



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

APHIS eFile

Guidance for Using the Veterinary Services Permitting Assistant (VSPA)

Version 2.0
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WELCOME!

The VS Permitting Assistant (VSPA) provides guidance on APHIS Veterinary Services (VS) requirements for international import, international transit, and domestic interstate movement of VS-regulated commodities. You must complete the Permitting Assistant to learn the admissibility requirements for your commodity(ies). You will only need to complete an application if a permit is required.

If applying for a multi-ingredient product, make sure to add all of your materials to your product ingredient list. Examples of multi-ingredient products include nutraceuticals, food products, pet food, diagnostic test kits, fertilizers.

For more APHIS eFile VSPA 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



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Step 1: Sign in to eFile

A Navigate to <https://efile.aphis.usda.gov/s/> in **Google Chrome, Firefox, Edge, or Safari** (eFile is not supported by Internet Explorer).

B Select Login and log in using your eAuthentication credentials. *Login is OPTIONAL. If your search results in an application, you will need to login in order to complete the application.*

- If you are not eAuthenticated, select **Create an Account** and follow the steps to become eAuthenticated. **You must be eAuthenticated to apply in 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.**

C Scroll to the Find What You Need section and select the **Veterinary Services Permitting Assistant** link.

The screenshot shows the APHIS eFile website. At the top, there is a header with the USDA logo and the text 'Animal and Plant Health Inspection Service' and 'United States Department of Agriculture'. A navigation bar includes 'HOME' and 'GUIDE ME'. A 'SIGN IN | SIGN UP >' button is highlighted with a green circle labeled 'A'. Below the header is a large banner with a sunflower background that says 'Welcome to APHIS eFile' and 'Apply and manage your APHIS applications, registrations, permits...'. Below the banner is a 'Ready to Apply?' section with a dropdown menu and a 'Get started' button. A modal window titled 'Is this your first time using APHIS eFile? Let us help you find what you need...' is overlaid on the page. It contains four service options, each with an icon and a description. The fourth option, 'Do you import or transit animal products, insects, bacteria, fungi, and/or viruses, and need assistance in finding out what documentation you need?', is highlighted with a green box and a green circle labeled 'C'. Below this option is a link: 'Check out our Veterinary Services (VS) Permitting Assistant.'

Step 2: Create your request with the VS Permitting Assistant

Complete the Permitting Assistant to begin the application process.

Note: Repeat steps A-C for all regulated commodities you wish to move. The VSPA will organize them into the appropriate applications.

- A** Select the **tab** associated with the type of material you are searching for.
- B** Enter the **material details** into the appropriate search fields.
- C** Select the **Search button**.

The screenshot shows the 'Step 1: Select a Category Tab to Enter a Commodity's Details' section of the VS Permitting Assistant. It features three tabs: 'Animal Products & Byproducts', 'Live Animals', and 'Organisms & Vectors'. The 'Live Animals' tab is selected. Below the tabs, there is a descriptive text: 'Live animals such as livestock (including horses), germplasm (semen, ova, embryos), and eggs, and...'.

Callout A points to the 'Live Animals' tab. Callout B points to the 'Commodity' and 'Purpose' fields. Callout C points to the 'Search' button.

Additional callouts include: 'Use the "See List" hyperlinks to view full lists of your options' pointing to the 'See List of Commodities' link, and 'Select the "i" icons to reveal tool tips' pointing to the information icons in the 'Commodity' and 'Purpose' fields.

The form fields are as follows:

- Movement Type:** Import
- Commodity:** Alpaca (Vicugna pacos) with a 'See List of Commodities' link below it.
- Purpose:** Zoo
- Country of Origin:** France with a 'See List of Countries' link below it.

A 'Search' button is located at the bottom right of the form.

Step 2: Create your request with the VS Permitting Assistant

STEP 2

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

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

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

Step 2: Select Attributes

2 filters applied [Clear All](#)

To Be Consumed By | Animals

Qualifies Under Guideline 1104 | No

A

To Be Consumed By **i**

Animals (1)

Humans (0)

Not for Consumption (0)

Qualifies Under Guideline 1104 **i**

Yes (0)

No (1)

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

Select the “i” icons to reveal tool tips

Step 2: Create your request with the VS Permitting Assistant

STEP 3

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 right, there is a 'View My Product Ingredient Lists' dropdown and a shopping cart icon. Below this, the text 'Showing 3 of 5 Materials' is visible. A callout 'A' points to a 'Show 3 results per page' dropdown menu. A callout 'C' points to a 'Sort by: PR #' dropdown menu. The main content area features a result card for 'Gelatin as an Ingredient' with a unique PR number 'PR-011404' highlighted by callout 'C'. The card lists attributes such as 'To Be Consumed By: Humans' and includes buttons for '+ Add Material' and '+ Add to Product Ingredient List'. A callout 'B' points to a pagination control at the bottom of the interface.

