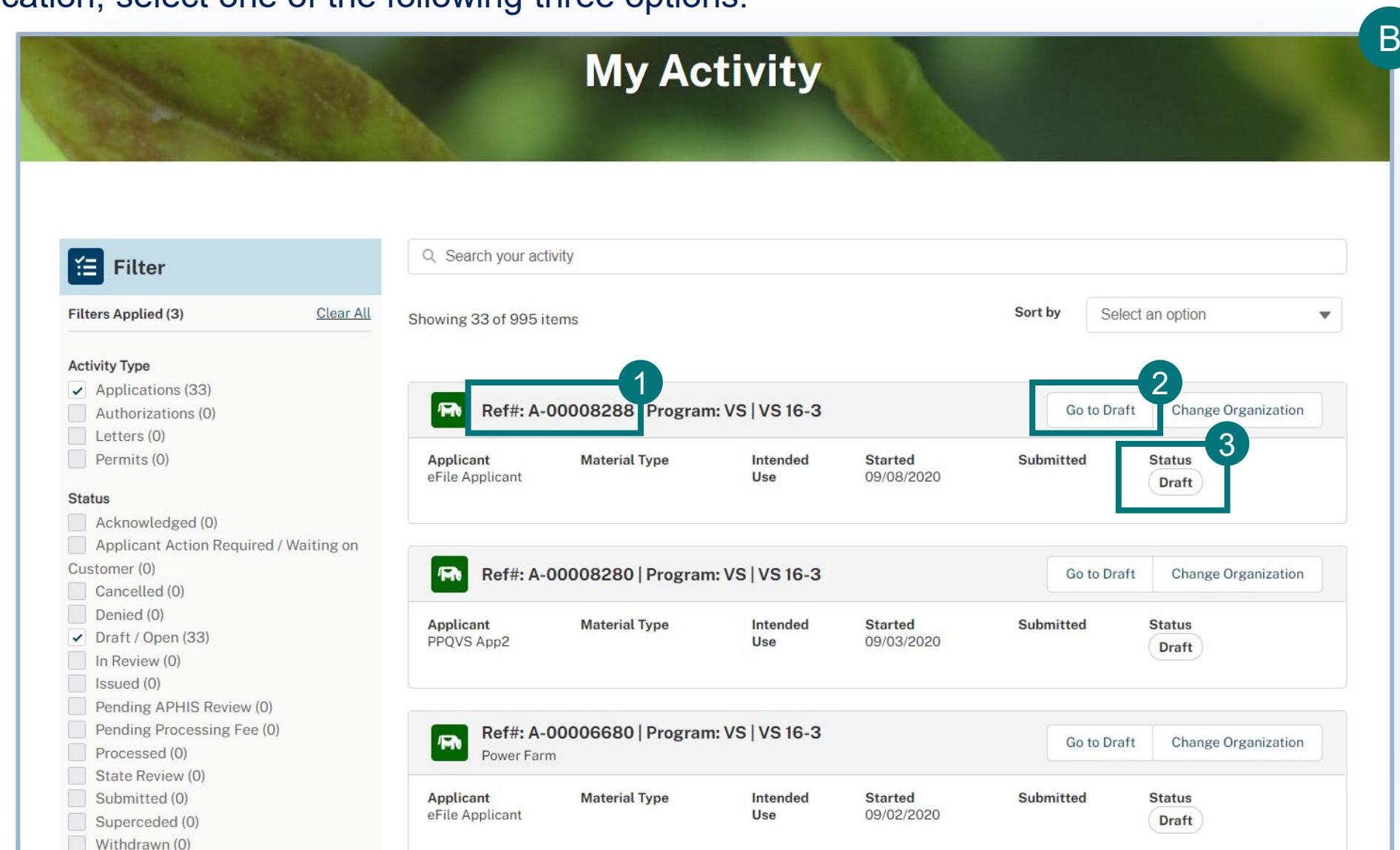
I Understand & Continue

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



My Activity

Showing 33 of 995 items

Sort by: Select an option

Ref#	Program	Material Type	Intended Use	Submitted	Status
A-00008288	VS VS 16-3	eFile Applicant		09/08/2020	Draft
A-00008280	VS VS 16-3	PPQVS App2		09/03/2020	Draft
A-00006680	Power Farm	eFile Applicant		09/02/2020	Draft

