



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

# APHIS eFile

**Guidance for Submitting a VS 17-129 Permit Application**  
*Application for 17-135 permit to import or transit live animals,  
including germplasm and hatching eggs*

**September 2024**

# WELCOME!

USDAAPHIS Veterinary Services has an online website to request Live Animal permits, APHIS eFile. This user guide will take you through the process of creating and submitting a 17-129 Live Animals permit application in APHIS eFile.

**For more APHIS eFile VS 17-129 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 apply for a Live Animals import/transit permit

Before you apply for your Live Animal 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 (6##-21-201-00015)
  - This is the number on your permit and the number that VS will reference.
  - The format of this number is: Program Prefix-Calendar Year-Ordinal Day-Sequential Number
    - The Program Prefix indicates the type of permit.



**Ref#: P-00139381 | Program: VS | VS**

Permit#: 6-21-84-00422

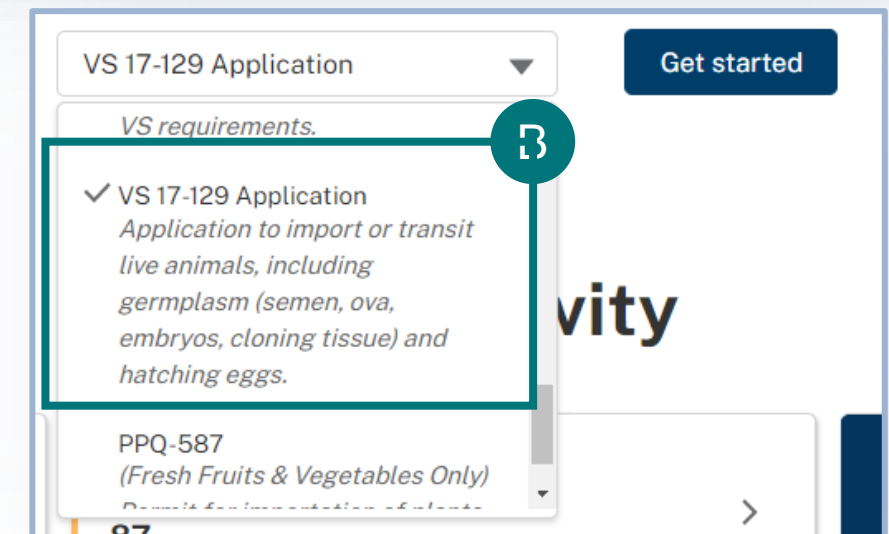
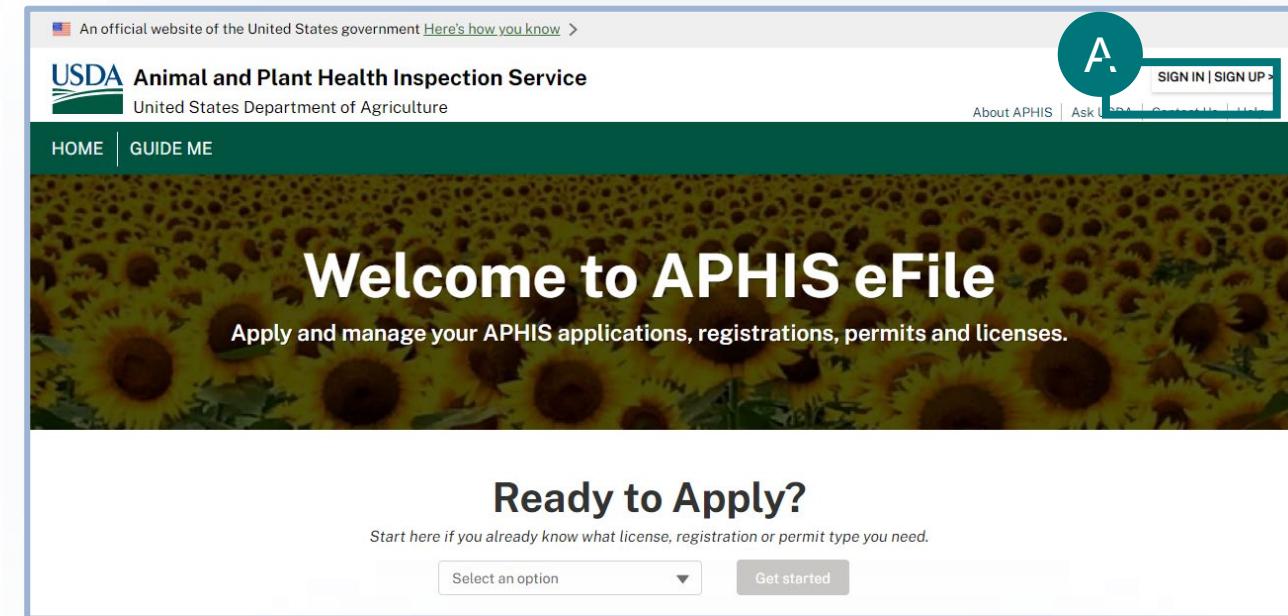
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# Sign in to APHIS eFile

