



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

APHIS eFile

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

Version 3.0
August 2022

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](#)

I AM AN APPLICANT

Before you apply for your Animal Products, Organisms and Vectors permits it is important to note that if your application results in a permit, you will see two different numbers associated with the permit.

Permit Numbers:




1. **Ref #** - System Generated Permit Record Number (P-00001234)
 - This number is the Record ID number that is autogenerated when a permit has been created. This is not a smart number, and does not represent the year, permit type, or any additional information.
2. **Permit #** - APHIS Permit Number (610-20-201-00015)
 - This is the number on your permit and the number that CBP will reference when needed.
 - The format of this number is: Program Prefix-Calendar Year-Ordinal Day-Sequential Number
 - The Program Prefix indicated the type of permit.



Ref#: P-00000905 | Program: VS | VS 16-6A

Permit#: 610-20-215-00012

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I AM AN APPLICANT

I want to Submit a VS 16-3 Permit Application

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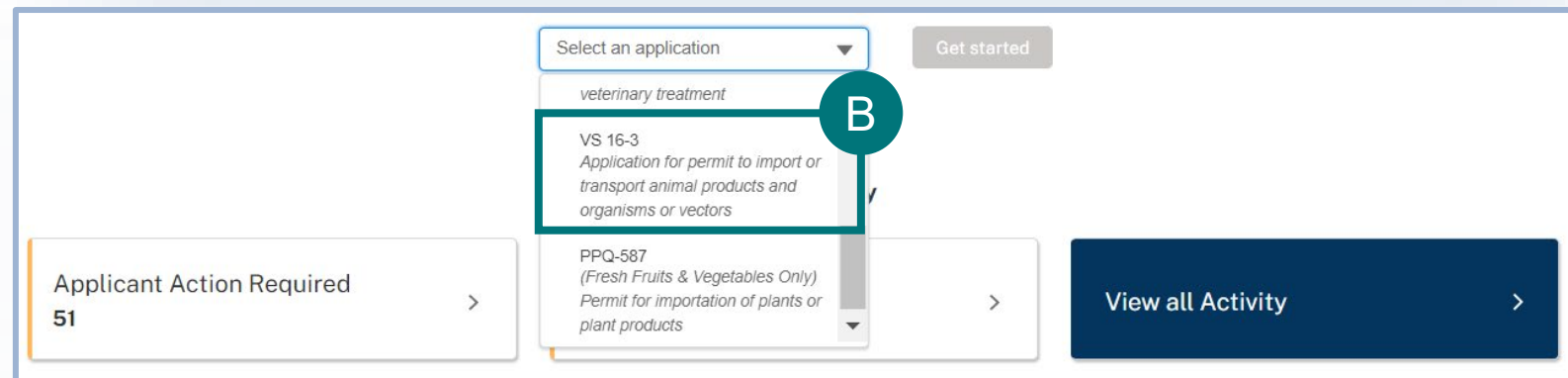
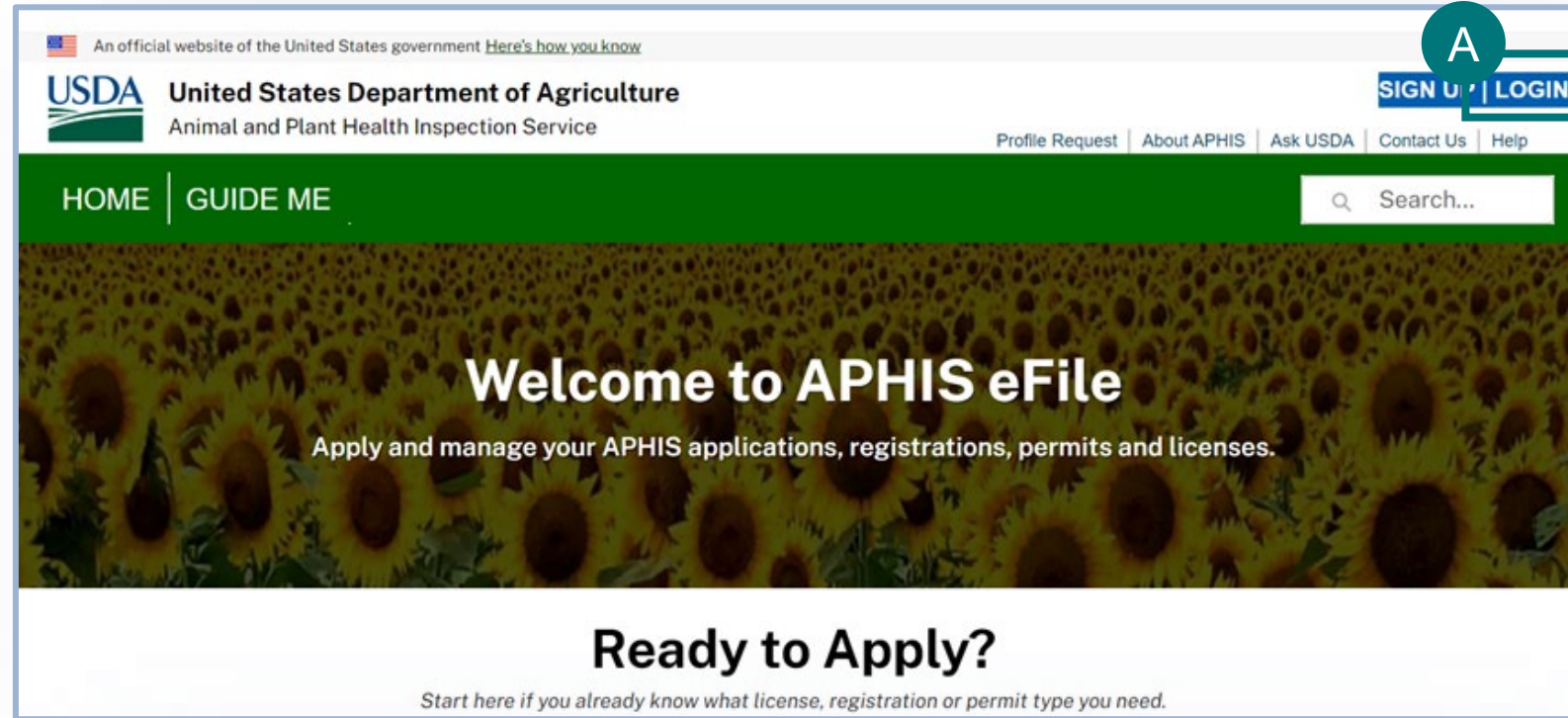
Step 1: Sign in to eFile

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.
- If you are not eAuthenticated, select **Create an Account** and follow the steps to become eAuthenticated. **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 (Example question: What is your Social Security number?).

Complete these questions in order to proceed.

- B** 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 Permitting Assistant

SEARCH PAGE

Complete the Permitting Assistant to begin the application process.

- A Select the **tab** associated with the material you would like to add to your application summary.
- B Enter your **material's details** into the appropriate search fields.
 - If you are searching for an Organism and Vector and are unable to find it on the list, select the **Not Found on the Organism or Vector List** checkbox. This will reveal an "Organism or Vector Name" field where you can free-text enter the name of your Organism or Vector. **Please note**, if your movement type is interstate, this will not be an option.
- C Select the **Search** button to search for your material.

The screenshot shows the 'Step 1: Enter Your Material's Details & Search' page. At the top, there are two tabs: 'Animal Products & Byproducts' and 'Organisms & Vectors'. Below the tabs, there is a search form with several fields: 'Movement Type' (set to 'Import'), 'Intended Use' (set to 'Research'), 'Materials' (set to 'Gelatin as an Ingredient'), and 'Country of Origin' (set to 'France'). There are also 'See List of Materials' and 'See List of Countries' hyperlinks. A 'Search' button is located at the bottom right. Annotations include: 'A' pointing to the tabs, 'B' pointing to the search fields, and 'C' pointing to the Search button. A callout bubble points to the 'i' icons in the Materials and Country of Origin fields, stating 'Select the "i" icons to reveal tool tips'. Another callout bubble points to the 'See List' hyperlinks, stating 'Use the "See List" hyperlinks to view lists of your options'.

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.

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

Note: For best results **complete ALL attribute filters** from top to bottom order until there is **only ONE result**.

Some of the filters are selection-order dependent, meaning that your first selection may limit which filters you may select next.

Use the “X” to remove an individual filter and “Clear All” to remove all selected filters.

Step 2: Select Attributes

2 filters applied [Clear All](#)

- To Be Consumed By | Animals
- Qualifies Under Guideline 1104 | No

To Be Consumed By ⓘ

- Animals (1)
- Humans (0)
- Not for Consumption (0)

Qualifies Under Guideline 1104 ⓘ

- Yes (0)
- No (1)

Select the “i” icons to reveal tool tips

Step 2: Complete the Permitting Assistant

SEARCH PAGE

Note: You will likely not need to adjust your view of the Result Cards, as you should use all attribute filters until **one result** remains.

Use the following tools to adjust your view of the Result Cards.

- A** Use the drop-down to **change the number of Result Cards per page**.
- B** Use the arrows to **view more pages** of Result Cards.
- C** Use the drop-down to sort by **Prescreening Result number (PR #) or Outcome**.
 - Each Result Card has a unique PR #. If you need to communicate with VS about a specific result card, you can use the PR #.

