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

APHIS eFile

Guidance for Submitting a VS 16-79 On-Hold Application
Request assistance for shipments placed on agricultural hold by CBP

Version 1.0
April 2021

WELCOME!

USDA APHIS Veterinary Services has a new online website to submit VS 16-79 On-Hold applications. This user guide will take you through the process of creating and submitting a 16-79 application for a permit.

For more APHIS eFile VS 16-79 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
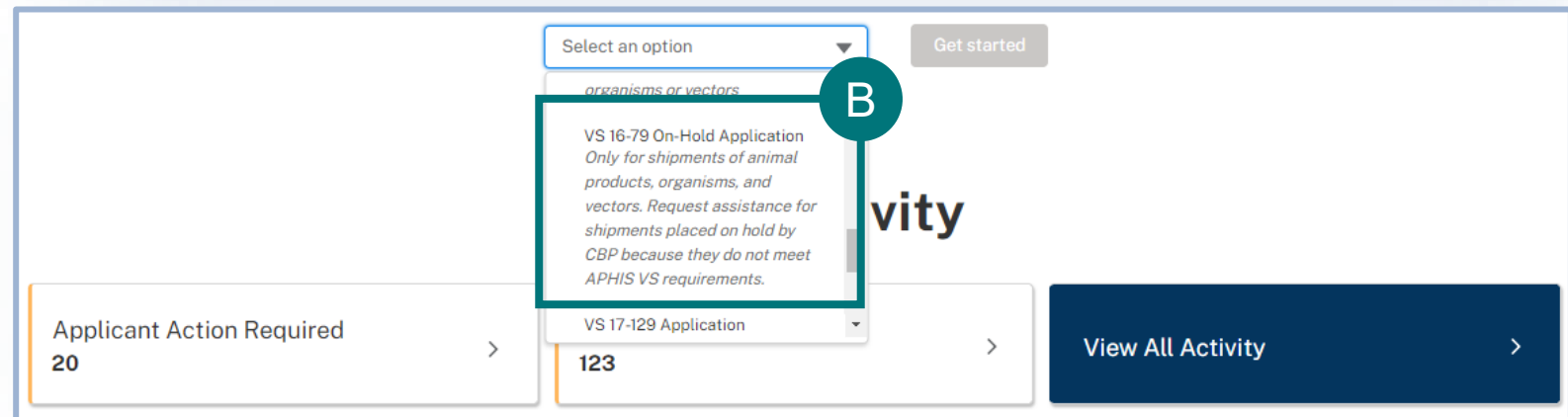
I want to Submit a VS 16-79 On-Hold Application

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 16-79 On-Hold Application** and then select **Get Started.**

