

Tips for Completing VS 16-3

***For faster and easier application submission and review by our office, please utilize our online system, [APHIS eFile](#), to create and submit your application. If you are unable to utilize our online system, then please complete a [PDF VS 16-3 application](#) and submit it via email to apie@usda.gov.

If you do not utilize the online APHIS eFile system, a fully completed VS 16-3 will be required for each new permit, permit amendment, and permit renewal request.

Before you fill out your VS Form 16-3

APHIS Veterinary Services has a new tool, the Veterinary Services Permitting Assistant (VSPA), which provides guidance on VS admissibility requirements for international import, international transit, and domestic interstate movement of VS-regulated materials.

The Permitting Assistant does not require any login or special access. Get started today at <https://efile.aphis.usda.gov/s/vs-permitting-assistant>

Use the VSPA to search for your materials, filter the results based on their characteristics, and add them to your request. Once added, the Permitting Assistant will organize your materials into the appropriate number of required applications.

- Important: the number of VS 16-3 forms required is based on how the VSPA has grouped your materials. The last page of this document illustrates how to map your materials when more than one VS 16-3 is required.

The VSPA Request Summary will also provide an estimated processing fee based on your request.

Complete your VS Form 16-3

1. VS 16-3 Block #3 - Provide detailed Importer information (name, organization, complete address, telephone number, fax number and email address) of the individual who will receive and be responsible for the imported material). This must be a person who resides in the United States or operates a business establishment within the United States.

*NOTE: The Applicant (Importer) in Block #3 must be the same person that signs the VS Form 16-3 Block #11 Signature of Applicant and Block #12 Typed Name and Title. The exporter cannot apply/submit application for the USDA Import Permit.

2. VS 16-3 Block #4 - Provide detailed list of the various shippers (exporting company or institution name, address, city, country, email address, and phone number) from which product will be procured. There is no need to specify the name and address of the company providing transportation services.
3. VS 16-3 Block #5 – Identify the product to be imported and indicate whether it is a set of single materials or a multi-ingredient product. A multi-ingredient product is a commodity that is

made up of multiple ingredients, of which one or more ingredients are of animal origin. Be sure to list all animal origin materials/ingredients (ex. gelatin, milk, etc.). For each animal origin ingredient/material, identify the species and country(s) of origin of the source animals, the tissue(s) from which the raw animal product was sourced, and the processing country(s).

*NOTE: Use the VSPA to gather this information. Include the first two lines of text from each material listed on your application summary, which includes the material name and animal origin, country of origin, country of export (if applicable), intended use, and the PR number. If you are importing a commodity that is made up of multiple ingredients, of which one or more ingredients are of animal origin, please be sure to list the product name and then the ingredients in the product. Example:

A. Single material (not as an ingredient within a product):

Fresh Unfertilized Eggs of Avian Origin, from Argentina for commercial purposes, PR-012973.

B. Product with one or more animal-origin ingredients:

My Product with animal-origin ingredients:

1. Gelatin as an Ingredient of Bovine Cow or Bison Origin From: France For Commercial Purposes PR-000220.

2. Blood Meal as an Ingredient of Avian Origin From: France For Commercial Purposes | Exported From: France PR-023946.

Instructions on using the VSPA can be found here:

<https://www.aphis.usda.gov/aphis/banner/help/efile/efile-training>

4. VS 16-3 Block #5 – If the product is a cell culture or product of cell culture – indicate here and also complete supplementary form VS 16-7.
5. VS 16-3 Block #7 - Provide information on the proposed use of material and derivatives. If the material will be distributed, please specify here. (Also, for animal pathogens or vectors, describe facilities/biosafety procedures). Example: Commercial/Wholesale, Retail Sale, Research at my facility, to be combined to with other ingredients to make final product, etc.
6. VS 16-3 Block #8 – If the imported product or a derivative will be used in any animals (including research animals), identify the animal species.
7. VS 16-3 Block #9 - Provide details of treatment of material prior to importation into the U.S. (Processing/purification methods, including time at specific temperatures, pH, other treatments, disease safeguards, etc.).
8. VS 16-3 Block #10 - Provide details of method of final disposition of imported material and derivatives (all material will be used, retail, wholesale, autoclave, incinerate, etc.).
9. VS 16-3 Block 11 – Signature of Applicant is required.
10. VS 16-3 Block 12 – Typed name and title is required.

