



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 screenshot displays the APHIS eFile website interface. At the top, the USDA logo and 'United States Department of Agriculture' are visible, along with a 'SIGN UP | LOGIN' button. A green navigation bar contains 'HOME | GUIDE ME' and a search bar. The main banner features a sunflower background with the text 'Welcome to APHIS eFile' and 'Apply and manage your APHIS applications, registrations, permits and licenses.' Below this, a 'Ready to Apply?' section prompts users to 'Start here if you already know what license, registration or permit type you need.' A dropdown menu labeled 'Select an application' is open, showing options like 'veterinary treatment', 'VS 16-3 Application for permit to import or transport animal products and organisms or vectors', and 'PPQ-587 (Fresh Fruits & Vegetables Only)'. A 'Get started' button is next to the dropdown. At the bottom, there are sections for 'Applicant Action Required' (51) and 'View all Activity'.

# 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 displays the 'Step 1: Enter Your Material's Details & Search' interface. At the top, there are two tabs: 'Animal Products & Byproducts' (highlighted with callout A) and 'Organisms & Vectors'. Below the tabs is a descriptive text: '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.' The main form area (callout B) includes a 'Movement Type' dropdown, a 'Materials' search bar with a magnifying glass icon, an 'Animal Origin' dropdown, and an 'Intended Use' dropdown. A 'Search' button is located at the bottom right of this section. Below the search area, there are two panels. The left panel, 'Step 2: Select Attributes' (callout C), shows '0 filters applied' and a 'Clear All' link, with a message stating 'No filters available. Use the search bar above to search for a material, and generate applicable filter options.' The right panel, 'Step 3: Select Your Material' (callout D), shows 'Showing 0 of 0 Materials', a 'Show 3 results per page' dropdown, and a 'Sort by: PR #' dropdown. It also includes a message: 'No results available. Use the search bar above to search for a material, and generate applicable result options.' At the top right of the Step 3 panel, there is a link 'View My Product Ingredient Lists' and a shopping cart icon.

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

Subtotal (1 Materials):

1 VS 16-3 Applications

0 No Permit Required but Conditions Apply

0 Unrestricted

0 Inadmissible

VS 16-3 Applications

• Fresh Unfertilized Eggs

\$97.00

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**.

Go Back and Add More Materials

Proceed to Applications

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

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

Fresh Unfertilized Eggs

\$150.00

VS 16-3 Application

Actinomyces bovis Killed Isolate

\$150.00

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

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)

☐ Superseded (0)

☐ Withdrawn (0)

Search your activity

Showing 33 of 995 items

Sort by 

Select an option

1

Ref#: A-00008288 | Program: VS | VS 16-3

2

Go to Draft

Change Organization

Applicant

Material Type

Intended Use

Started

Submitted

3

Status

eFile Applicant

09/08/2020

Draft

Ref#: A-00008280 | Program: VS | VS 16-3

Go to Draft

Change Organization

Applicant

Material Type

Intended Use

Started

Submitted

Status

PPQVS App2

09/03/2020

Draft

Ref#: A-00006680 | Program: VS | VS 16-3

Go to Draft

Change Organization

Applicant

Material Type

Intended Use

Started

Submitted

Status

eFile Applicant

09/02/2020

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.

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

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# 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 displays the 'My Activity' page in the APHIS eFile system. On the left, the USDA logo and navigation tabs (HOME, GUIDE ME, MY ACTIVITY) are visible. A green box labeled 'B' highlights the 'MY ACTIVITY' tab. The main content area features a 'Filter' sidebar on the left with sections for 'Activity Type' (Applications, Authorizations, Letters, Permits) and 'Status' (Applicant Action Required, Cancelled, Draft, Issued). A search bar at the top right contains the permit number '639-21-19-00152', also highlighted with a green box labeled 'B'. Below the search bar, a table lists permits. The first permit entry is highlighted with a green box labeled 'C', showing its details and a 'More Actions' dropdown menu. The dropdown menu includes options: 'View Permit PDF', 'Amend Permit', 'Renew Permit', 'Cancel Permit', and 'Change Organization'.

Permittee	Commodity Type	Issued	Effective	Expires	Status
Test Test	Animal Product				Issued

# 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

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

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## 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.

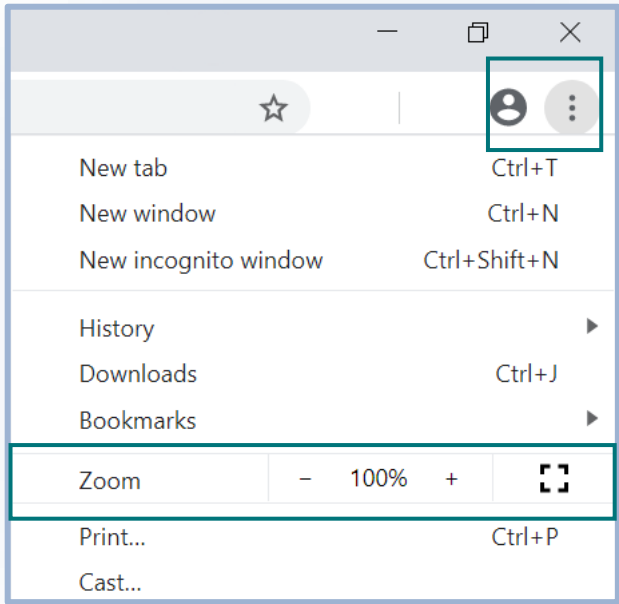
[Cancel](#) [I Understand & Continue](#)

**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](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 **applications**, please contact:

### ***Veterinary Services***

(301) 851 3300

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

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

### ***Help Desk***

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