

# **How to Transfer Your PPQ Permit**

The steps below illustrate **how to transfer permit ownership** (i.e. change the permittee) once a permit has been issued. Access APHIS eFile at <u>efile.aphis.usda.gov/s/</u>.

You can transfer your permit to **another member of your eFile organization account.** For resources on how to add someone to your APHIS eFile organization account, click <u>here</u>. You cannot edit the Intended Use or the Select Articles during a permit transfer. If you need to edit the Intended Use or Select Articles, you need to amend your permit.

#### Step 1: Navigate to the My Activity page

- Log into APHIS eFile at efile.aphis.usda.gov/s/.
- On your Homepage, select the My Activity tab.

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## **Step 2: Search for your Permit**

• Enter your **APHIS permit number** in the search bar (e.g., *556-21-131-01396*).

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For assistance, please call or email PPQ Permit Services at (301) 851-2046 or plantproducts.permit@usda.gov

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#### **Step 5: Start Permit Transfer**

Read the instructions for the Transfer application and then select Proceed to Permit Transfer
 Application.

Start a Permit Transfer	
Transferring a permit allows you to <b>change the permittee you have designated on the permit.</b> To add or delete arti- permit, submit an amendment. To extend the permit, submit a renewal.	cles from the
Permit Transfer Process	
<ol> <li>Fill out the transfer permit application and submit it.</li> <li>On submission, automatic processing occurs, with a transferred permit generated in a few minutes. If the app in-person review, processing is extended 1-7 business days.</li> <li>The current permit is valid until replacement by, and issuance of, the new transferred permit. You can use the permit until then.</li> </ol>	lication needs current
Cancel Proceed to Permit Tran	sfer Applicatio

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## **Step 6: Select a New Permittee**

- Change the permittee associated with the permit by **selecting a different permittee contact** from within your eFile organization account or **creating a new contact**.
  - For resources on how to add someone to your APHIS eFile organization account, click <u>here</u>.

	Find a Permittee							
	Q Enter name, organization	or email		or Create New Contact				
	4 of 8 Contacts							
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	Test Contact Business Address 123 Test Straet Austin, Texes 123-45 United States 1(23) 123-23-4 test@test.com Select Permittee	Mailing Address 123 Test Street Austin Terast 1245 United States	Edit	Frederick Gregory Business Address 4030 Lexington Orlands, Florida 36552 United States 555-558-9906 figregory@mail.com Select Permittee	Mailing Address 4030 Lexington Orlands, Florida d6552 United States	Edit		
Step 7:	<b>Certify and Sub</b>	mit						
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	Applicant/Permittee Contacts	G Intended Use	🔒 Selec	ct Articles	<ul> <li>Upload Files</li> </ul>	Certif	y & Submit	
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	Applicant			Permittee				
				Alicia Anders	on			
	USDA EAutimester.u			Rusiness Address	Maili			
	Business Address 123 Test Drive Dallas, Montana 12365 United States (123) 654-9874 usda.eauth.tester4@accenturefederal.com	Mailing Address 678 Magnolia Gardens Ft. Lauderdale, Florida 987 United States	745	6770 Hwy 13 Kennesaw, South Carolina United States 465-774-8856 aanderson@mail.net	6770 23365 Kenn Unite	ng Address 9 Hwy 13 esaw, South Card ad States	olina 23365	
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