USDA Animal and Plant Health Inspection Service

U.S. DEPARTMENT OF AGRICULTURE

APHIS eFile

Guidance for Submitting a PPQ 621 Permit Application
Application for Protected Plants Permit to Import, Export, or Re-Export Protected Terrestrial Plants

Version 1.0
November 2021

WELCOME!

USDA APHIS Plant Protection and Quarantine (PPQ) has a new option to submit PPQ 621 permit applications. This user guide will take you through the process of submitting a permit application and how to cancel an issued permit if needed.

If you have not logged into APHIS eFile yet, please refer to the APHIS eFile First Time User Guide.
If you've already gone through the first-time user process and are an organization admin, refer to the APHIS eFile Organization Accounts User Guide.

For more APHIS eFile PPQ Form 621 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

Before you apply for your PPQ 621 permit application, there are several things to note when applying in eFile.

eFile PPQ 621 Application:

- Each application has a **unique application number**, labeled with **A - ########**

Post Application Submission:

- **You will receive email notifications** once a permit or letter has been issued. You will also be able to access your permit or letter directly in eFile.

- You will still be able to access your permits in the Automated Commercial Environment (ACE) system.

- In eFile there are two different permit numbers:

  1. **System Generated Permit Record Number Example: 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. **APHIS Permit Number Example: 550-20-201-00015**

     - This number will be on your permit and the number that CBP will reference when importing your articles into the U.S.

     - The format of this number is: Permit Prefix-Calendar Year-Ordinal Day-Sequential Number

       - The Program Prefix indicates the type of permit.

Ref#: P-00144460 | Program: PPQ | PPQ-621
Permit#: 550-21-277-00007   View Details   More Actions ▼

Permittee	Commodity Type	Issued	Effective	Expires	Status
Test USDAeFile Applicant1	Protected Plants	10/04/2021	10/04/2021	10/04/2024	Issued