The screenshot displays the 'Step 3: Select Your Material' interface. At the top, there is a navigation bar with a menu icon, the title 'Step 3: Select Your Material', a search bar containing 'View My Product Ingredient Lists', and a shopping cart icon. Below the navigation bar, the text 'Showing 3 of 5 Materials' is displayed. To the right of this text are two callout boxes: 'A' points to a 'Show 3 results per page' dropdown, and 'C' points to a 'Sort by: PR #' dropdown. The main content area features a result card for 'Gelatin as an Ingredient' with a callout 'C' pointing to the 'PR-011404' ID. The card includes an icon, the title 'Gelatin as an Ingredient', the subtitle 'Gelatin Products', and the PR number 'PR-011404'. Below the title, the text 'Attributes' is visible, followed by 'To Be Consumed By' and 'Humans'. To the right of the card, there is a '+ Add Material' button and a '+ Add to Product Ingredient List' dropdown. Below these buttons, a note reads: 'Please add material or to an ingredients list, to see permit requirements on the summary page. Actual conditions for this material are not determined until added to your request.' At the bottom of the interface, there is a pagination bar with callout 'B' pointing to the navigation arrows.

Step 2: Complete the Permitting Assistant

SEARCH PAGE

You can add a material to your request as a **single material** (ex: single-species bulk material, tissue samples) or as **an ingredient of a product** made up of multiple animal-origin materials (ex: food products, pet food, test kits, nutraceuticals).

A To add a material as a single material, select **Add Material**.

The screenshot displays the 'Step 3: Select Your Material' interface. At the top, there is a navigation bar with a menu icon, the title 'Step 3: Select Your Material', a search bar containing 'View My Product Ingredient Lists', and a shopping cart icon with a '0' notification. Below the navigation bar, the main content area shows 'Showing 1 of 1 Materials'. On the right side of this area, there are controls for 'Show 3 results per page' and 'Sort by: PR #'. The main material entry is for 'Collagen as an Ingredient' (Collagen Products | PR-011400). It includes a status 'Available for you to request for importation', 'Permit Required: Yes', and 'Documentation Required: Yes'. A callout box labeled 'A' highlights the '+ Add Material' button. Below the material entry, there is a '+ Add to Product Ingredient List' button and a 'View Outcomes & Conditions' link. At the bottom of the interface, there are navigation arrows.

Step 2: Complete the Permitting Assistant

- B** To add a material as an ingredient of a multi-ingredient product, select **Add to Product Ingredient List**.
 - 1 Select the **checkbox** associated with each product ingredient list you would like to add the material to.
 - 2 If you have not yet created a product ingredient list, or would like to create a new one, select **Create a Product Ingredient List**, enter the **Name** of your product and select **Create Product & Add Ingredient**.

Note: Multi-ingredient is only available for animal products.

The screenshot shows the 'Step 3: Select Your Material' interface. At the top, there is a navigation menu with 'View My Product Ingredient Lists' highlighted. Below this, a table lists materials. The first material is 'Collagen as an Ingredient' with product ID 'PR-011400'. It has a status of 'Available for you to request for importation', 'Permit Required: Yes', and 'Documentation Required: Yes'. A '+ Add Material' button is visible. A dropdown menu is open, showing options: '1 [checkbox] Example Product' (with edit and delete icons) and '2 [plus icon] Create a Product Ingredient List'. Callouts explain that the dropdown is used to manage ingredient lists, and the icons allow for editing or deleting lists.

Note: Make sure to add all ingredients within that product, even if you don't need a permit. The outcome for the whole product is based on the individual requirements for each animal-origin ingredient.

Step 2: Complete the Permitting Assistant

SEARCH PAGE

To remove a single material, select the Remove Material button.

To remove an ingredient, uncheck the checkbox associated with the Product Ingredient List.

Note: You must use one of these two options to remove a material. Once you have added a material, refreshing the VSPA will not remove them.

To add additional materials, edit any of the search fields and repeat the process.

A Once you've added all your materials proceed to your Application Summary by selecting the **Shopping Cart icon** or the **View Summary** button.

Step 3: Select Your Material

View My Product Ingredient Lists

Showing 1 of 1 Materials | Show 3 results per page | Sort by: PR #

Gelatin as an Ingredient
Gelatin Products | PR-011404

Attributes

To Be Consumed By
Humans

Remove Material

+ Add to Product Ingredient List

Dog Food

Create a Product Ingredient List

material are not determined until added to your request.

View Summary

Step 2: Complete the Permitting Assistant

The materials you have added have been sorted into categories:

VS 16-3 Permit Application – Materials listed in this section require 16-3 Permit applications. The materials have been sorted onto the appropriate number of applications.

No Permit Required but Conditions Apply – Materials listed in this section do not require a permit application but may have additional conditions (i.e. a required certificate).

Inadmissible – Materials listed in this section are not allowed for import, transport, or transit.

Select each category tab to view the results in that category.

The screenshot shows a web interface for a permitting assistant. At the top, there is a button labeled "Go Back and Add More Materials". Below this is a navigation bar with three tabs: "VS 16-3 Application", "No Permit Required but Conditions Apply(1)", and "Inadmissible". The "No Permit Required but Conditions Apply(1)" tab is selected and highlighted with a teal border. Below the tabs is a summary section for the selected category, titled "No Permit Required but Conditions Apply". It shows "Subtotals (1 Materials)" and an "Estimated processing fee: \$0.00". The main content area displays a material entry for "Gelatin as an Ingredient of Aquatic Animals Origin". The entry includes a blue icon with white waves, the product name, "Gelatin Products | PR-011404", and "From: France For Research Purposes". There is a trash icon to the right of the entry. Below the entry, there are two columns of information. The left column is titled "Attributes" and shows "To Be Consumed By" as "Humans". The right column shows two status indicators: "X NO Permit Required" with the text "You do not need a permit for this request." and "✓ Documentation Required". At the bottom right of the entry area is a button labeled "View Conditions Letter".

Step 2: Complete the Permitting Assistant

- A** To delete a material from your summary request, select the **trashcan icon**.
- B** To add more materials, select **Go Back and Add More Materials**.
- C** When applicable, download all letters by selecting the **View Letter** button associated with each material.
- D** To send yourself a copy of this request **summary**, enter your **email** into the field and select **Send**.
 - Please note your summary will expire in 5 standard days.
- E** If you are renewing an ePermits permit, **enter the Permit number** and **Save**.

The screenshot shows the 'Applications Summary' page. At the top right is a 'Proceed to Applications' button. Below it, a table lists application categories: 'VS 16-3 Application(1)', 'No Permit Required but Conditions Apply(1)', and 'Inadmissible'. A callout 'B' points to a 'Go Back and Add More Materials' button. The main section is titled 'No Permit Required but Conditions Apply' with a subtotal of 1 material and an estimated processing fee of \$0.00. A callout 'A' points to a trashcan icon. The material details are: 'Gelatin as an Ingredient of Aquatic Animals Origin', 'Gelatin Products | PR-011404', 'From: France For Research Purposes', 'Attributes: To Be Consumed By Humans', and a status of 'NO Permit Required' with a 'View Conditions Letter' button. A callout 'C' points to this button. On the right, the 'Applications Summary' section shows a subtotal of 2 materials with a total fee of \$150.00. A callout 'E' points to an 'ePermits Permit Number for Renewal' field with a 'Save' button. At the bottom, a 'Disclaimer' box states the fee is non-refundable. A callout 'D' points to an 'Email a Copy of the Overall Summary' field with an email address 'Jane.Doe@email.com' and a 'Send' button.

The inset screenshot shows a 'Letter of Conditions' from the USDA. It includes the USDA logo, the date '12/28/2020', and the text: 'Dear Applicant, U.S. Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) Veterinary Services regulates the international import, international transit, or interstate transport of certain animal-origin material, organisms, and vectors to ensure that infectious livestock and poultry diseases are not introduced into and/or disseminated within the United States. International movement of such material must be cleared by Department of Homeland Security, Customs and Border Protection (DHS, CBP) Agriculture Specialists/Inspectors at the U.S. port of arrival.'

Step 3: Proceed to Application(s) from VSPA

A Once you have reviewed all your results, select the **Proceed to Applications** button to continue to complete and submit your applications in eFile.

The screenshot displays the VSPA application interface. At the top left, there is a button labeled "Go Back and Add More Materials". On the top right, a button labeled "Proceed to Applications" is highlighted with a red box and a red circle containing the letter "A". Below these buttons, there are three tabs: "VS 16-3 Application(1)", "No Permit Required but Conditions Apply(1)", and "Inadmissible". The main content area is titled "No Permit Required but Conditions Apply" and shows "Subtotals (1 Materials)" with an "Estimated processing fee: \$0.00". A detailed view of a material is shown: "Gelatin as an Ingredient of Aquatic Animals Origin" (Gelatin Products | PR-011404) with the note "From: France For Research Purposes". Under "Attributes", it states "To Be Consumed By Humans". The status is "NO Permit Required" (marked with an 'X') with the note "You do not need a permit for this request.", and "Documentation Required" (marked with a checkmark). A "View Conditions Letter" button is present. On the right, the "Applications Summary" section includes an "ePermits Permit Number for Renewal" field with a "Save" button. Below that, it lists "Subtotal (2 Materials):" with 1 VS 16-3 Application, 1 No Permit Required but Conditions Apply, 0 Unrestricted, and 0 Inadmissible. At the bottom of the summary, it shows "VS 16-3 Applications" for a total of "\$150.00", with a sub-item "Gelatin as an Ingredient".

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

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

- A Select **I Understand & Continue** to proceed to application

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
<ul style="list-style-type: none">Fresh Unfertilized Eggs	
<hr/>	
VS 16-3 Application	\$150.00
<ul style="list-style-type: none">Actinomyces bovis Killed Isolate	

A **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 three options:

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



The screenshot shows the 'My Activity' page with a search bar, filter sidebar, and a list of applications. Three callouts are present: 1 points to the reference number 'A-00008288', 2 points to the 'Go to Draft' button, and 3 points to the 'Draft' status button.