- *The VS 16-79: Only for shipments of animal products, organisms, and vectors. Request assistance for shipments placed on hold by CBP because they do not meet APHIS VS requirements.*
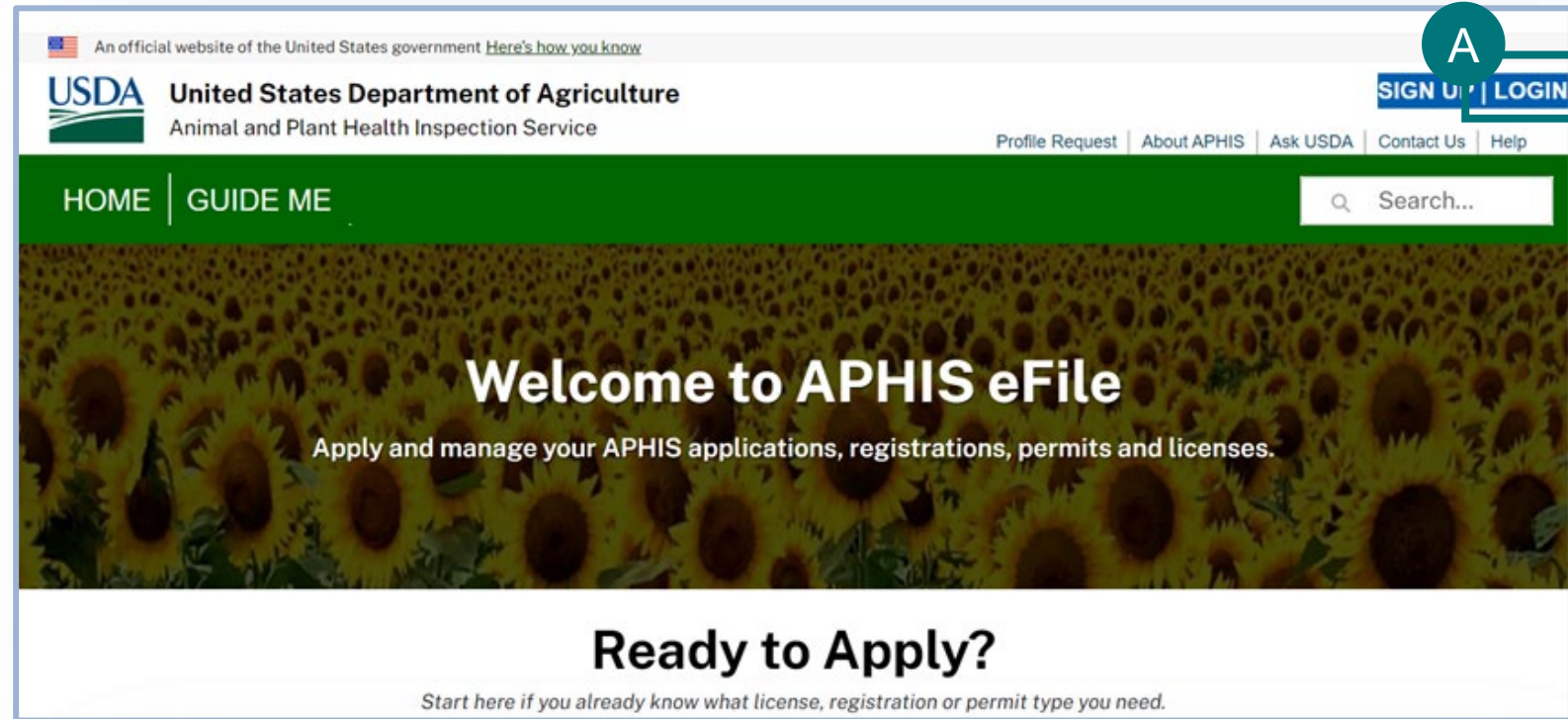
Step 2: Complete the VS 16-79 On-Hold Setup Assistant

VS 16-79 On-Hold Setup Assistant

To start a VS 16-79 On-Hold Application, read the requirements and additional information in the pop-up window.

Read the Information You Need section:

(A) **If you do not** have the permit or application number of your shipments permit, **select Here** to view your options.

(B) **If you do** have the permit or application number of your shipments permit, **select Start Application.**

Note: You will need to submit a VS 16-79 for each on-hold shipment you have.

Start a VS 16-79

Welcome to the
VS 16-79 On-Hold Notification Application

Apply for on-hold assistance as soon as you know you need help bringing your shipment into the compliance.

We do not assist with storage fees. Application processing ranges from 1 to 5 business days.

Information You Need

1. The Emergency Action Notification (EAN-PPQ 523) associated with your shipment *(if applicable)*.

2. The reason your shipment was placed on-hold.

3. The permit or application number of your shipment's permit *(if applicable)*. If you do not have an eFile permit, click here to view your options.

Please note, you will need to submit a VS 16-79 for each on-hold shipment you have.

My shipment is on-hold by other APHIS programs or government agencies. ⌄

The non-refundable processing fee is $565. It does not guarantee shipment release.

Cancel   **Start Application**

Step 2: Complete the VS 16-79 On-Hold Setup Assistant

VS 16-79 On-Hold Setup Assistant

Answer the required question, "Was your shipment issued an Emergency Action Notification (EAN) PPQ 523 form?"

A **If you select Yes**, you are not eligible for on-hold assistance and can not continue.

B **If you select No,** link your on-hold shipment's eFile permit or application.

    a Select the drop-down to choose Permit or Application and enter the **Permit Number** (610-## or 639-##) or **Application Number** (A-###) **and proceed to the On-Hold Application.**

    b If you do not have an eFile permit or application, **select here** to view your options.

    c If your On-Hold shipment does not need a permit, **mark the checkbox and proceed to the On-Hold Application.**

Was your shipment issued an Emergency Action Notification (EAN) PPQ 523 form?