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Step 1: Navigate to APHIS eFile and Sign into 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 sign in** using your **eAuthentication username and password.** 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.**
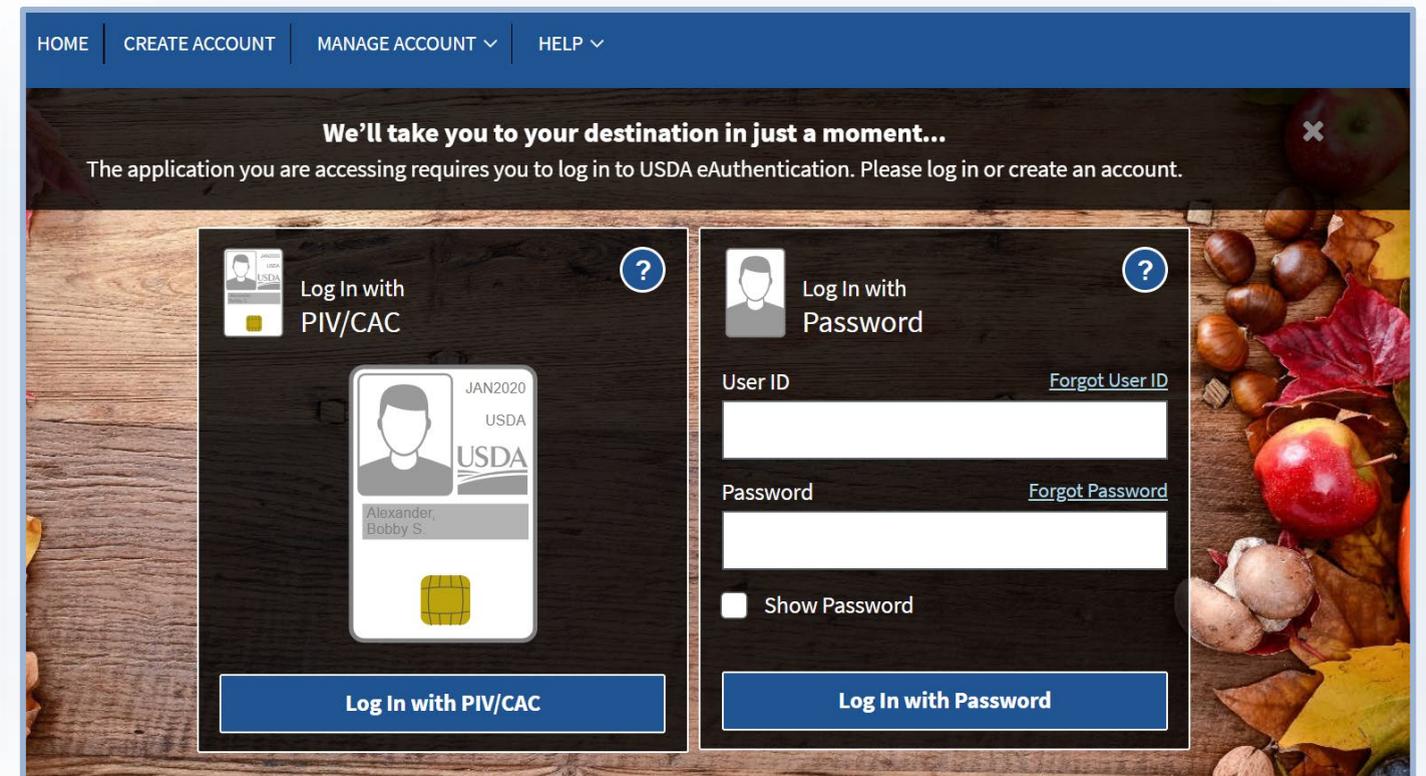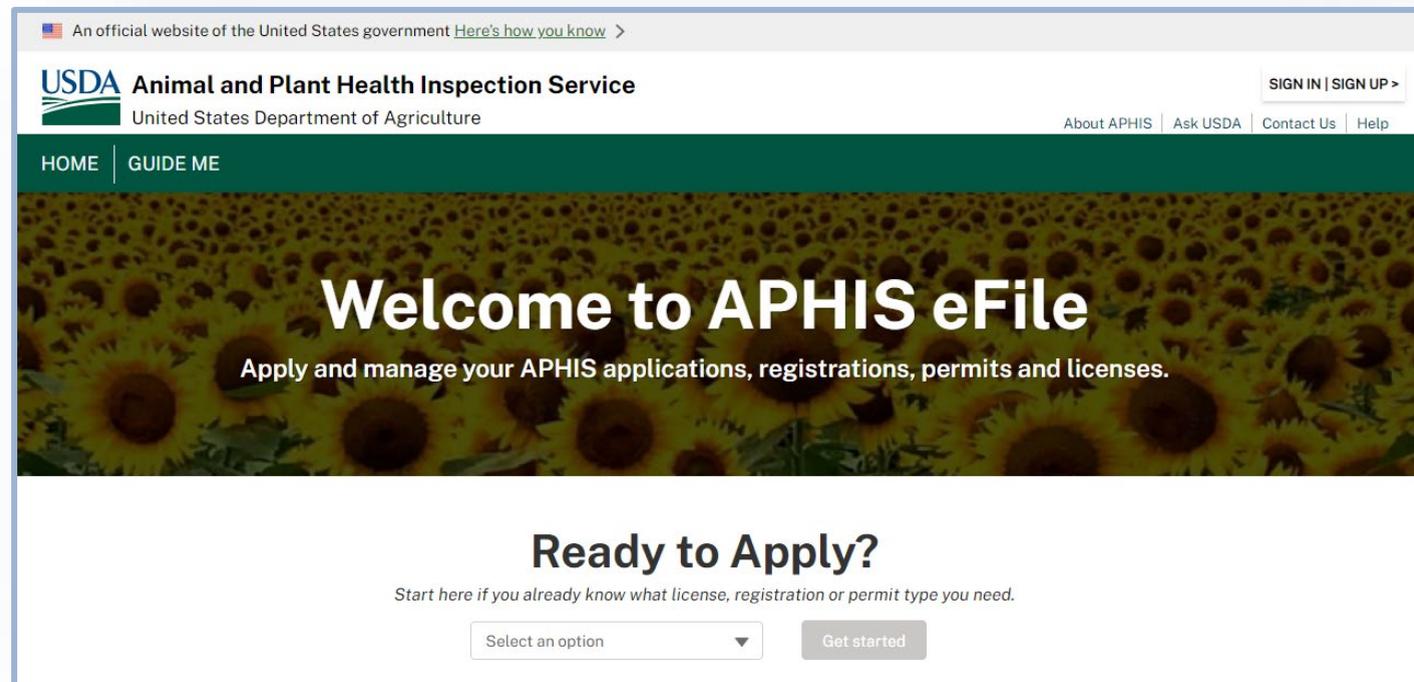
Step 2: Create a New Application

A Under the Ready to Apply section, select the **PPQ-621 Application.** Please note, the **application will not appear as an option if you are not signed in.**