VS Form 16-3 and VSPA Applications Summary – Side-by-Side

Veterinary Services Form 16-3

1. VS 16-3 Application

UNITED STATES DEPARTMENT OF AGRICULTURE VETERINARY SERVICES 4300 River Road, Unit 60 Beltsville, MD 20705-1502	1. MODE OF TRANSPORTATION (Please "X") <input type="checkbox"/> AIR <input type="checkbox"/> SEA <input type="checkbox"/> LAND 2. UNITED STATES PORTS OF ENTRY
APPLICATION FOR PERMIT TO: IMPORT OR TRANSPORT CONTROLLED MATERIAL OR ORGANISMS OR VECTORS	
3. IMPORTER (Name, organization, complete address, telephone and fax numbers of individual who will receive and be responsible for the imported material)	4. SHIPPER(S) (Name and address of producer(s)/shipper)
5. DESCRIBE THE MATERIAL TO BE IMPORTED (Provide the following information, as applicable: Animal species and tissue of origin of animal product, country of origin of the animal for which the animal product was derived, processing country, measurement system and general results, antibiotic chemotherapy conditions, vaccine history of animal origin or media.) (COMPLETE US FORM 567 for milk colostrum and their products)	
Material 1 PR-000001 Material 2 PR-000002	
6. QUANTITY, FREQUENCY OF IMPORTATION, AND EXPECTED COMPLETION DATE (Estimate)	
7. PROPOSED USE OF MATERIAL AND DERIVATIVES (Also, for animal pathogens or vectors, describe facilities/biosafety procedures)	
8. IF FOR USE IN ANIMALS, SPECIFY THE ANIMAL SPECIES	
9. TREATMENT OF MATERIAL PRIOR TO IMPORTATION INTO THE UNITED STATES (Processing/sterilization methods, including time at specific temperatures, pH, other treatments, of disease pathogens, etc.)	
10. METHOD OF FINAL DISPOSITION OF IMPORTED MATERIAL AND DERIVATIVES	
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	
11. SIGNATURE OF APPLICANT	12. TYPED NAME AND TITLE
13. DATE	14. APPLICANT'S CREDIT ACCOUNT NO. OR METHOD OF USER FEE PAYMENT (for VISA or MasterCard include number and expiration date)

2. VS 16-3 Application

UNITED STATES DEPARTMENT OF AGRICULTURE VETERINARY SERVICES 4300 River Road, Unit 60 Beltsville, MD 20705-1502	1. MODE OF TRANSPORTATION (Please "X") <input type="checkbox"/> AIR <input type="checkbox"/> SEA <input type="checkbox"/> LAND 2. UNITED STATES PORTS OF ENTRY
APPLICATION FOR PERMIT TO: IMPORT OR TRANSPORT CONTROLLED MATERIAL OR ORGANISMS OR VECTORS	
3. IMPORTER (Name, organization, complete address, telephone and fax numbers of individual who will receive and be responsible for the imported material)	4. SHIPPER(S) (Name and address of producer(s)/shipper)
5. DESCRIBE THE MATERIAL TO BE IMPORTED (Provide the following information, as applicable: Animal species and tissue of origin of animal product, country of origin of the animal for which the animal product was derived, processing country, measurement system and general results, antibiotic chemotherapy conditions, vaccine history of animal origin or media.) (COMPLETE US FORM 567 for milk colostrum and their products)	
Material 1 PR-000003	
6. QUANTITY, FREQUENCY OF IMPORTATION, AND EXPECTED COMPLETION DATE (Estimate)	
7. PROPOSED USE OF MATERIAL AND DERIVATIVES (Also, for animal pathogens or vectors, describe facilities/biosafety procedures)	
8. IF FOR USE IN ANIMALS, SPECIFY THE ANIMAL SPECIES	
9. TREATMENT OF MATERIAL PRIOR TO IMPORTATION INTO THE UNITED STATES (Processing/sterilization methods, including time at specific temperatures, pH, other treatments, of disease pathogens, etc.)	
10. METHOD OF FINAL DISPOSITION OF IMPORTED MATERIAL AND DERIVATIVES	
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	
11. SIGNATURE OF APPLICANT	12. TYPED NAME AND TITLE
13. DATE	14. APPLICANT'S CREDIT ACCOUNT NO. OR METHOD OF USER FEE PAYMENT (for VISA or MasterCard include number and expiration date)

Veterinary Services Permitting Assistant Applications Summary

1. VS 16-3 Application

Material 1 | PR-000001
Material 1 Details

Material 2 | PR-000002
Material 2 Details

2. VS 16-3 Application

Material 1 | PR-000003
Material 1 Details

Applications Summary

ePermits Permit Number
for Renewal

ePermits Permit # Save

Subtotal (3 Materials)
2 VS 16-3 Applications

VS 16-3 Applications \$
Material 1 Name
Material 2 Name

VS 16-3 Applications \$
Material 1 Name

Estimated \$ Estimate
Processing Fee

Include the top two rows of
information, including the PR
Number from each material