Step 2: Create your request with the VS Permitting Assistant

STEP 3

- A** Review the information on the Result Card.
- B** Select **Add Material/Commodity** to add the material to your application as a single material (ex: single-species bulk material, tissue samples).

OR

- Select **Add to Product Ingredient List** to add the material to your application as an ingredient within a larger product (ex: nutraceuticals, food products, pet food, diagnostic test kits, fertilizers).
 - To add a material as an ingredient you will need to **Create a Product Ingredient List**. By creating the list from this button, you'll automatically add the material to the new list.

Step 3: Select Your Material

View My Product Ingredient Lists

Showing 3 of 5 Materials

Show 3 results per page | Sort by: PR #

A

B

B

B

+ Add Material

+ Add to Product Ingredient List

+ Add to Product Ingredient List

Create a Product Ingredient List

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.

Note: If you are importing Animal Products, **do NOT** select both **Add Material** and **Add to Product Ingredient List**. Select only one option.

Step 2: Create your request with the VS Permitting Assistant

STEP 3

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

To remove an animal-origin 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/animals, edit any of the search fields and repeat the process.

A Once you've added **all** of your materials/animals proceed to your Request Summary by selecting the **Shopping Cart icon** or **View Summary**.

The screenshot displays the 'Step 3: Select Your Material' interface. At the top right, a shopping cart icon is highlighted with a red box and a circled 'A', with a '2' notification badge. Below the header, the text 'Showing 1 of 1 Materials' is followed by 'Show 3 results per page' and 'Sort by: PR #'. The main content area features a card for 'Gelatin as an Ingredient' (Gelatin Products | PR-011404). Under the 'Attributes' section, 'To Be Consumed By' is set to 'Humans'. A red 'Remove Material' button is highlighted with a red dashed box. Below it, a '+ Add to Product Ingredient List' dropdown menu is open, showing a checked 'Dog Food' option, which is also highlighted with a red dashed box. At the bottom right, a 'View Summary' button is highlighted with a red box and a circled 'A'. Navigation arrows are visible at the bottom center of the card area.

Step 2: Create your request with the VS Permitting Assistant

The materials/animals you have added have been sorted into categories:

- A Permit Application** – Materials listed in this section require permit applications. The materials have been sorted onto the appropriate number of applications. **Make sure to select Documentation Required and review all the information before applying.**
- B 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).
- C Inadmissible** – Materials listed in this section are not allowed for import, transport, or transit.

Go Back and Add More Materials

A Permit Applications(1) **B** No Permit Required but Conditions Apply(1) **C** Inadmissible

1. VS 16-3 Permit Application

Subtotals (1 Materials) Estimated processing fee: \$150.00

Meat of Bovine Cow or Bison Origin
Animal Feed or Pet Food/Chews/Treats | PR-028233
From: France For Commercial Purposes | Exported From: France

Attributes

Rendered Meal, Digest, or Hydrolysate (select the 'i' icon for definition) No	Edible or Inedible (select the 'i' icon for definition) Inedible
Thoroughly Cooked or Treated Yes	Importing non-bovine material from same country of export Yes

✓ Permit Required
You need a permit for this request. If the materials are sourced from multiple countries, the permit application may be split into multiple applications. Additional fees may apply.

✓ Documentation Required ▾

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

Step 2: Create your request with the VS Permitting Assistant

STEP 3

A To delete a material from your summary, 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 calendar days.

E If you are renewing a VS16-6A permit from ePermits, **enter the Permit number** and **Save**.