B **Select Get Started** to begin your application.
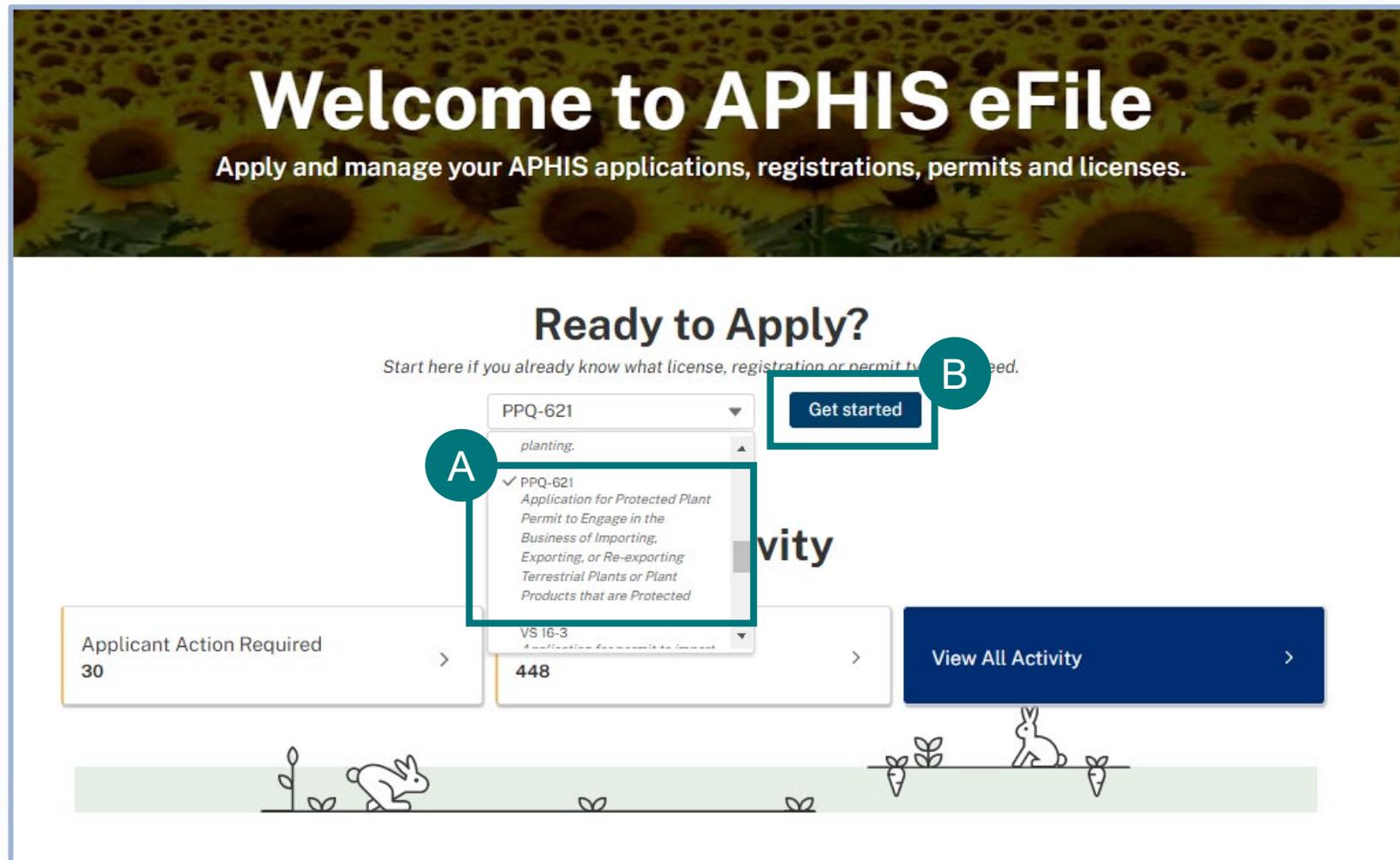
Step 3: Determine if Permit is Needed

A Determine if this is the correct application for you and if so, **select Proceed to the PPQ 621 Screening Questions**.

B Answer the three screening questions to determine if a permit is needed.

Start a PPQ 621

Welcome to the
PPQ 621 Application

Proceed if planning to engage in the **business of importing, exporting, or re-exporting terrestrial plants or plant parts regulated by 50 CFR 17.12 or 23.23 (Threatened or Endangered Species)**. Permits expire after 2 years and can't be amended or renewed. Changes in organizational leadership will require a new application.

Application Process

1. Check the following databases to see if your commodity is a protected plant
   - Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)
   - Endangered Species Act (ESA)
   - Agricultural Commodity Import Requirements (ACIR)
2. Complete the PPQ 621 Screening Questions. You'll need to know if your commodities are:
   - Intended to be used for gain or profit.
   - Household goods containing CITES or ESA regulated plants or plant parts.
   - Approved for scientific research.
3. If the screening questions result in a PPQ 621 application, fill out the application and submit it.
4. Upon submitting the application, pay the non-refundable processing fee.
5. Once the processing fee is paid, PPQ will begin processing your application.

Each submitted application requires a $70 non-refundable processing fee. It doesn't guarantee approval.

Cancel   **Proceed to the PPQ-621 Screening Questions**

PPQ 621 Screening Questions

Instructions
Answer the following questions to determine if you need to start a PPQ 621 application. As a reminder, this permit is needed for commodities that are regulated under the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) and the Endangered Species Act (ESA).

Select all activity that describes how you intend to use your protected commodities for gain or profit?