Ref#	Program	Applicant	Material Type	Intended Use	Started	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	VS VS 16-3	Power Farm			09/02/2020		Draft

Step 4: Identify Responsible Parties

In the Responsible Party section of your application, you will **identify the responsible parties involved in the movement of your material.**

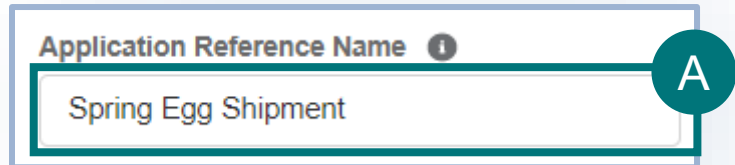
The types of Responsible Parties include:

-  **Permittee** – The individual who is **the permit holder**, whose name will appear on the permit. The Permittee must be a person who resides in the United States or operates a business establishment within the United States.
-  **Applicant** –The individual **filling out and submitting the application** (such as importers or brokers). The Applicant must be a person who resides in the United States or operates a business establishment within the United States.
 - In a situation where the applicant and permittee are different people, the applicant is **the individual authorized by the permittee to submit the application on their behalf.**

Step 4: Identify Responsible Parties

Applicant Details

A You have the option to enter an **Application Reference Name**. This is a “friendly name” you can use later to identify this application.



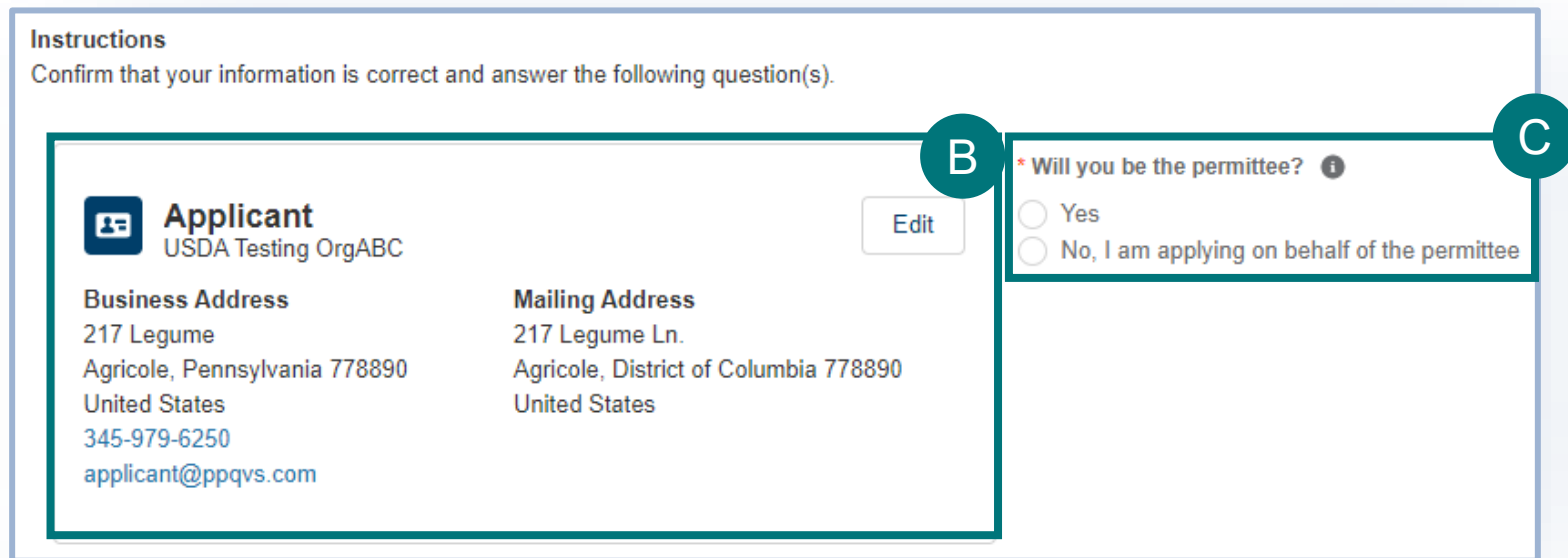
A screenshot of a text input field with the label "Application Reference Name" and an information icon. The field contains the text "Spring Egg Shipment". A green circle with the letter "A" is positioned to the right of the input field.

B Confirm that your information on the **Contact Card** is correct. If you are a **first-time user**, you will need to provide additional contact information such as your business and/or mailing address and phone number.

- To update your contact information, select **Edit** and update accordingly.

C Answer the required question, “**Will you be the permittee?**” to indicate whether you will be the permit holder or not.

- If you select **no**, you will need to provide the permittee’s contact information in an additional section of the page.



A screenshot of a form section titled "Instructions" with the text "Confirm that your information is correct and answer the following question(s)". Below this is a "Contact Card" for an applicant. The card includes an "Applicant" section with a name and organization, and two columns for "Business Address" and "Mailing Address". An "Edit" button is located to the right of the card. To the right of the card is a question: "* Will you be the permittee?" with two radio button options: "Yes" and "No, I am applying on behalf of the permittee". A green circle with the letter "B" is placed over the "Edit" button, and a green circle with the letter "C" is placed over the question and options.

Step 4: Identify Responsible Parties

Using the Contact Cards - The contact cards displaying on the application are your associated contacts. Please note, if you do not have any associated contacts, no cards will display. The Contact Cards are saved into eFile for repeated, future use. The cards are sorted in alphabetical order by last name from left to right.

A To find a contact you have previously used, enter the contact's name, company, or email into the search bar or use the page arrows to manually search.

B To create a new contact select **Create New Contact**, enter the information and save.

C To edit or update a contact's information, select **Edit**. Please note that editing a contact will update that contact's information for all future uses.

The screenshot shows a web application interface for managing delivery recipients. At the top, there is a search bar labeled 'Find a Delivery Recipient' with a magnifying glass icon and the placeholder text 'Enter name, organization, or email'. To the right of the search bar is a button labeled 'Create New Contact'. Below the search bar, it says '4 of 26 Contacts'. There are four contact cards displayed in a 2x2 grid. Each card has a contact icon, a name, and an 'Edit' button. The first card is for 'Dr. Alisha Lucille Adams Jr' with business and mailing addresses. The second card is for 'Mr. PPQVS Test Applicant Jr' with business and mailing addresses. The third card is for 'Grace Brown' with business and mailing addresses. The fourth card is also for 'Grace Brown' with business and mailing addresses. At the bottom of the grid, there are navigation arrows. Callout 'A' points to the search bar, callout 'B' points to the 'Create New Contact' button, and callout 'C' points to the 'Edit' button on the fourth contact card.

Note: If you edit the contact information before selection the contact will update for all future uses. However, if you update after selection the contact will not update for all future uses.

Step 4: Identify Responsible Parties

Permittee Details

Note: This section will only appear if you've indicated that you will not be the permit holder.

- A** Use the **Contact Cards** to select the Permittee.
- B** Answer the required question, What is your relationship to the permittee?
 - If you select **Other**, use the **Relationship Explanation** field to explain your relationship.
- C** You have the option to add attachments such as a Power of Attorney document. To include a file, select **Add New File** and upload your file.

Step 5: Enter in Supply Chain/Exporter(s) Information

Knowledge of Exporters

In this section of the application you will provide the contact information of the exporter(s) of your material(s).

Answer the required question, “Do you know the name(s) and address(es) of your exporter(s)?”

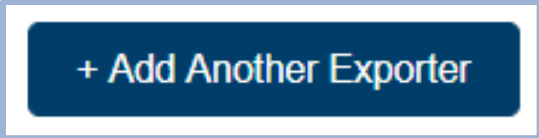
* Do you know the name(s) and address(es) of your exporter(s)?

- A Yes
- B No

Exporter Details


A If you selected Yes, use the contact cards to select your exporter(s).

To add an additional Exporter, select Add Another Exporter. This is optional.



Find a Exporter

Q sam X or Create New Contact

 **Samuala Adams** Edit

Business Address 3847 Business Ave San Antonio Phoenix Houston Tucson Dalla, Alaska 2637462940 United States (123) 546-6786	Mailing Address 3847 Business Ave San Antonio Phoenix Houston Tucson Dalla, Alaska 2637462940 United States
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Select Exporter A

Please note option B is displayed on the following page

Step 5: Enter in Supply Chain/Exporter(s) Information

Countries of Export (this does not appear for interstate transport permit applications)

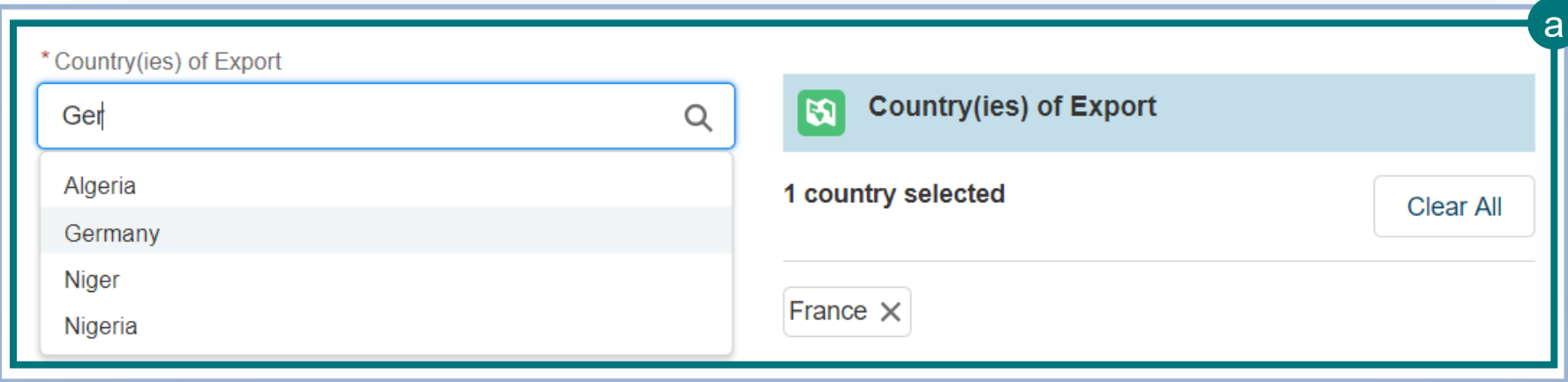
B If you selected No:

1 Read the  **Warning.**

2 Answer the required question, “Do you know your country(ies) of export?”

* Do you know your country(ies) of export?
a Yes
b No, but they are various countries outside the US

a If you select Yes, the Country of Export section will appear. Use the section to **select the countries** from where your material is being shipped.