Filter

Filters Applied (3) [Clear All](#)

Activity Type

- Applications (33)
- Authorizations (0)
- Letters (0)
- Permits (0)

Status

- Acknowledged (0)
- Applicant Action Required / Waiting on Customer (0)
- Cancelled (0)
- Denied (0)
- Draft / Open (33)
- In Review (0)
- Issued (0)
- Pending APHIS Review (0)
- Pending Processing Fee (0)
- Processed (0)
- State Review (0)
- Submitted (0)
- Superceded (0)
- Withdrawn (0)

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.

Confirm Information & Submit

Check the box below to confirm that you agree that the information you have entered is accurate. Then, click the "Submit Application" button to submit your application and view your results.

I CERTIFY, AS AUTHORIZED BY THE COMPANY/INSTITUTION THAT I REPRESENT, THAT THIS MATERIAL WILL BE USED IN ACCORDANCE WITH ALL RESTRICTIONS AND PRECAUTIONS AS MAY BE SPECIFIED IN THE PERMIT.

[Back](#) [Save and Exit](#) [Proceed to Payment](#)

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:

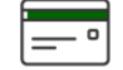
- A Online via Pay.gov
- B Mail-in Payment
- C APHIS User Fee Account

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

I will pay online via pay.gov using a credit card, debit card, or bank account (ACH).

A



Mail-in Payment

I will send in a check or money order for APHIS to process.

B



APHIS User Fee Account

I will enter my APHIS user fee account number and pay off the balance for my account.

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).

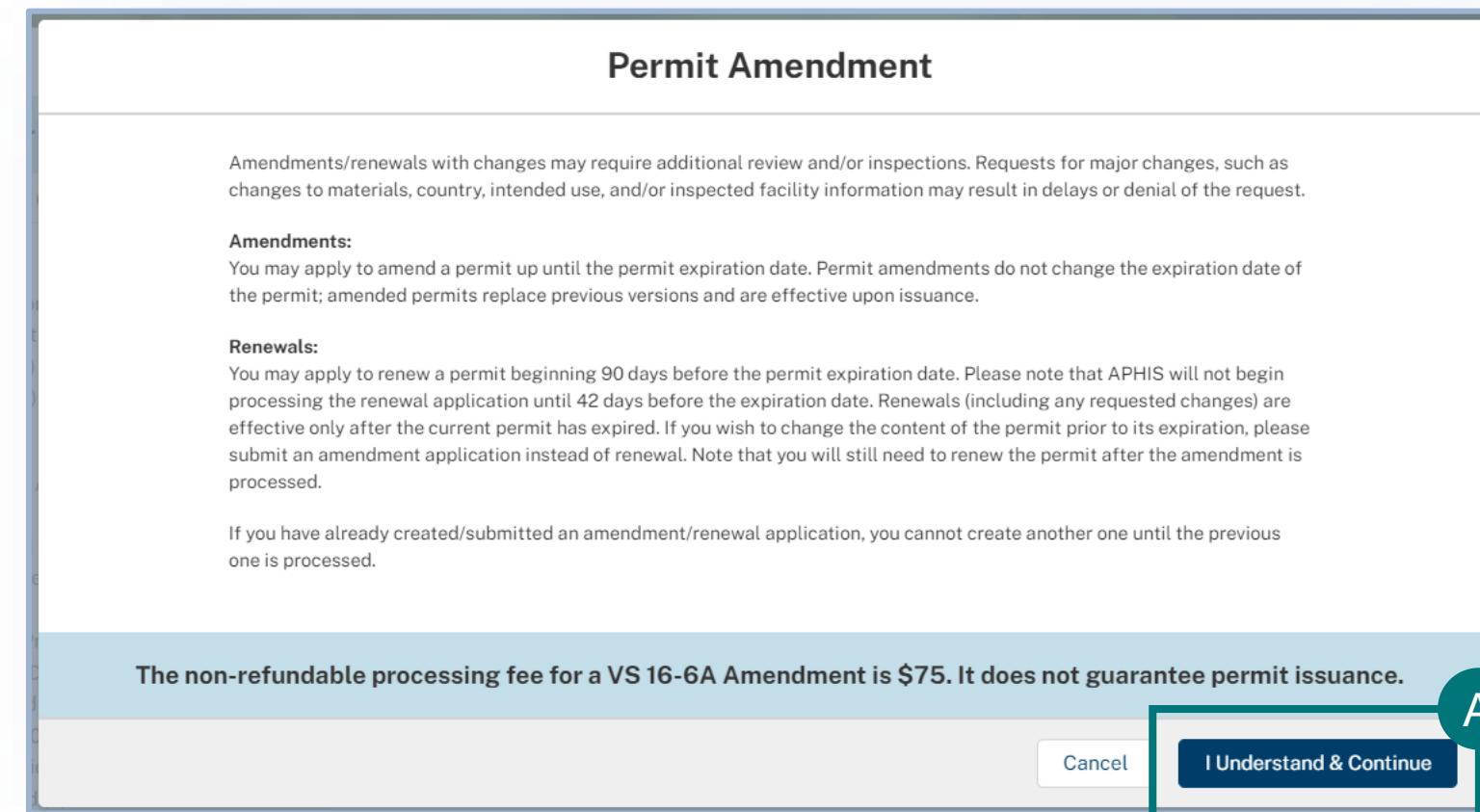
- A** Log in to eFile using your eAuthentication credentials.
- B** Select the **My Activity** tab and use the **search bar or filters** to find the permit you want to amend or renew.
- C** Select the **More Actions** drop-down and choose **Amend Permit or Renew Permit**.
 - All issued and active permits 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.