Select Options ▼

Are you moving personal or household effects you already own from one residence to a different residence?
○ Yes
○ No

Are your commodities being imported to a registered scientific institution with a Certificate of Scientific Exchange (COSE)?
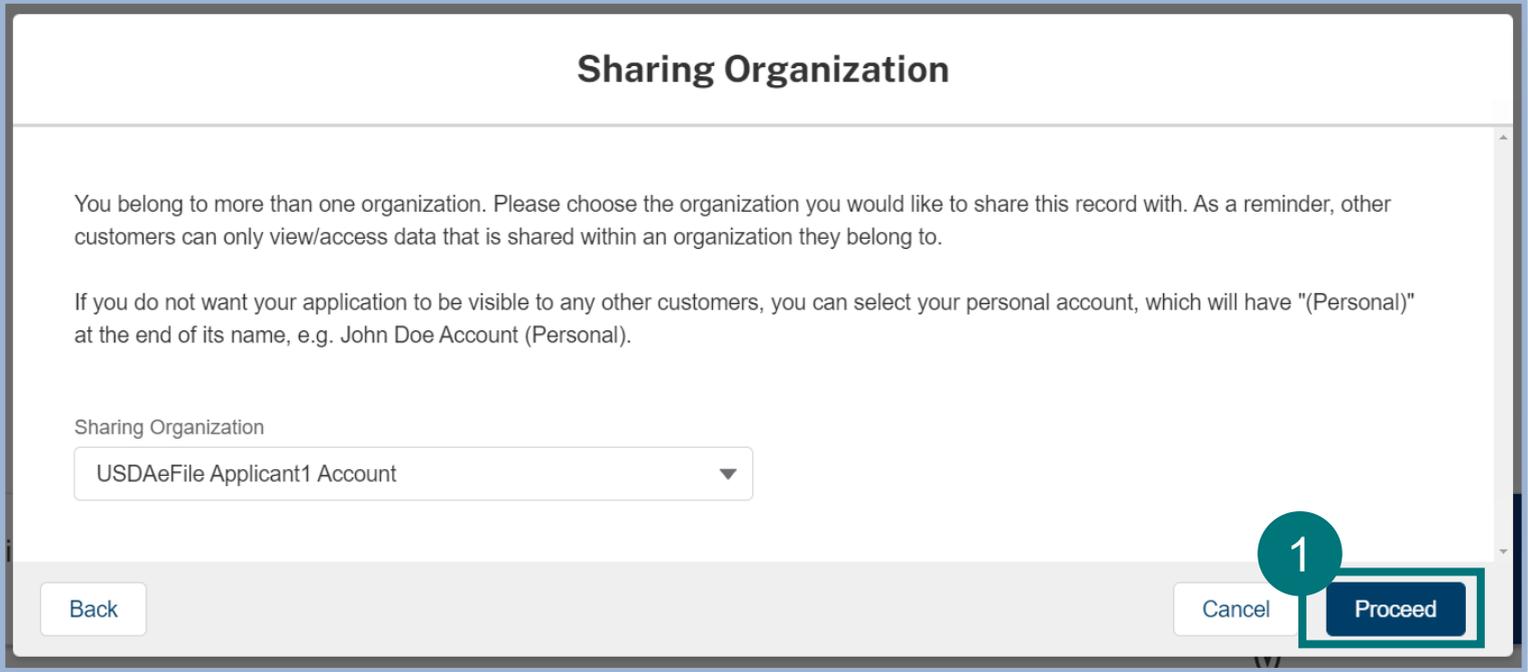○ Yes
○ No

Back   Cancel   Continue

Step 3: Determine if Permit is Needed

You may see one of two screens:

(1) If you do need a PPQ 621 application and have more than one eFile account, you will see the Sharing Organization Screen. Select your sharing organization in the dropdown and then **select Proceed**.

(2) If you do not need to fill out a PPQ 621 Application, you will be notified. **Select Save and Exit**.

Step 4: Select Applicant/Person of Authority

Once you have created your new application, you will land on the Responsible Party section of the application. In this section you will identify the responsible parties involved in your import.

Types of responsible parties include:

Applicant – The individual is who is applying for a PPQ permit.

Permittee – The individual who is the permit holder or responsible party and whose name will be on the permit.

Person of Authority – The person of authority is authorized to give records and plant inventories to inspectors for examination.

Step 4: Select Applicant/Person of Authority

My Details

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

➢   To update your contact information, select **Edit,** then update the information in the appropriate fields.

B   **Answer the required question, "Will you be the Permittee?"** to indicate whether you will be the permit holder.

➢ **If you select No**, you will need to provide the Permittee's contact information in an additional section of the page.

C   **Answer the required question, "Will you be the person of authority?"**

➢ **If you select No**, you will need to provide the select the person of authority in your contacts or create new contact in an additional section of the page.