Navigate to <https://efile.aphis.usda.gov/s/> in **Google Chrome** (or any other modern browser)

- A** Log in to eFile using your login credentials.
  - If you do not have login credentials, select **Create an Account** and follow the steps. **You must have valid login credentials to apply in APHIS eFile.**
  - Login Credentials are issued to an **individual** and are **not** to be shared with others.
- B** Under the Ready to Apply section, choose the **VS 17-129 application** and then select **Get Started**.
  - The VS 17-129: Application to import or transit live animals, including germplasm (semen, ova, embryos, cloning tissue) and hatching eggs.
- C** In the pop-up window, read the Application Process and select **Proceed to VS Permitting Assistant**.



# Complete the Permitting Assistant

Complete the Permitting Assistant to begin the application process.

- A Enter your **commodity's details** into the appropriate search fields.
- B Select the **Search** button to search for your material.

**Note:** Repeat steps 1-2-3 on the VSPA for all live animals you wish to import/transit. The VSPA will organize them into the appropriate applications.

Step 1: Select a Category Tab to Enter a Commodity's Details

[Animal Products & Byproducts](#) **Live Animals** [Organisms & Vectors](#)

Live animals such as livestock (including horses), germplasm (semen, ...), birds, hatching eggs, and aquatic animals.

**A** Movement Type: Import

Commodity **i**: Alpaca (Vicugna pacos) [See List of Commodities](#)

Purpose **i**: Zoo

Country of Origin **i**: France [See List of Countries](#)

**B** Search

Select the "i" icons to reveal tool tips

Use the "See List" hyperlinks to view lists of your options

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 can select next.

B Once you've completed all the attributes and only one Step 3 card remains, select **Add Commodity**.

The screenshot displays two panels of the Permitting Assistant interface. The left panel, titled "Step 2: Select Attributes", shows a filter for "Is it captive reared" with a "Yes" option selected. A callout box labeled 'A' points to an information icon next to the filter name, with a text box stating "Select the 'i' icons to reveal tool tips". The right panel, titled "Step 3: Select Your Commodity", shows a single material card for "Alpaca (Vicugna pacos)". A callout box labeled 'B' points to a "+ Add Commodity" button on the card, with a text box below it stating: "Please add this commodity to see permit requirements on the summary page. Actual conditions for this commodity are not determined until added to your request."

To remove a commodity, select the Remove Commodity button.

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

**Note:** If you are moving several animals that can be described by the same Step 3 card, you will only add the commodity once in the VSPA and you will be able to provide the individual animal identification information as part of the application.

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

**Step 3: Select Your Commodity**

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

**Cockatoo**  
Birds, Ratites, and Poultry | PR-043356

Attributes

**Number of Birds**  
5 or less

**Remove Commodity**

*Please add this commodity to see permit requirements on the summary page. Actual conditions for this commodity are not determined until added to your request.*

**View Summary**



# Complete the Permitting Assistant

The materials you have added have been sorted into categories:

**Permit Applications** – Commodities listed in this section require Permit applications. The materials have been sorted onto the appropriate number of applications.

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


**Inadmissible** – Commodities listed in this section are not allowed for import or transit.

Select each tab to view the results in that category.

[Permit Applications\(2\)](#) [No Permit Required but Conditions Apply](#) [Inadmissible](#)

### 1. VS 17-129 Permit Application

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



**Alpaca (Vicugna pacos)**  
Cervids and Camelids | PR-044007  
From: France For Zoo Purposes

Attributes


**Is it captive reared**  
Yes

✓ Permit Required  
*This type of import is only permitted on a case by case basis after review by APHIS, please contact APHIS before applying.*

✓ Documentation Required

### 2. VS 17-129 Permit Application

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



**Cockatoo**  
Birds, Ratites, and Poultry | PR-043356  
From: Peru For Pet Purposes | Exported From: Peru

Attributes

**Number of Birds**  
5 or less

✓ Permit Required  
*You need a permit for this request.*

✓ [Documentation Required](#) ▾

# Step 2: Complete the Permitting Assistant

**A** To add more commodities, select **Go Back and Add More Materials** and **Add More Materials**.

**B** To delete a commodity from your summary request, select the **trashcan icon**.

**C** When applicable, review required documentation or download all letters by selecting the **View Letter** button associated with each material.