○ Yes
● No

Back

Link your on-hold shipment's eFile permit or application below.

If your permit is in need of an amendment or renewal, submit that request *first* before linking it. Go to My Activity to view all your eFile permits and applications.

Permit or Application	eFile Permit or Application ID
Permit	Enter Permit Number

If you do not have an eFile permit or application, click here to view your options.

☐ My on-hold shipment does not need a permit

You do not need to submit a VS 16-79 application if:

1. Your shipment does not require a USDA VS 16-6A Veterinary Import/Transit Permit.

2. You can obtain the required documents by working with your exporter, U.S. Customs and Border Protection (CBP), and/or the exporting country's government.
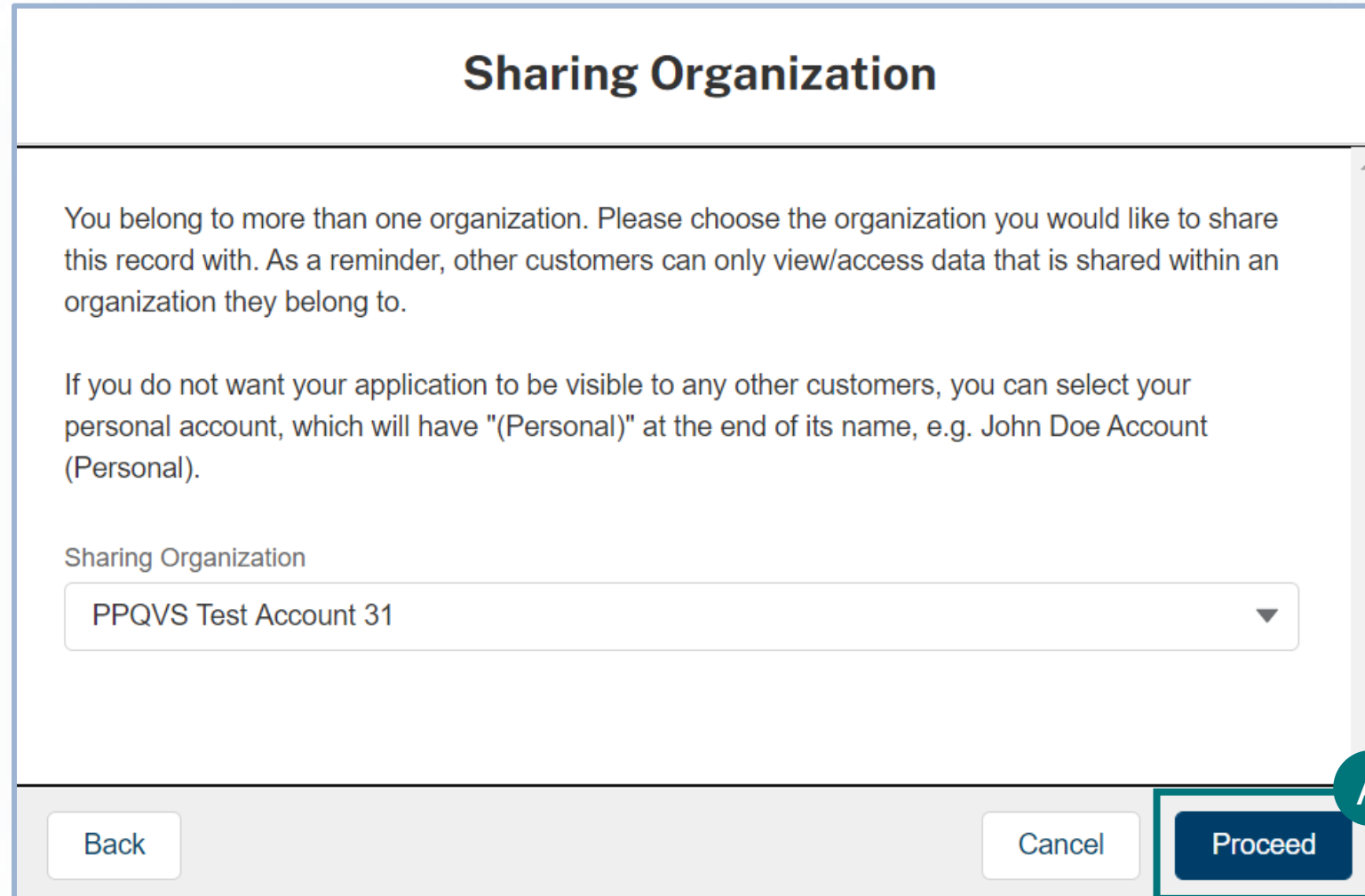
Back   Cancel   Continue