Please note option b is displayed on the following page

Step 5: Enter in Supply Chain/Exporter(s) Information

Countries of Export (this does not appear for interstate transport permit applications)

B If you selected No:

1 Read the  **Warning.**

2 Answer the required question, “Do you know your country(ies) of export?”

* Do you know your country(ies) of export?

- a Yes
- b No, but they are various countries outside the US

b If you select No, complete the required field by explaining why you do not know the specific country(ies) from which your material is being exported.

* Please explain why you do not know your exporter details or the country(ies) where your material(s) are being exported from.

Step 6: Enter Transportation Information

Ports and Transportation (this does not appear for interstate transport permit applications)

In this section of the application you will identify the Port of Arrival, Port of Exit (Transit applications only), and Mode of Transportation for your material(s).

In the **Ports section** of the page, **answer the required question**. Please note, this question will not appear on Transit applications.

*** Do you know the port(s) where your material(s) will arrive?**

Yes, I know the specific port(s)

No, my material could arrive at any U.S. port

A If you answered **Yes**, use the **Port of Arrival** section to search for and select your ports.

* Port of Arrival

memphis

Memphis

Memphis International Airport

Port(s) of Arrival

1 port of arrival selected

Clear All

Philadelphia X

B If you answered **No**, proceed to the Transportation section of the page.

Step 6: Enter Transportation Information

Ports & Transportation (this does not appear for interstate transport permit applications)

In the **Ports** section of the page, use the **Port of Exit** section to search and select the specific ports. **Please note, this field will only appear if you indicated Transit as your movement type.**

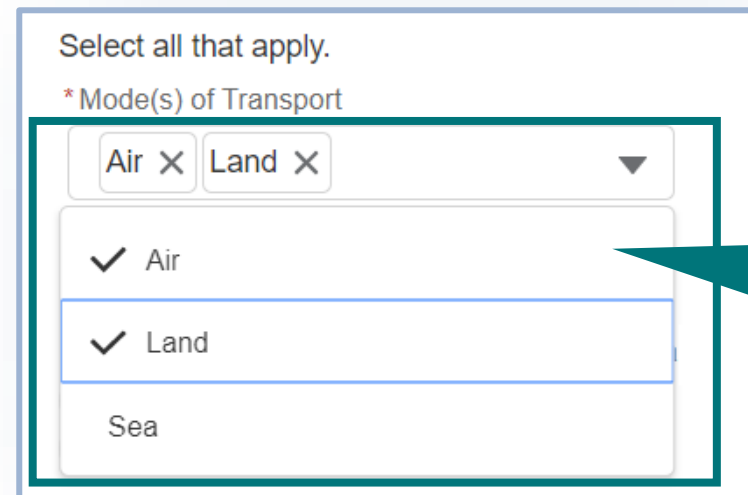
The screenshot shows a web interface for selecting ports. On the left, a search box labeled '* Port of Exit' contains the text 'memphis'. Below the search box, a dropdown menu is open, showing two options: 'Memphis' and 'Memphis International Airport'. To the right of the search box is a magnifying glass icon. On the right side of the interface, there is a section titled 'Port(s) of Exit' with a building icon. Below this title, it says '1 port of exit selected' and 'Clear All'. Below this, a selected port 'Philadelphia' is shown with an 'X' icon to its right. Two callout boxes provide instructions: one points to the 'Clear All' button, stating 'Select Clear All to remove all ports chosen', and the other points to the 'X' icon, stating 'To Remove ports, select the "X" to the right of chosen port'.

Step 6: Enter Transportation Information

Ports & Transportation (this does not appear for interstate transport permit applications)

In the **Transportation section** of the page:

- A** Select your mode(s) of transportation by selecting them from the Available Mode(s) drop down.



Select all that apply.
* Mode(s) of Transport

Air X Land X

✓ Air

✓ Land

Sea

You can choose more than one option from the drop-down. A checkmark indicates an option is selected. Use the “X”s to remove selections.

- B** Answer the required question, “Do you wish to request an exception to hand-carry (on your person or baggage) the material(s)?”
- If you answered **Yes**, read the **Disclaimer** message.
 - If you answered **No**, proceed to the next page of the application.

Step 7: Enter Material Information

Material Details

In this section of the application, you will **provide all the details about each of your materials based on your selections from the VS Permitting Assistant.**

- Use the **Save & Next Material** button to navigate between each of the materials on your application. Please Note, **selecting the tabs on the left side of the page to navigate between materials will not save your data.**

Save and Next Material

Note: The “cards” you selected in the VS Permitting Assistant may contain additional information required for your application. Be sure to review your VS Permitting Assistant selections while entering your material details.

Instructions
Fill out the following information for all of your materials and/or products.

+ Add Another Material

<input checked="" type="checkbox"/> Material: 100-year Eggs (Ming Dynasty Eggs)	Material: Dried Egg and Egg Products (Bulk) > VS Permitting Assistant Selections
Material: Dried Egg and Egg Products (Bulk)	* Intended Use Commercial
	* Intended Use Sub-Category --None--

A check mark next to a material name will indicate all of that material's required fields are completed.

Select the VS Permitting Assistant arrow to reveal the “card” you selected in the Assistant. This card may contain additional information required for your application.

Remove Material

Use the Remove Material button to delete materials from your application.

Step 7: Enter Material Information

Material

Material Details

Products have two tabs within them:

- A Product Details** – Information about the overall product as a whole
- B Ingredient Details** – Information about each individual ingredient within the product

Select each of the tabs to navigate between the two.

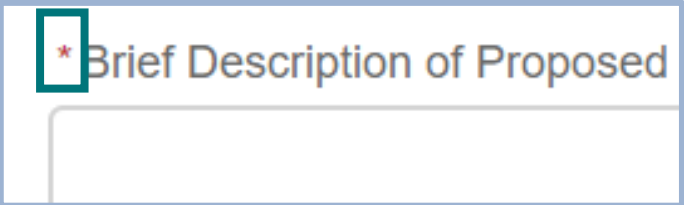
The screenshot shows a product detail page for 'Dog Food'. The title is 'Product: Dog Food (3)'. Below the title, there are two tabs: 'Product Details' (marked with 'A') and 'Ingredient Details' (marked with 'B'). Below the tabs, there is a section for 'Intended Use' with a dropdown menu set to 'Commercial'. A callout box points to the '(3)' in the title, stating: 'This number indicates the number of ingredients within this product.'

Step 7: Enter Material Information

Material Details

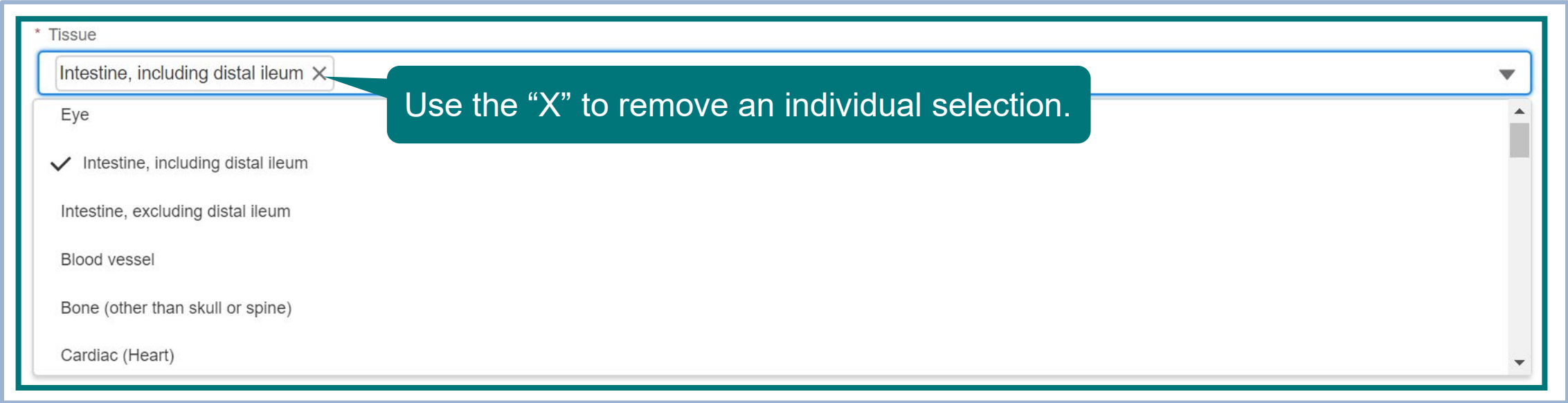
In this section of the application you will **provide all the details about each of your materials.**

- **Complete all the required fields** for each of your materials. Required fields are marked with a **red asterisk.**



Note: Several fields will pre-populate with the information you entered into the VS Permitting Assistant.