The screenshot shows the APHIS eFile interface. At the top, the USDA Animal and Plant Health Inspection logo is visible. Below it, a green navigation bar contains the links: HOME, GUIDE ME, and MY ACTIVITY. The MY ACTIVITY link is highlighted. On the left, a 'Filter' sidebar is open, showing 'Filters Applied (2)' and a search bar containing the permit number '639-21-19-00152'. The sidebar also includes sections for 'Activity Type' (Applications, Authorizations, Letters, Permits - checked for 4 items) and 'Status' (Applicant Action Required / Waiting on Customer, Cancelled, Draft / Open, Issued - checked for 3 items). The main content area displays a table of permits. The first permit listed is Ref#: P-00002066 | Program: VS | VS 16-6A, with Permit#: 639-21-19-00152. The second permit listed is Ref#: P-00002067 | Program: VS | VS 16-6A, with Permit#: 639-21-19-00152. To the right of the table, a 'More Actions' dropdown menu is open, showing options: More Actions ▾, View Permit PDF, Amend Permit (highlighted with a teal circle), Renew Permit, Cancel Permit, and Change Organization.

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.



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**

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.

A

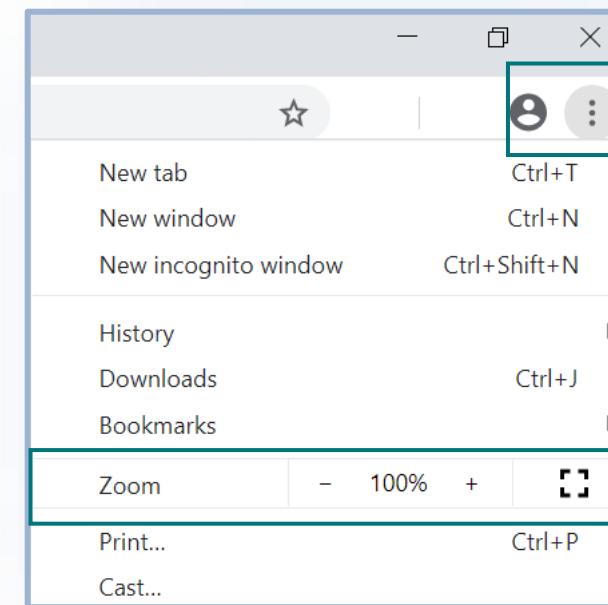
Cancel **I Understand & Continue**

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