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Organization Details

A **Select your Organization type** from the drop down.

B If you select individual, you may then **select Save and Next.**

C If you select Corporation, Firm, or Partnership you may select up to ten primary stakeholders who work as a manager, executive, or own 10% or more voting stock in your organization. Once these contacts are selected or created, you will then **select Save and Next.**

Step 6: Select Planned Usage and Activity Location

Activity Details and Activity Location Details

A **Select your Planned Usage from the drop-down menu.**

B **Select Activity Location.** You can select locations that you have saved from previous applications or create a New Location.

C **Select Save and Next.**

Step 7: Select Record Location

Record Location Details

A   **Select Record Location.** You can select locations that you have saved from previous applications or create a New Location.

B   **Select Save and Next** to move onto the next part of the application.

Record Location Details

Instructions

Select the record location where records on the import, export, and re-export of plants and plant parts are kept. OR create a new record location to use instead.

* Record Location

Find a record location

| Search 🔍 | Or | Create New Location |

A

4 of 5 Locations

Alabama
USDAeFile Applicant1 Account   Edit

Business Address
Congress Street

Congress City, AL 78900

Select as Record Location

Not Alabama
USDAeFile Applicant1 Account   Edit

Business Address
Congress2 Street

Congress2 City, AK 78901

Select as Record Location

Also Not Alabama
USDAeFile Applicant1 Account   Edit

Business Address
Congress3 Street

Congress3 City, AZ 78902

Select as Record Location

Washington
USDAeFile Applicant1 Account   Edit

Business Address
Parliament Street

Parliament City, WA 89012

Select as Record Location

⏪ ◀ ▶ ⏩

Page 1 of 2

B

Back   Save   Save and Next

Step 8: Upload Files

Document Details and Additional Information

A You may add supporting documentation by **selecting Add New File** and/or **add additional information in the free text field**.

B **Select Save and Next** to move onto the next part of the application.

Step 9: Certify and Proceed to Payment

Confirm Information and Accept Regulations

A Read through each section to make sure the information entered is correct and then **Confirm Information Accuracy & Accept Regulations by checking the two boxes.**

B **Proceed to Payment.**

Confirm Information Accuracy & Accept Regulations

A

Check the box below to confirm that you agree that the information you have entered is accurate. Then, click the "Submit Application" button to submit your application and view your results.

☑ I hereby certify that the information in this application is complete and accurate to the best of my knowledge and belief.

☑ I hereby certify I have read, understood, and accept the requirements for the importation, exportation, or re-exportation for the plants regulated by 50 CFR 17.12 and 23.23.

WARNING: Any alteration, forgery, or unauthorized use of this document is subject to civil penalties of up to $250,000 (7 U.S.C 7734(b)) or punishable by a fine of not more than $10,000, or imprisonment of not more than 5 years, or both (18 U.S.C 1001).

Back

Save and Exit   Proceed to Payment

B

Step 10: Select Payment Method

Payment

A Select a method of payment:

1 Online via Pay.gov

2 Mail-in Payment

B Select Confirm Payment Type.

Submission Confirmation

Congratulations! You have submitted your application. You will receive an email from APHIS eFile once your application has been processed. At that point you can view your application outcomes. You will also receive an email whenever a Permit or Letter is issued and when there are additional actions you need to take.

Note: Check your junk mailbox if you don't see an email from aphis.efile@usda.gov in your inbox.

Select **Download Application PDF** to save a PDF copy of your application.

Add the APHIS eFile emails **aphis.efile@usda.gov** and **support@salesforce.com** to your address book to prevent any automatic emails are not sent to junk.

☐ **Pending APHIS Review or Pending Proceeding Fee**
   Page 21

☐ **Permits**
   Page 22

☐ **Letter of Denial**
   Page 23

View Outcomes

Your application has been processed and each application line item, or article-country combination, has been sorted to its appropriate outcome category.

The different outcome categories include:

- **Pending Processing Fee**
- **Pending APHIS Review**
- **Permits**
- **Letter of Denial**

The next pages review what each Outcome section means and any actions you can or should take.

View Outcomes – Pending APHIS Review and Pending Processing Fee

Pending APHIS Review

Applications with the status Pending Processing Fee **do not require any action.** The status is pending because you submitted a check or money order. If there is a payment issue, the permitting staff will reach out to you personally through the contact information you provided.

Ref#: A-00073253 | Program: PPQ | PPQ-621 — View Details

Applicant	Commodity Type	Started	Submitted	Status
Test USDAeFile Applicant1	Protected Plants	09/30/2021	09/30/2021	Pending Processing Fee

Applications that require additional APHIS review will have a status of Pending APHIS Review. **You do not need to take any actions on these applications.**

Ref#: A-00076731 | Program: PPQ | PPQ-621 — View Details | Clone Application

Applicant	Commodity Type	Started	Submitted	Status
Test USDAeFile Applicant1	Protected Plants	10/15/2021	10/15/2021	Pending APHIS Review

View Outcomes – Permits

Permits

A Search for your application using you're A-##### on My Activity section and pull up your application details page. From there, under the Application Details section select **the P-#### hyperlink** to bring you to the permit details page.