- There are several fields, such as the Tissue field, that are multi-select drop-downs. To use these fields, **select the drop-down and then choose all your applicable options.** A check-mark next to a tissue denotes that it is selected.



Step 7: Enter Material Information

Material

Material Details

Complete all the required fields for each of the applicant's materials.

- To use the Countries fields, **search for and select Countries one at a time.**

Countries

Country(ies) of Origin of Source Animal

Frant

France

Country(ies) of Origin of Source Animal

2 countries selected

Clear All

Argentina X Germany X

Use the "X" to remove an individual country and "Clear All" to remove all selected countries .

Step 7: Enter Material Information

Material Details

If your material is a **cell culture product**, you will also need to complete a **VS 16-7**.

A Complete all required fields in the **VS 16-7** section.

B To add a cell line, select the **Add a Cell Line** button.

C In the modal **enter your data** and then **save**.
Your cell line will be added to the table.

- Repeat steps B-C for all Cell Lines.

D To add Nutritive Factors/Enzymes, select the **Add Nutritive Factors/Enzymes** button.

E In the modal, **enter your data** and then **save**.
Your nutritive factor/enzyme will be added to the table.

- Repeat steps D-E for all Nutritive Factors/Enzymes.

The VS 16-7 section includes a question: "Is the Material a cell culture product?" with radio buttons for "Yes" and "No". Below this is a note: "Because you have identified this material as a cell culture product, a VS 16-7 is required in order to complete your application." A table with one row is shown, with a highlighted "Add a Cell Line" button. The "New Cell Line" modal contains the following fields: "Specific Identity of the Cell Line" (text input with "HeLa Cells"), "Species of Origin of the Cell Line" (dropdown menu with "Laboratory"), "Country of Origin of the Source Animal" (text input with "France"), and "Immunogen (for monoclonal antibodies and hybridomas)" (text input with "Antigen").


The "Nutritive Factor/Enzymes" table has columns: "Media Nutritive Facto...", "Country of Origin", "Species of Origin of ...", and "Treatment of Nutriv...". A row is shown with values: "Albumin", "France", "Laboratory", and "Treatment". A highlighted "Add a Nutritive Factor/Enzyme" button is present. The "New Nutritive Factor/Enzyme" modal contains the following fields: "Media Nutritive Factor or Enzyme" (dropdown menu with "Albumin"), "Country of Origin of Nutritive Factor or Enzyme" (text input with "France"), "Species of Origin of Nutritive Factor or Enzyme" (dropdown menu with "Laboratory"), and "Treatment of Nutritive Factor or Enzyme" (text input with "Treatment").

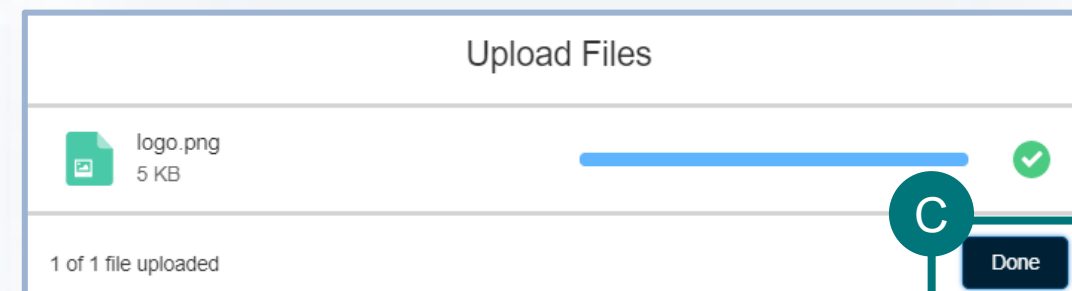
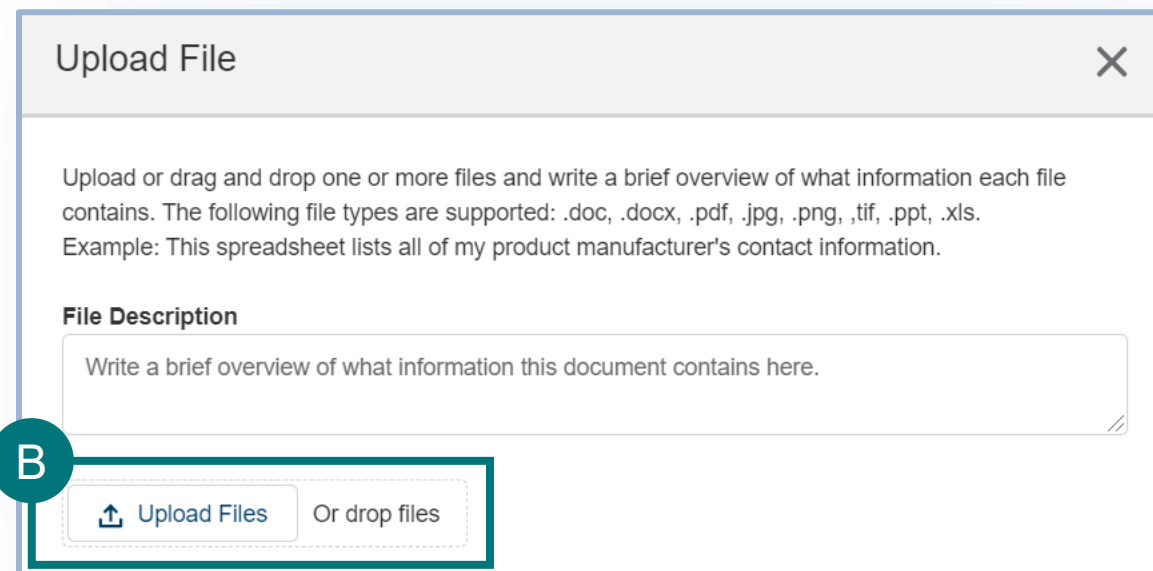
Step 7: Enter Material Information

Material

Material Details

In the Attachments section of the page, you have the **option to attach additional documentation that is specific to this material**. There will be an additional section later in the application where you can attach general files that are not specific to a material. This section is not required.

- A If you would like to upload files, select Add New File. 
- B In the popup window, select **Upload Files** and select your file or drag and drop your file on the “drop files” button.
- C Once your file has uploaded, select **Done**.



Step 7: Enter Material Information

Material Details

You have the option to add additional materials to your application. To do this:

A Select **Add Another Material**.

Instructions
Fill out the following information for all of your materials and/or products.

A + Add Another Material

Material: 100-year Eggs (Ming Dynasty Eggs) **Material: 100-year Eggs (Ming Dynasty Eggs)**

> VS Permitting Assistant Selections

* Intended Use
Commercial

B Read the **Redirecting You** modal. In order to add more materials to your application, you will be taken back to the VS Permitting Assistant. Please note, you will only be able to add additional materials that are allowed to be permitted with the materials already on your application.

C Select **I Understand & Continue** to proceed to the VS Permitting Assistant.

Redirecting You to the VSPA X

Two things we'd like you to know first.

1. The Permitting Assistant will **only return results that are compatible to be added with the materials currently on this application.**
2. **If you are unable to find a certain material**, it's likely that it cannot be grouped with the materials on your application.
Try adding the material to a different application or creating a new application.

Don't show this message again.

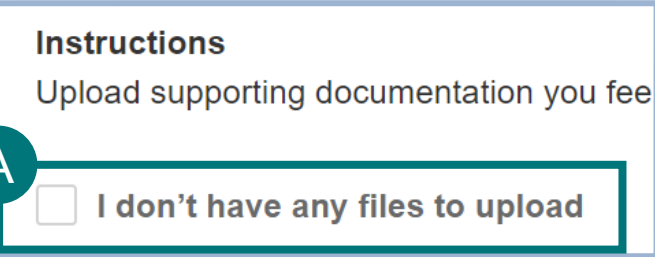
Cancel **I Understand & Continue** **C**

Step 8: Upload Additional Documentation

Supporting Documentation

In this section of the application you have the option to **add any additional documentation** that you feel would be beneficial for your application. The documentation in this section is **not specific to a material**.

A If you do not have any files to upload, select the **checkbox** and proceed to the next section of the application.