Step 2: Complete the VS 16-79 On-Hold Setup Assistant

VS 16-79 On-Hold Setup Assistant

If you belong to more than one Organization, or Sharing Organization/Account, within eFile, you will be prompted to select the organization you would like to share this record with.

(A) **Choose your organization** from the drop-down and **select Proceed.**

Sharing Organization

You belong to more than one organization. Please choose the organization you would like to share this record with. As a reminder, other customers can only view/access data that is shared within an organization they belong to.

If you do not want your application to be visible to any other customers, you can select your personal account, which will have "(Personal)" at the end of its name, e.g. John Doe Account (Personal).

Sharing Organization

PPQVS Test Account 31 ▼

Back   Cancel   **Proceed** (A)

Step 3: Enter Details for On-Hold Shipment

Shipment Details

In this section, enter the details about your shipment placed on Agricultural hold by Customs and Border Protection (CBP).

(A) **Answer the question,** "Why was your shipment placed on-hold?"

- **Select all the checkboxes** that apply.

(B) **Select the checkbox** to confirm your understanding of health certificates **and proceed to next section.**

VS 16-79 Permit Application
Application Number: A-00015123

Status: Draft

| Details | Responsible Party | Shipment Info | Materials | Upload Documents | Review and Submit |

Tell Us About Your Shipment

Instructions

Fill out the following information about the shipment placed on Agricultural hold by Customs and Border Protection (CBP).

(A) * Why was your shipment placed on-hold?

- ☐ I lack a valid USDA Veterinary Import or Transit Permit (VS 16-6A)
- ☐ I lack a valid health certificate OR missing certification statements
- ☐ I lack USDA APHIS required documentation, other than a health certificate
- ☐ Other

I don't know why my shipment was placed on-hold ⌄

Confirm Your Understanding of Health Certificates

(B) * ☐ I understand that if a new/revised health certificate is required to release my shipment, I will need to contact the exporting country's government agency for animal health to issue one. If they do not issue health certificates after the shipment has left the country, APHIS VS may not be able to provide VS on-hold assistance.

We recommend checking the VS Permitting Assistant, or your existing VS permit, to see if your on-hold shipment materials require a health certificate.

Save   **Save and Next**

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Step 4: Identify Responsible Parties

Applicant, Importer/Consignee, and Broker Details

A **Confirm that your information on the Contact Card is correct.**

> **Note:** If the applicant belongs to an organization (company), you must edit and add them to the Applicant and/or Importer/consignee contact cards.

B **Answer the required question,** "Will you be the importer/consignee?"

- **If you select no**, you will need to provide the importer/consignee contact information in an additional section of the page.

C If using a Broker, enter your Broker's contact information in the Broker Details section.

VS 16-79 Permit Application
Application Number: A-00015124

Status: Draft

✓ Details | Responsible Party | Shipment Info | Materials | Upload Documents | Review and Submit

Applicant Details

Applicant

A

B

Mr. PPQVS Test Applicant 2
Test1235

Edit

Business Address
7834 Business Ave.
San Antonio, Texas 22203
United States
(123) 456-7890
donotuse@email.com

Mailing Address
7834 Business Ave.
San Antonio, Texas 22203
United States

*Are you the importer/consignee?
○ Yes
○ No, I am applying on behalf of the importer/consignee

Broker Details

Broker

C

Find a Broker
🔍 Enter name, organization, or email   or   Create New Contact

4 of 25 Contacts

Mr. James Test Applicant   Edit

Mr. PPQVS Test Applicant 2
Test1235   Edit

Step 4: Identify Responsible Parties

Responsible Party

Specialist/Inspector and Port Details

D **Enter the Specialist/Inspector name.**

E **Identify the port details for your on-hold shipment.**

Note: All the fields are required in these sections.