The screenshot shows the 'Applications Summary' page. At the top right is a 'Proceed to Applications' button. Below it is the 'Applications Summary' section with a table of items:

Item	Estimated Processing Fee
VS 17-129 Import Permit Application	\$150.00
• Alpaca (Vicugna pacos)	
VS 17-129 Import Permit Application	\$150.00
• Cockatoo	
<b>Estimated Processing Fee</b>	<b>\$300.00</b>

Below the table is a 'Disclaimer' box: 'This is a non-refundable fee and is subject to change based on further provided information entered in the application form.' At the bottom, there is a form to 'Email a Copy of the Overall Summary' with an input field and a 'Send' button.

Callout A points to the 'Go Back and Add More Materials' button at the top left of the application list.

Callout B points to the trashcan icon next to the Alpaca entry.

Callout C points to the 'Documentation Required' dropdown menu for the Cockatoo entry.

# Step 2: Complete the Permitting Assistant

**D** To send yourself a copy of this request summary, enter your email into the field and select **Send**. Note: The email is not a permit application

**E** After reviewing your results, select **Proceed to Applications** to continue to submit your application(s) for items that require a permit. If you are not already logged in, the button will be called Proceed to Log In and you will be prompted to log in.

The screenshot displays the 'Applications Summary' page. At the top right, a button labeled 'Proceed to Applications' is highlighted with a red circle 'E'. Below this, the 'Applications Summary' sidebar shows a subtotal for 2 materials: 2 Permit Applications, 0 No Permit Required but Conditions Apply, and 0 Inadmissible. It lists two applications: 'VS 17-129 Import Permit Application' for Alpacas (\$150.00) and another for Cockatoos (\$150.00), with a total estimated processing fee of \$300.00. A disclaimer states the fee is non-refundable. At the bottom of the sidebar, a form with a red circle 'D' allows the user to email a copy of the summary by entering an email address and clicking 'Send'. The main content area shows two application entries: 1. 'Alpaca (Vicugna pacos)' with a processing fee of \$150.00, requiring a permit and documentation. 2. 'Cockatoo' with a processing fee of \$150.00, also requiring a permit and documentation. A 'Go Back and Add More Materials' button is at the top left.

# 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 commodities.

- A** If you are in more than one organization account in APHIS eFile, use the drop-down to select your Sharing Organization. Team Sharing Accounts allow individuals within the same organization to share and collaborate on eFile data such as applications and permits
- B** Select **I Understand & Continue** to proceed to application.
- C** You will be sent to the My Activity page. Your most recent application(s) will be at the top of the list. To go to your application select **Go to Draft**.

**Next Steps**

**Split Application Notice**

You have selected one or more commodities that cannot be applied for on the same application because the commodities have specific attributes which are incompatible on the same permit and will need to be applied for separately.

<b>VS 17-129 Import Permit Application</b> • Alpaca (Vicugna pacos)	<b>\$150.00</b>
<b>VS 17-129 Import Permit Application</b> • Cockatoo	<b>\$150.00</b>

**Select Account**

You belong to more than one account. Please choose the account (personal or Team Sharing Account) you would like to share these record(s) with. As a reminder, other customers can only view/access data that is shared to a Team Sharing Account that they are a member of.

## My Activity

Showing 11 of 287 items Sort by Select an option

	<b>Ref#: A-00016683   Program: VS   VS 17-129</b>	<input type="button" value="Go to Draft"/>			
<b>Applicant</b> eFile Applicant2	<b>Commodity Type</b> Live Animals	<b>Intended Use</b> Zoo	<b>Started</b> 04/07/2021	<b>Submitted</b>	<b>Status</b> Draft

	<b>Ref#: A-00016684   Program: VS   VS 17-129</b>	<input type="button" value="Go to Draft"/>			
<b>Applicant</b> eFile Applicant2	<b>Commodity Type</b> Live Animals	<b>Intended Use</b> Pet	<b>Started</b> 04/07/2021	<b>Submitted</b>	<b>Status</b> Draft