The screenshot displays the VS Permitting Assistant interface. At the top, there are three tabs: "Permit Applications(1)", "No Permit Required but Conditions Apply(1)", and "Inadmissible". A "Go Back and Add More Materials" button is highlighted with a green box and labeled 'B'. The main content area shows details for "Collagen as an Ingredient of Aquatic Animals Origin" under the "No Permit Required but Conditions Apply" category. It includes a trashcan icon (labeled 'A'), a "View Conditions Letter" button (labeled 'C'), and a "Documentation Required" status (labeled 'C'). A "Proceed to Applications" button is in the top right. On the right side, the "Applications Summary" panel shows a subtotal of \$150.00 for two materials. At the bottom of this panel, an "ePermits Permit Number for Renewal" field with a "Save" button is highlighted (labeled 'E'). Below the summary, a "Disclaimer" box states the fee is non-refundable. At the very bottom, an "Email a Copy of the Overall Summary" field with an email address "Jane@Applicant.com" and a "Send" button is highlighted (labeled 'D').

Step 3: Proceed to Application(s) from VSPA

A Once you have reviewed all your results and the VSPA has indicated you need to apply for a permit, select the **Proceed to Applications** button to continue to your applications.

The screenshot shows a web interface for VSPA applications. At the top left is a button labeled "Go Back and Add More Materials". At the top right is a button labeled "Proceed to Applications" with a circled 'A' next to it. Below these are three tabs: "Permit Applications(1)", "No Permit Required but Conditions Apply(1)", and "Inadmissible". The main content area is titled "1. VS 16-3 Permit Application" and shows "Subtotals (1 Materials)" with an "Estimated processing fee: \$150.00".

The application details for "Meat of Bovine Cow or Bison Origin" are as follows:

- Animal Feed or Pet Food/Chews/Treats | PR-028233
- From: France For Commercial Purposes | Exported From: France

Attributes:

Rendered Meal, Digest, or Hydrolysate (select the 'i' icon for definition)	Edible or Inedible (select the 'i' icon for definition)
No	Inedible
Thoroughly Cooked or Treated	Importing non-bovine material from same country of export
Yes	Yes

Checkmarks and notes:

- ✓ Permit Required: You need a permit for this request. If the materials are sourced from multiple countries, the permit application may be split into multiple applications. Additional fees may apply.
- ✓ Documentation Required

The right sidebar, titled "Applications Summary", contains:

- ePermits Permit Number for Renewal: Enter your ePermit number here (Save)
- Subtotal (2 Materials):
 - 1 Permit Applications
 - 1 No Permit Required but Conditions Apply
 - 0 Inadmissible
- VS 16-3 Permit Application: \$150.00
 - Meat
- No Permit Required but Conditions Apply: \$0.00
 - Collagen as an Ingredient
- Estimated Processing Fee: \$150.00

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

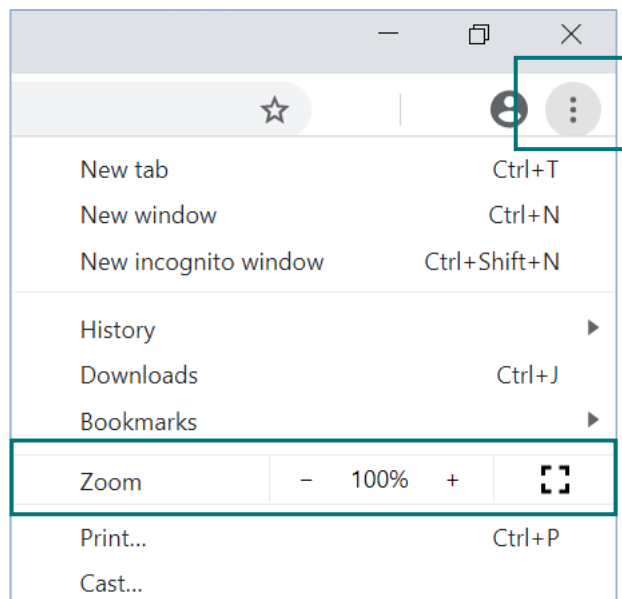
APPENDIX

System Setup

- **Browser** – For the best user experience, please use Google Chrome.  Other available browsers include Firefox, Safari, and Edge.

Do NOT use Internet Explorer

- **Emails** – Add aphis.efile@aphis.usda.gov to your address book so that any Request Summaries sent from the VSPA do not go to your junk box
- **Zoom** – 100%



Contact

If you require assistance with your **applications**, please contact:

Veterinary Services

(301) 851 3300

Animal Product, Organism & Vector Help:

APIE@usda.gov

Live Animals Help:

VS.Live.Animals.Import.Permits@usda.gov

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

Help Desk

help@usda.gov