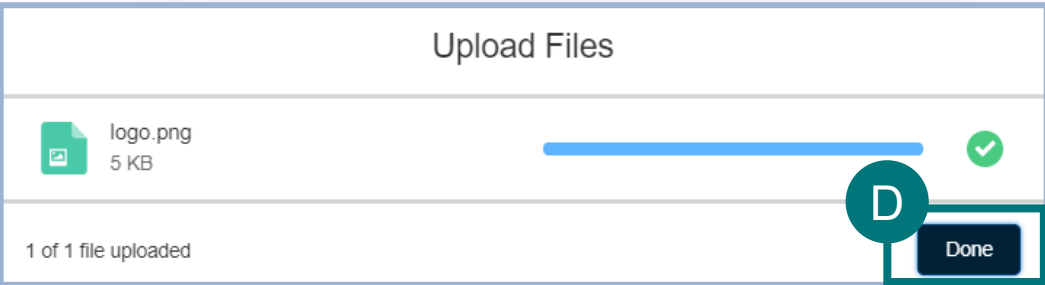
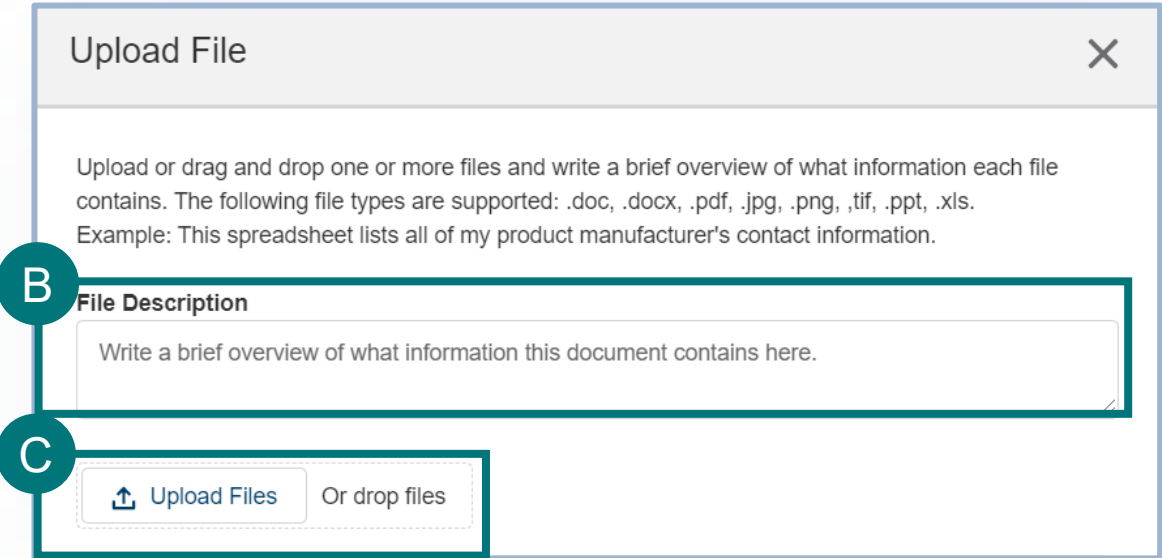
B Use the File Description text field to enter in information about the file(s) being uploaded.

C If you would like to upload files, select **Add New File**.



- In the popup window, select **Upload Files** and select your file or drag and drop your file on the “drop files” button.

D Once your file has uploaded, select **Done**



Step 8: Upload Additional Documentation

Upload Files

Supporting Documentation





Once your files have been uploaded, they will appear in a table view.

- A Select **Save and Next** to proceed to the next section of the application.

Use the trashcan icon to delete a file or the pencil icon to edit the description of the file.

I don't have any files to upload

Add New File

File Name	File Type	Description	Created Date	
logo2.PNG	PNG		05/13/2020, 03:02 PM	 
logo.PNG	PNG		05/13/2020, 02:55 PM	 

Show: 10 Page 1 of 1 Total records: 2

Back Save Save and Next

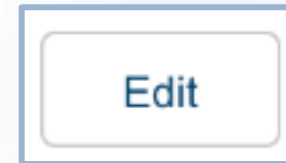
A

Step 9: Review, Certify, and Submit

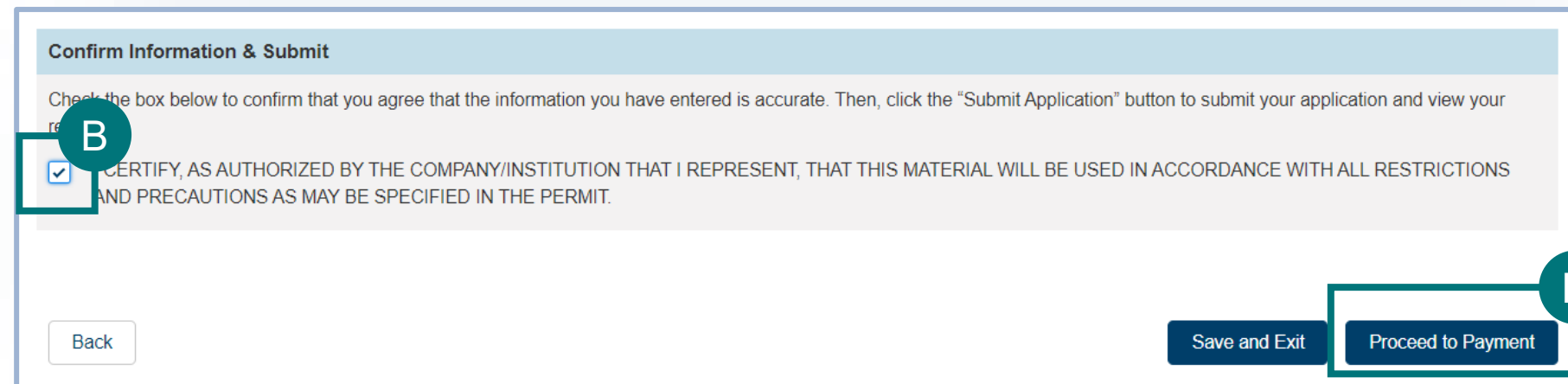
Review and Submit

In this section of the application you will review your complete application, certify that the information you have entered is correct, and submit. Please note, once you submit your application you are not able to change any of the information.

- A** Review your data in each of the sections.
 - To edit your data in a specific section of the application, select the **Edit** button associated with that section. You will be taken back to that page of the application to edit your data.



- B** Once you are ready to submit your application, read the certification statement, select the “I certify...” checkbox and select **Proceed to Payment**.



Step 10: Payment


After you've completed the application, in order to submit 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

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.



A

Online via Pay.gov


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



B

Mail-in Payment

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



C

APHIS User Fee Account

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

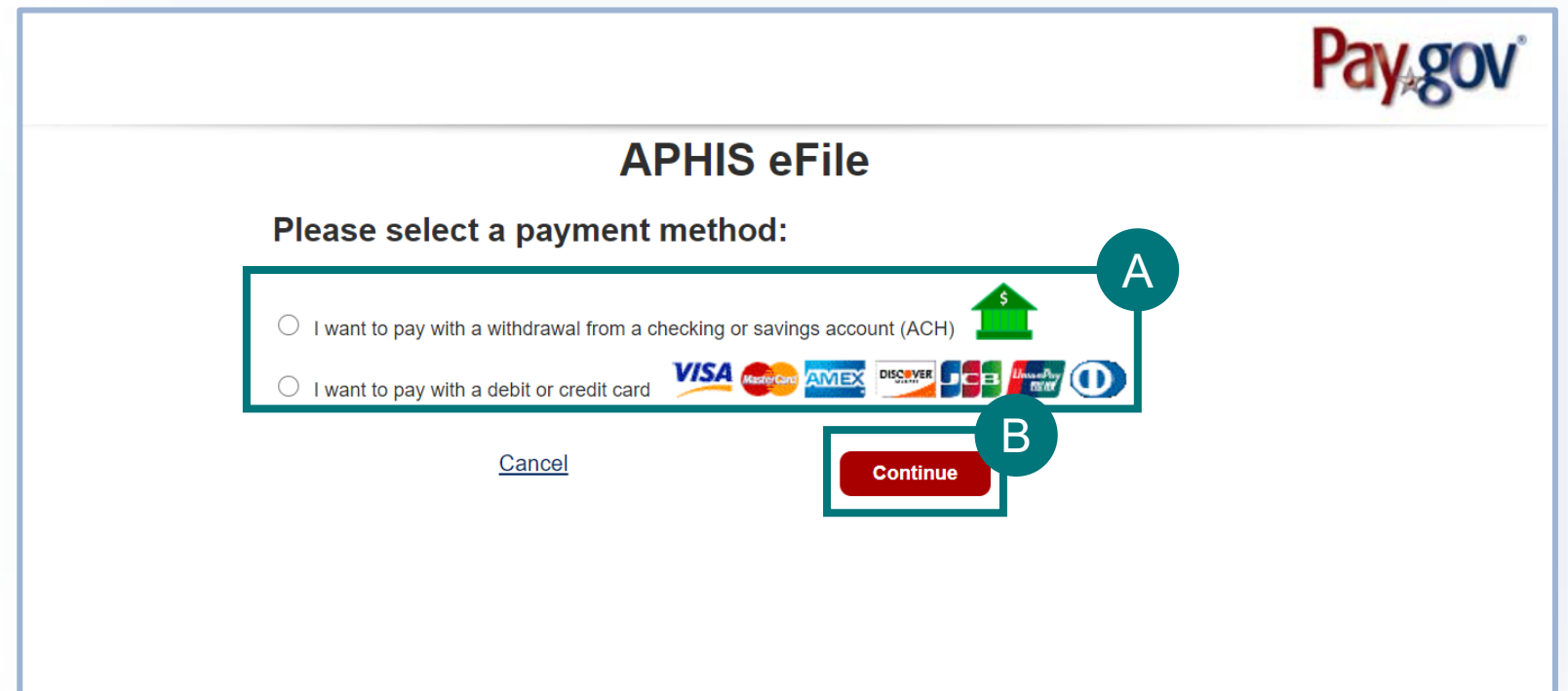
Step 10: Payment – Online via Pay.gov

Online via Pay.gov as your payment method.

- **Please note**, when selecting this as your payment method you will be redirected to pay.gov, once you have completed the payment process you will, you will be returned to the APHIS eFile site.

A Select whether you want to pay with a **withdrawal** from a **checking or savings account (ACH)** or if you want to pay with a **debit or credit card**.

B Select **Continue** to finish completing your payment.



The screenshot shows the APHIS eFile payment selection interface on the Pay.gov website. The page title is "APHIS eFile" and the instruction is "Please select a payment method:". There are two radio button options: "I want to pay with a withdrawal from a checking or savings account (ACH)" with a green house icon, and "I want to pay with a debit or credit card" with logos for VISA, MasterCard, AMEX, DISCOVER, JCB, UnionPay, and iDEAL. A red "Continue" button is located below the options, and a "Cancel" link is to its left. A green circle with the letter "A" is positioned to the right of the first option, and another green circle with the letter "B" is positioned to the right of the "Continue" button.