# Important Note Regarding Contacts and Contact Management

- APHIS eFile utilizes an address book to help you manage names/addresses you use in your applications. You add contacts to your address book as you enter applications. This allows you to re-use contacts as appropriate.
- Every time you edit an existing contact via the application, the information is saved and then used in future applications where you also have the same contact listed.
- **A Note about editing existing contacts:**
  - **Rename/edit an existing contact only** if that person/company is changing addresses/emails and this change **will be effective from on the current and future applications.**
  - Create a **NEW** contact if:
    - you need to list a different person contact with the same address or contact information
  - OR
  - You need to refer to this same contact with another address
- **EXAMPLE:** if John Doe, with ACME Corp at 123 street, Riverdale, MD 20737 is the applicant and wants to list themselves as the permittee but with business address John Doe, Coyote Inc, 123 Street New York, NY 10001, the correct way to manage this second address is to **create a NEW contact** since John Doe has not moved but just has two addresses in use at the same time.

## 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:

-  **Importer** – An entity to whom a permit to import or transit live animals will be issued.
  - For Import applications, the Importer must be a person who resides in the United States; for transit applications, the importer may be a foreign individual. **The importer name and business address will print on the permit.**
-  **Delivery Recipient** –The individual to whom the commodity(ies) are being delivered to. A physical address is required. **Accurate information is required as the delivery city and state will be listed in the route of travel.**
-  **Applicant** –The individual who has logged into eFile and is **filling out and submitting the application** (such as importers or brokers).
  - In a situation where the applicant and importer are different people, the applicant is **the individual authorized by the importer to submit the application on their behalf.**
  - **If the applicant is not the importer, the applicant name and business address will not appear on the permit.**

## Step 4: Identify Responsible Parties

Importer

### Applicant, Importer, Delivery Recipient Details

**A** Confirm that your information on the Contact Card is correct. To have your Company name display on the permit, **edit your contact and add your Company name in the Organization field.**

**B** Answer the required questions to indicate whether you will be the importer and the delivery recipient.

- If you select no to either section, you will need to add importer and/or delivery recipient contact information in additional sections of the page.

The screenshot shows a contact card for Thomas Crowne. Callout A points to the contact information fields, and callout B points to the importer and delivery recipient questions.

Business Address	Mailing Address
13 Washington Dr Waterville, Alabama 55697 United States (312) 456-7878 thomas.crowne@usda.prod.uat	13 Washington Dr Waterville, Alabama 55697 United States

**Will you be the Importer?**

Yes

No, I am applying on behalf of the importer

**Will you be the Delivery Recipient?**

Yes

No, I am applying on behalf of the Delivery Recipient

### Emergency Contact Details

**C** Use the Contact Cards to select your Emergency Contact(s).

- 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.
- Emergency contacts are optional for import applications, and required for transit applications.

The screenshot shows the 'Find an Emergency Contact' search bar with 'Michelle' entered. Below the search bar, a contact card for Michelle Thompson is displayed. A callout C points to the 'Select an Emergency Contact' button.