B Once you are on the permit page, select **View Permit PDF** to view the permit and its conditions.

View Outcomes – Letter of Denial

Letter of Denial

If your application is denied you will receive an email notification.

You may also view if your application has been approved of denied on the Application Details page under the files section.

Step 1: Navigate to My Activity Page and Search for your Permit
Page 25

Step 2: Select Cancel Permit
Page 26

Step 3: Add Cancellation Explanation and Submit
Page 27

Step 1: Navigate to My Activity page and search for your Permit

A   Navigate to My Activity Page.

B   Search for your permit by using the **search bar** or the **filters** on the left.
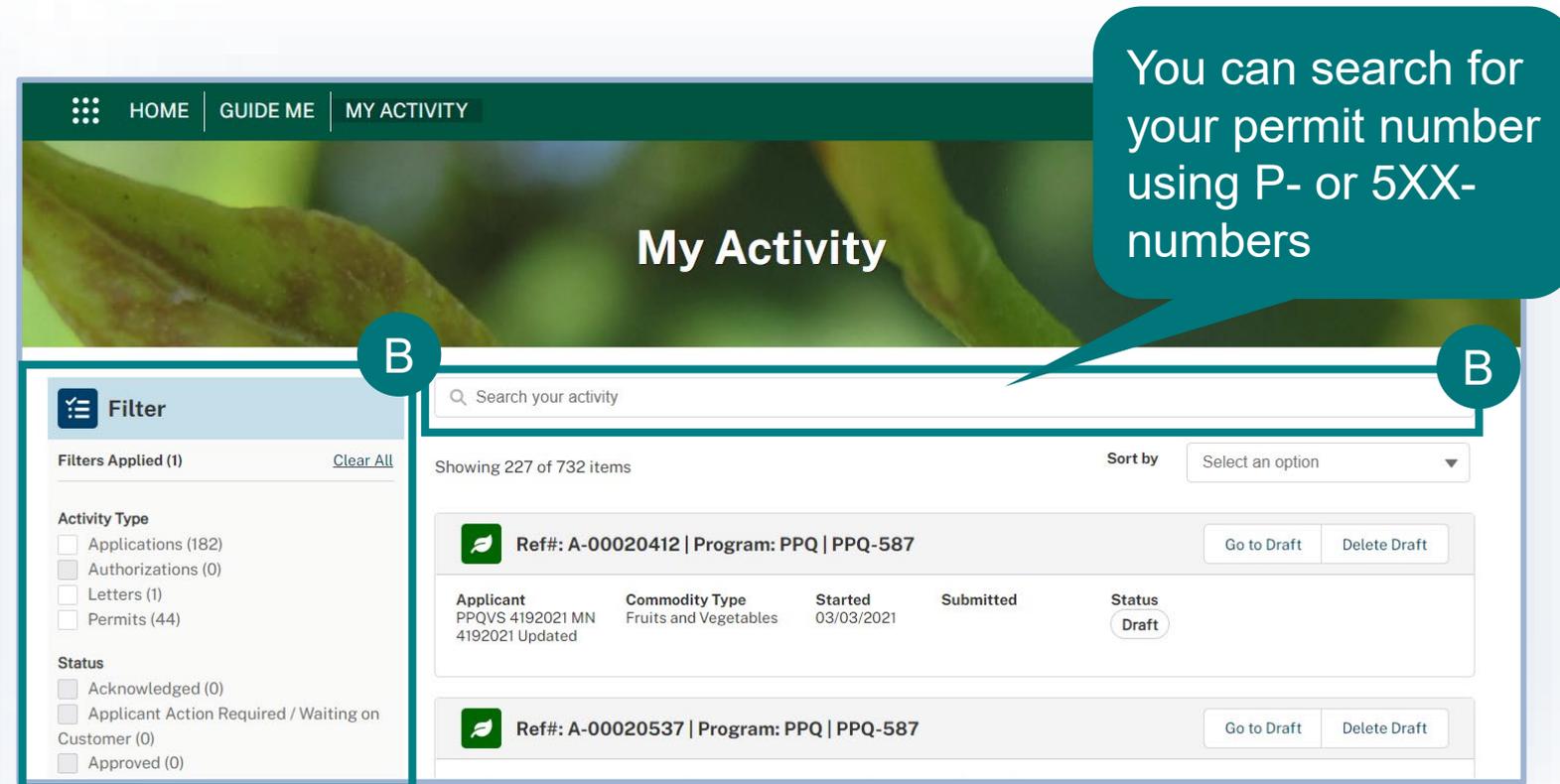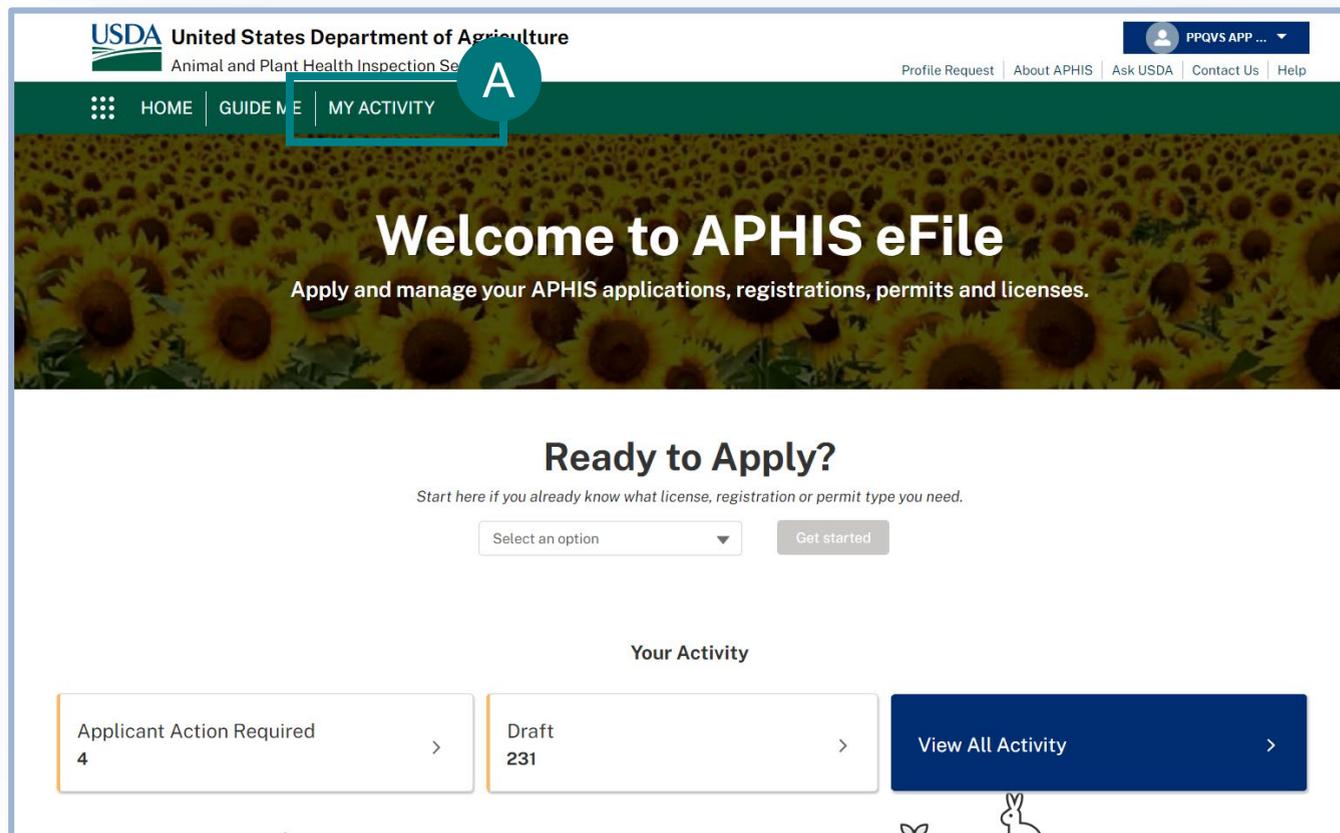
Step 2: Select Cancel Permit