Step 10: Payment – Mail-in Payment

Mail-in Payment method:

- **Please note**, you will need to write your application number on your check or money order to ensure the VS Staff can associate the payment with your application upon receipt. Cash payments will not be accepted.

A Enter your Check or Money Order Number

B Select **Confirm Payment Details**

Tell us about your payment method

Please write your application number on your check or money order to ensure we can associate the payment with your application upon receipt. Cash payments will not be accepted.

Make Checks Payable to: USDA-APHIS-VS	Mail Payment to: USDA-APHIS-VS 4700 River Rd, Unit 40 Riverdale, MD 20737
---	---

* Check or Money Order Number ⓘ

XXXX

Go Back

Confirm Payment Details

Step 10: Payment – APHIS User Fee Account

APHIS User Fee Account payment method:

- **Please note**, VS Staff will associate the cost of the application with your account and will begin to review it after payment processing is complete.

A Enter APHIS User Fee Account Number

B Select **Confirm Payment Detail**

Tell us about your payment method

Please enter your APHIS user fee account number below. We will associate the cost of the application with your account and will begin to review it after payment processing is complete.

* APHIS User Fee Account Number ⓘ

XXXXXXXXXX

Go Back **Confirm Payment Details**

Step 10: Payment

Congratulations!

- To ensure you have successfully completed your payment, you will see the confirmation message below.
- You will receive a **confirmation email** once your application has been processed.

Congratulations, your application has been submitted and it is being reviewed!

A confirmation email has been sent to the primary email address on your profile.

Once your application has been processed, you will receive a confirmation email. You can also log back in to review your application status at a later time. To ensure our emails reaches your inbox, we recommend you add ephis.efile@usda.gov and support@salesforce.com to your address book.

I want to amend or renew an eFile permit

- Step 1:** Sign into APHIS eFile and find your permit on the My Activity page
Page 45
- Step 2:** Amend or renew your Permit
Page 46

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 update the **Display recent** drop-down to **View All**.
- C** Use the **search bar or filters** to find the permit you want to amend or renew.
- D** 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 APHIS eFile interface. On the left, the USDA logo and navigation tabs are visible. The 'MY ACTIVITY' tab is selected. A search bar at the top right contains the permit number '639-21-19-00152'. Below the search bar, a table lists permits. The first permit is highlighted, and its 'More Actions' menu is expanded, showing options like 'Amend Permit' and 'Renew Permit'. A filter sidebar on the left shows 'Permits (4)' selected under 'Activity Type'.

USDA United States Department of Agriculture
Animal and Plant Health Inspection

HOME | GUIDE ME | **MY ACTIVITY**

Filter

Filters Applied (2) [Clear All](#)

Activity Type

- Applications (0)
- Authorizations (0)
- Letters (0)
- Permits (4)

Status

- Applicant Action Required / Waiting on Customer (0)
- Cancelled (0)
- Draft / Open (0)
- Issued (3)

Showing 4 of 239 items

Sort by [Select an option](#)

Permittee	Commodity Type	Issued	Effective	Expires	Status	More Actions
Test Test	Animal Product				Issued	View PDF View Details More Actions
						View Permit PDF Amend Permit Renew Permit Cancel Permit 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.

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).

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).

I want to renew an ePermits permit in eFile

- Step 1:** Sign into APHIS eFile
Page 49
- Step 2:** Complete the VSPA based on the ePermits permit you are renewing
Page 51
- Step 3:** Proceed to, complete, and submit your Application
Page 53

Users can renew permits issued from ePermits in eFile. To do this, you will need to complete the VS Permitting Assistant, complete and submit your application in eFile. Your application fee will be adjusted to the appropriate renewal amount. Make sure to add all the materials on your ePermits permit to your Application Summary.



ePermits Permit Renewals

Please start renewal through the Permitting Assistant below. Review your existing permit and follow steps 1-3 to add the individual materials or create your multi-ingredient product(s) for your VSPA summary.

Applications will need to be started and filled out in eFile and customer will be able to enter their ePermits permit number on the Request Summary in order to adjust processing fee for renewal.

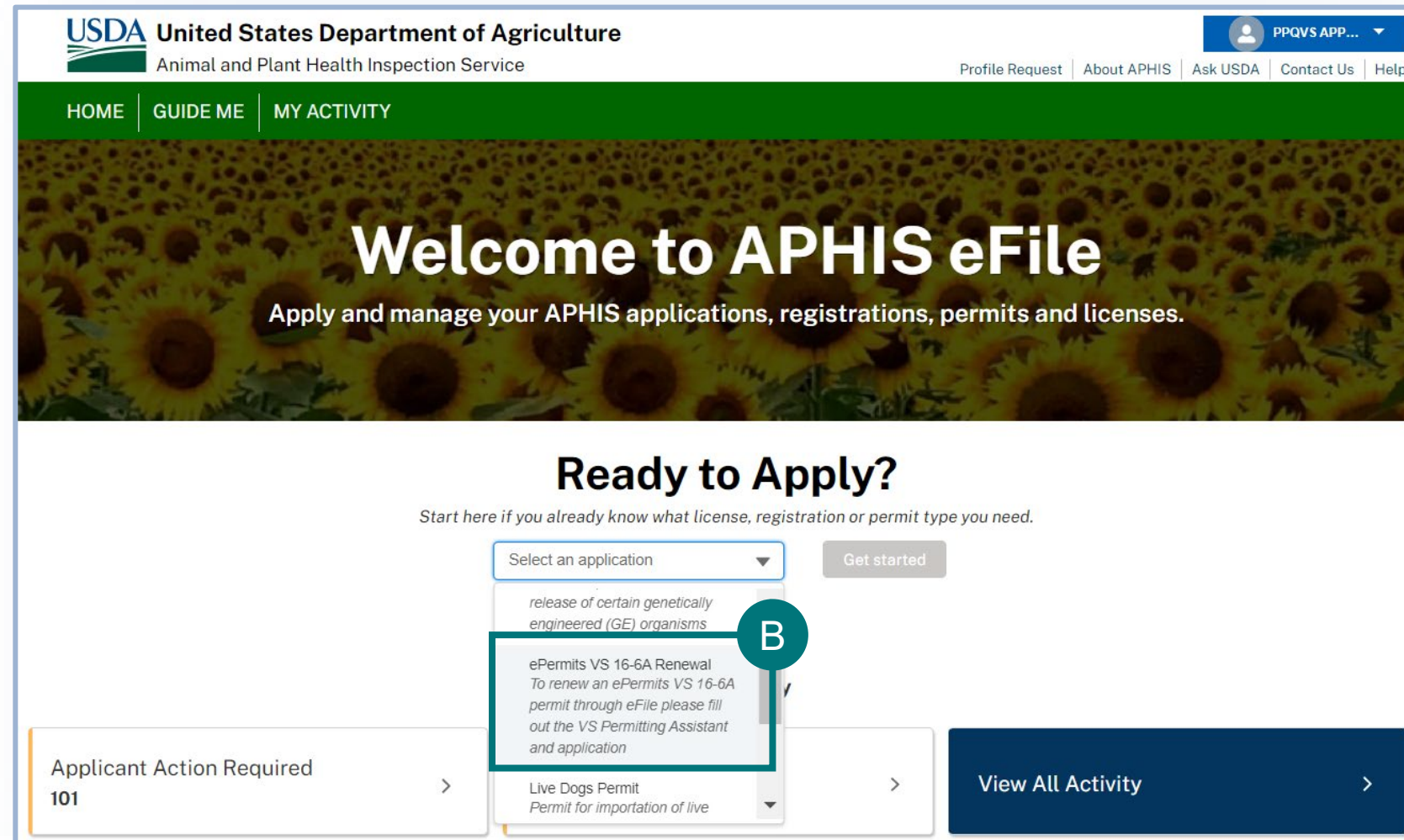
You essentially have to re-create your permit into our new eFile system. There is no data transfer from the old ePermits system. You will have to fill out a full application which will result in a new permit with a new number, but be charged the renewal processing fee of \$97 per application. This is just a one-time process that has to be done for each permit you renew into the new system.

The following slides will explain the step-by-step process to renew ePermits permits in eFile.

Step 1: Sign in to eFile

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.
- If you are not eAuthenticated, select **Create an Account** and follow the steps to become eAuthenticated. **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 (Example question: What is your Social Security number?). **Complete these questions in order to proceed.**
- B** Under the Ready to Apply section, select the **ePermits VS 16-6A Renewal** link.



The screenshot shows the APHIS eFile website interface. At the top, the USDA logo and "United States Department of Agriculture" are visible, along with the "Animal and Plant Health Inspection Service" tagline. A user profile dropdown menu is open in the top right corner, showing "PPQVS APP...". Below the header, there is a green navigation bar with "HOME", "GUIDE ME", and "MY ACTIVITY" links. The main content area features a sunflower background with the text "Welcome to APHIS eFile" and "Apply and manage your APHIS applications, registrations, permits and licenses." Below this, the "Ready to Apply?" section is displayed, with the instruction "Start here if you already know what license, registration or permit type you need." A dropdown menu is open, showing a list of application types. The "ePermits VS 16-6A Renewal" option is highlighted with a green box and a red circle labeled "B". Other options include "release of certain genetically engineered (GE) organisms", "Live Dogs Permit", and "Permit for importation of live". A "Get started" button is visible to the right of the dropdown. At the bottom, there is a "View All Activity" button and a section for "Applicant Action Required 101".