Specialist/Inspector Details

CBP Agriculture Specialist/USDA Inspector

*Specialist/Inspector Name

Enter the specialist/inspector's full name here

D

Port Details

E

Location

*City

Enter the city where the port is located here

*State

Select the state where the port is located ▾

Contact Information

*Email Address

Enter the port's primary contact email address here

*Phone Number

Enter the port's primary contact phone number here

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Save   Save and Next

Step 5: Enter Shipment Information

Shipment Details

In this section, enter the shipment information for your on-hold shipment. **You will be prompted to enter additional information based on your mode of transport.**

> **Note:** All the fields are required in this section.

Step 6: Enter Materials

Material(s) Details

In this section of the application, you will **indicate all the materials in your on-hold shipment**. The materials displaying on this page are those listed in your linked eFile application or permit (if applicable).

A Use the **Select Material button** to select all the materials in your shipment.

B **If there are materials in your shipment that were not listed on your original application or permit**, use the **Add a Material button** to add the additional materials to the application.

VS 16-79 Permit Application
Application Number: A-00015499
Status: Draft

| ✓ Details | ✓ Responsible Party | ✓ Shipment Info | Materials | Upload Documents | Review and Submit |

Material(s) Details

* On-Hold Shipment Materials Information

Linked Permit/Application: P-00001523

Add a Material

○ Material: Casein

Select Material

Material: Casein

> VS Permitting Assistant Selections

Intended Use

| Intended Use | Intended Use Sub-Category |

Step 7: Upload Documents

Required Documentation

In this section of the application, you will upload the **required documentation** for your on-hold application.

A To upload files, **select Add New File.**

B If you do not have some or all the required files, **select the checkbox.**

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Step 8: Review and Submit

In this section, you will review your complete application. Certify that the information you have entered is correct and proceed to payment. Please note, once you pay for 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**.

Confirm Your Understanding of the Review Process

Che **B** box below to confirm that you understand the review process for this application and that you understand the possible decisions rendered.

Our office will try to work with you to bring the shipment into compliance, but the shipment will be subject to re-export or destruction if this is not possible. In order to have the hold removed, you must satisfy the import requirements for APHIS VS and all other agencies/programs which may have requirements for this shipment.

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Save and Exit

Proceed to Payment **B**

Step 9: Payment

After selecting Proceed to payment, **select your method of payment and follow the associated steps to complete the application payment.**

Payment Methods:

A Online via Pay.gov

B Mail-in Payment

C APHIS User Fee Account

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.

Confirm Payment Type

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Step 9: Payment

Congratulations!

- Once you have successfully completed your payment, you will see the confirmation message below.

- You will receive a **receipt of payment via email** once your application has been processed.

> ## Congratulations, your application has been submitted and it is being reviewed!
>
> 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 APIE@usda.gov and support@salesforce.com to your address book.

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%
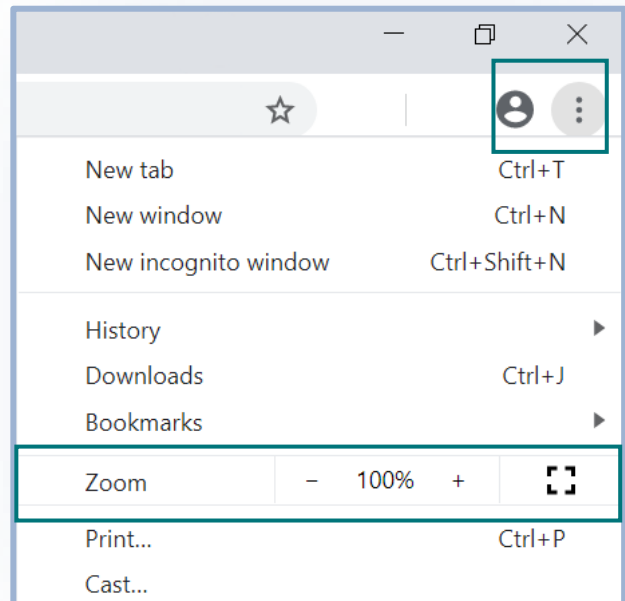
Contact

If you require assistance with your **applications**, please contact:
Veterinary Services
(301) 851 3300, Option 4
APIE@usda.gov

If you require **technical assistance**, please contact:
Help Desk
help@usda.gov