Find an Emergency Contact

Michelle | Create New Contact

1 of 1 Contacts

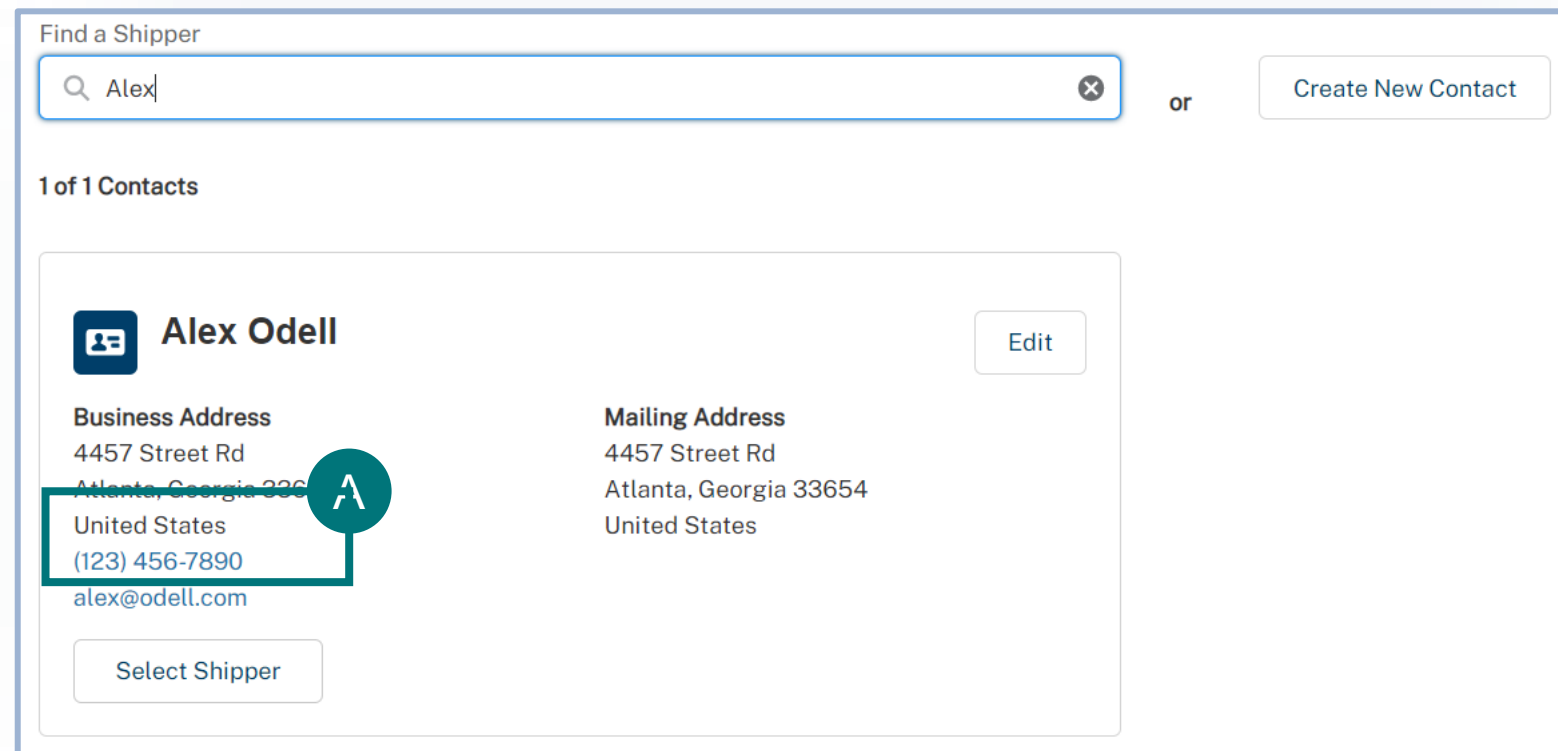
Business Address	Mailing Address
12 Maple Ave Chicago, Illinois 99081 United States (333) 444-5555 michelle@thompson.com	12 Maple Ave Chicago, Illinois 99081 United States

Select an Emergency Contact

# Step 5: Identify Shipper

## Shipper Details

- A** Use the Contact Cards to select your Shipper.
  - 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.
  - To create a new contact**, select the Create New Contact button.
  - Please note that Shipper must have a foreign/non-US address.**





# Step 6: Enter Transportation Information

## Travel Plan Details

- A Select your Mode(s) of Transport.**
  - Depending on your selections, you may be required to **enter additional Incoming Airline or Vessel information.**
- B Enter your Proposed Dates.**

**Method**

\* Mode(s) of Transport ⓘ

Air X Sea X

**Incoming Vessel**

Name of Ship/Airline coming into the U.S.

Enter the ship's/airline's name here

Vessel/Flight Number of Ship/Airline coming into the U.S.

Enter the ship's/flight's number here

**Proposed Dates**

We recommend these dates should not be more than 10 days apart.

\* Proposed Shipping Date (MM/DD/YYYY) ⓘ

Enter the proposed shipping date here

\* Proposed Arrival Date (MM/DD/YYYY) ⓘ

Enter the proposed arrival date here

## Route of Travel Details

- C Use the Route of Travel tables to detail your route of travel.** You must include each stop in order, starting with Origin and ending with Final destination. Be sure to list all stops and countries enroute.
    - Use the **Pencil icons to edit the existing stops.**
    - Use the **Add Additional buttons** to add new stops.
    - Use the **arrows** to reorder your stops.
- If this is a **transit application**, there will be an additional table called **Within the U.S.**

**Before U.S. Entry** Add Additional Country

Order	Description	City, Country
1	* Origin	Dubai, United Arab Emirates
2	* Port of Embarkation	Dubai, United Arab Emirates

Show: 10 Page 1 of 1 Total Stops: 2

**After U.S. Entry** Add Additional Stop

Order	Description	City, State	Port	* Quarantine at Stop
1	* U.S. Port of Entry	Miami, FL		Yes
2	* Final Destination: Delivery Recipient's physical address	Riverdale Park, California		Yes

# Step 7: Enter Commodity Details

## Commodities Details

- A** Enter all details about your live animals.
  - Select **Add Another Commodity** to go back and add more live animals to your application.
  - Enter the quantity.
  - Enter the Individual Animal ID.
  - Add any supporting documentation.
  - Add any additional information.
  - Use the tabs on the left to switch between each of your live animals. You will need to complete all the above sections for each of your animals.