Step 2: Complete the VSPA based on the ePermits permit you are renewing

SEARCH PAGE

Complete the VS Permitting Assistant to begin the application process. For assistance using the VS Permitting Assistant, please see the VS Permitting Assistant section of this guide.

Note: Make sure to add all the materials on your ePermits Permit to your Application Summary.

The screenshot shows a web form titled "Step 1: Enter Your Material's Details & Search". It has two tabs: "Animal Products & Byproducts" and "Organisms & Vectors", with the latter selected. Below the tabs is a heading: "Organisms, their derivatives, or vectors which may contain or be exposed to livestock, aquatic, and poultry pathogens." The form contains several fields: "Movement Type" (Import), "Category" (Derivative of a Livestock or Poultry Pathogen), "Organism or Vector" (Camelpox virus), "Source of the Biological Material" (Aquatic Animals), and "Country of Origin" (Central African Republic). There are also checkboxes for "Not Found on the Organism or Vector List" and "See List of Organisms & Vectors", and a "Search" button at the bottom right.

Once you've added all your materials proceed to your Application Summary by selecting the Shopping Cart icon or the View Summary button.

View Summary

Step 2: Complete the VSPA based on the ePermits permit you are renewing

- A** To indicate that this application is renewal **enter your ePermits Permit Number** on the Application Summary page and select **Save**.
- B** Please note, your **Estimated Processing Fee** will be updated accordingly.

If the materials on your ePermits Permit result in more than one permit application in the eFile VSPA Application Summary, these applications will be independent of one another for processing and issuance.

Applications Summary

ePermits Permit Number for Renewal ⓘ

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

VS 16-3 Applications	\$150.00
• Fresh Unfertilized Eggs	

Estimated Processing Fee	\$150.00
---------------------------------	-----------------

Disclaimer

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

Applications Summary

ePermits Permit Number for Renewal ⓘ

 ⓘ

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
---------------------------------	----------------

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


Once you have reviewed all your results, select **Proceed to Applications**. Refer to the **VS 16-3 Application** section of this guide **starting on page 17** for directions on how complete the eFile application.

[Go Back and Add More Materials](#) **Proceed to Applications**

[VS 16-3 Application\(1\)](#) [No Permit Required but Conditions Apply\(1\)](#) [Inadmissible](#)

1. VS 16-3 Application

Subtotals (1 Materials) Estimated processing fee: \$97.00

 **Fresh Unfertilized Eggs of Avian Origin**
Eggs and Egg Products | PR-000072
From: France For Commercial Purposes

Attributes

To be Broken and Pasteurized	Can Obtain Certification Under	✓ Permit Required <i>You need a permit for this request.</i>
No	94.28	
	No	✓ Documentation Required ▾

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

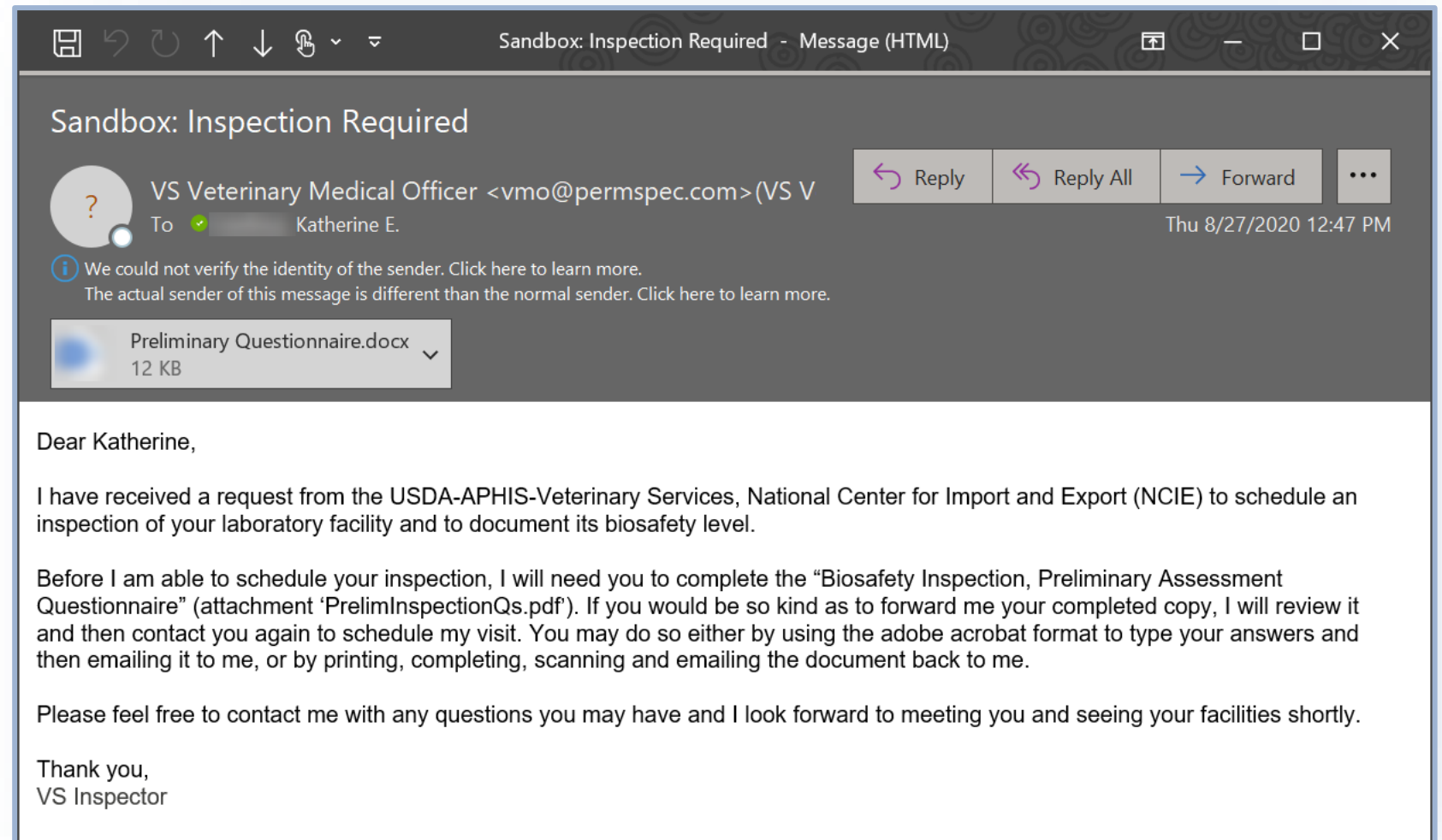
When completing your application, make sure to include an attached copy of your ePermit permit.

I AM AN APPLICANT

My application requires a Lab Facility Inspection

If your application requires a facility inspection, **you will receive an email alerting you.** This email will contain a **Preliminary Questionnaire you must complete before the inspection can take place.**

If you have questions or need assistance, please **contact the VS staff member who emailed you.** If you need further assistance, see the Appendix for additional contact information.



I AM AN APPLICANT

I want to Withdraw my Application

- A** To withdraw an application, navigate to your My Activity page and select the **View Details** associated with the application you would like to withdraw.
- B** On the Application Details page, select the **More drop-down** and choose **Withdraw Application**.
- C** In the pop-up window, select the **Reason for Withdrawal drop-down** and choose your reason for withdrawing.
- D** When you are done, select **Submit**.
- E** Once you submit, your withdrawal will be pending APHIS approval. Once APHIS approves your request, your application will be withdrawn.

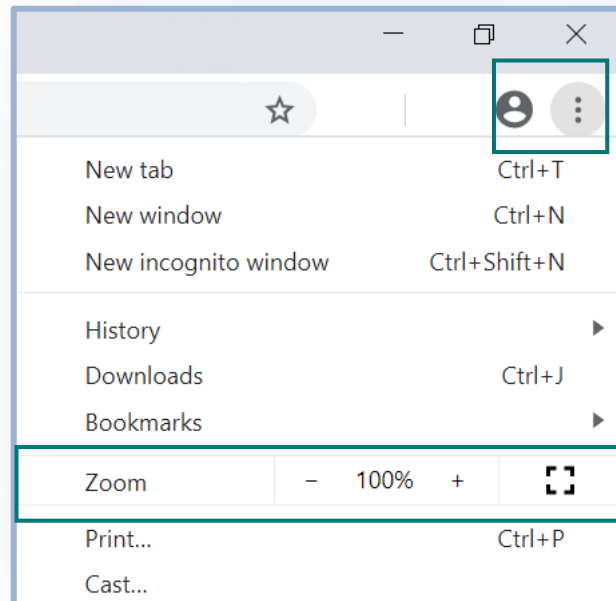
The image shows a sequence of steps for withdrawing an application. It starts with a summary card for 'Katie's Application' (Ref#: A-00010611 | Program: VS | VS 16-3) with a 'View Details' button highlighted by a red circle 'A'. Below this is the 'Application Details' page for 'Application Number: A-00010611' (Submitted), with a 'More' dropdown menu highlighted by a red circle 'B'. The 'More' menu is open, showing 'Material' selected and 'Details', 'Transportation', and 'Contacts' as options. Below this is a 'Withdrawal Request' form. The form has a title 'Withdrawal Request' and a note: 'Please indicate the reason for your withdrawal request. Please note that the application processing fee is non-refundable.' A red circle 'C' highlights the '* Reason for Withdrawal' dropdown menu, which is set to 'Other'. Below the dropdown is a text box labeled 'Provide Explanation' containing the text 'I no longer need this permit.' A red circle 'D' highlights the 'Submit' button at the bottom right of the form, next to a 'Cancel' button.

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