A   Select the dropdown arrow next to the Permit card and select **Cancel Permit.**

Ref#: P-00145669 | Program: PPQ | PPQ-621
Permit#: 550-21-292-00010

View Details   More Actions ▼

Permittee	Commodity Type	Issued	Effective	Expires	Stat
	Protected Plants	10/19/2021	10/19/2021	10/19/2024	Iss

View Permit PDF

Change Organization

Cancel Permit

A

Step 3: Add Cancellation Explanation and Submit

A Enter the reasoning behind your permit cancellation request in the Explanation field and select **Submit.**
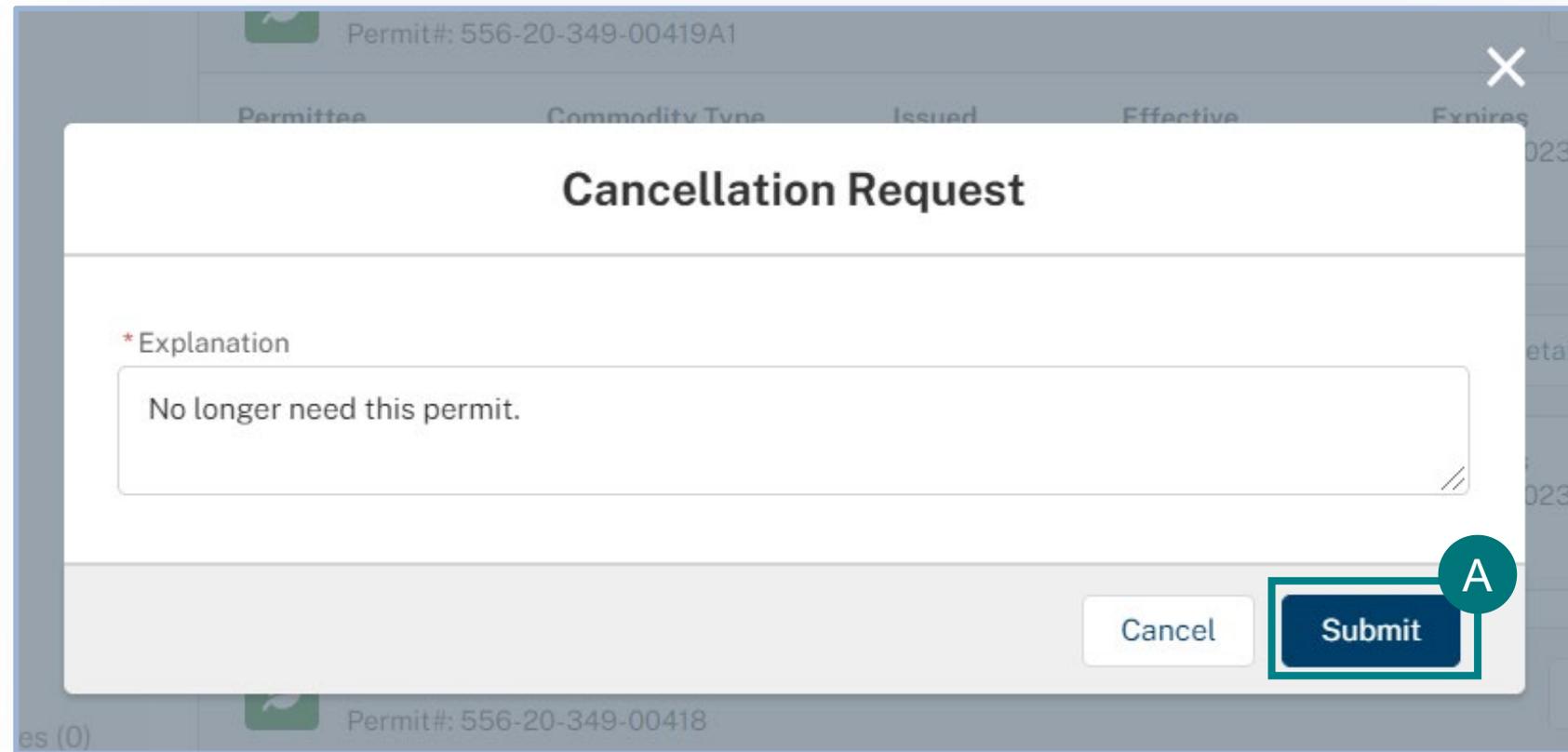
After Cancelling Your Permit

Your permit cancellation request will be reviewed by APHIS. Once it has been reviewed and approved by APHIS you will see a cancellation banner on the permit details page.

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%
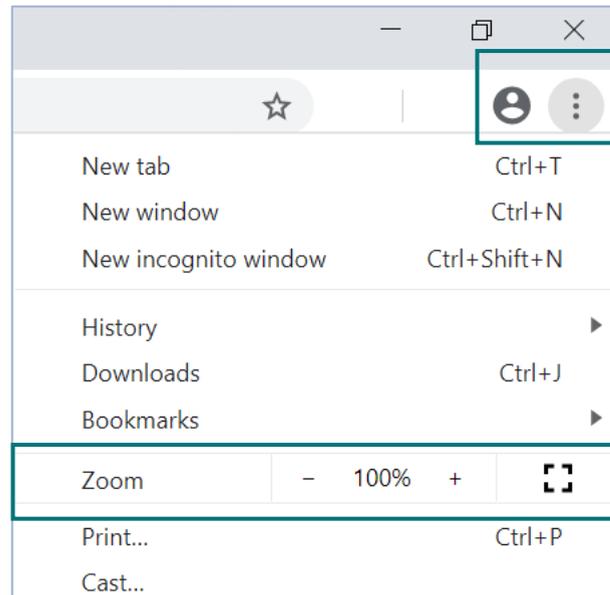
Contact

If you require assistance with your applications, please contact:
PPQ Permit Services
(301) 851 2046
PPQCITESESAPermits@usda.gov

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