+ Add Another Commodity

Alpaca (Vicugna pacos) Commodity: Alpaca (Vicugna pacos)

> VS Permitting Assistant Selections

**Quantity**

\*Quantity of Commodity  
Enter how many of your selected commodity you are moving here

\*Unit of Measurement  
Select a unit of measurement for your commodity's quantity

Select VS Permitting Assistant Selections to view additional information about your commodity

**A**

- If you need to go back to the VSPA and add another animal, use the **Add Another Commodity button**. This button is not how you would indicate the quantity of an animal.


# Step 7: Enter Commodity Details


## Commodities Details

- A** Provide ID information for each individual animal. As an **alternative to manually entering individual Animal ID information directly into the table, an Excel template link is provided.**
  - **Select “Download Bulk Upload Template”** and follow the instructions within the Excel file to complete it. After completion, **select “Upload Files”** to upload the filled-out template to the Individual Animal ID section.
- B** The uploaded info will display in the “Individual Animal ID” section. If the information added to the template is **correct, a green checkmark** will be displayed next to the individual animal ID info. If the information is **incorrect, a red “X”** will be displayed next to the info. A correction will be necessary before proceeding. Please note that each upload of the excel template will replace the previous file.

**\* Individual Animal ID**  
Provide ID information for each individual animal you are moving as part of this commodity.  
If this commodity is semen, oocytes, embryos, or cloning tissue, you must provide an ID for each donor.  
  
As an alternative to manually entering individual Animal ID information here, an Excel template link is provided.  
Simply download the template, follow the instructions within the Excel file to complete it, and then upload the filled-out template here.

 Download Bulk Upload Template

 Bulk File Upload for Animal ID's **A**

Attachment  
 Upload Files Or drop files

**Individual Animal ID** **B** Add an Individual Animal's ID

is...	N...	Q...	U...	G...	S...	B...	A...	U...	C...	I ↓	I...	A...	
	Echo	1		Male	Ovis a...	Acipa...	1			None			
	Delta	1		Male	Ovis a...	Acipa...	1			None			
	Charlie	1		Male	Ovis a...	Acipa...	1			None			
	G... Bravo	1			Ovis a...					None			
	Alpha	1		Male	Ovis a...	Acipa...	1			None			



Show: 10 Page 1 of 1 Total Animal ID's: 5

# Step 8: Enter Quarantine Information

## Quarantine Facility Details

**Note:** Based on your selections in the VSPA, the Quarantine section will display when applicable. Proceed to the Documents section if you do not see the Quarantine section.

- A** Use the Quarantine Facilities table to detail the facilities you will using to quarantine your commodities. The facilities must be in the U.S. and have a physical address.
  - 1** Use the **Pencil icon to edit the existing facilities and add details.** The type of pre-populated facility will vary depending on your specific application.
  - 2** Follow the prompts in the pop-up windows to enter all the details of your quarantine facility.

Quarantine Facilities					
Facility	Type	Name	State Approval #	Address	
<input type="radio"/> * Import					
<input type="radio"/> * Home					

### Edit Import

**Instructions**

Fill out the following information regarding your import quarantine facility.

\* What kind of import quarantine facility are you using?

Federal

Private

\* Private Import Quarantine Facility Name

Enter the name of your quarantine facility here

\* Address Line 1

Enter the street address here

Address Line 2

Enter the number of the apartment, suite, unit, building, floor, etc. here

\* City

Cancel Save

# Step 9: Upload Documents

## Supporting Documentation

- A** Select **Add New File** to upload any supporting documentation you believe would be beneficial for your application.
  - If you have no files to upload, **select the “I don’t have any files to upload” checkbox.**

File Name	File Type	Description	Created Date
Certification.docx	docx	Health Certificate	06/02/2021, 11:26 AM

## Additional Information

- B** Enter any **additional information** you believe would be helpful in the review of your application in the Additional Information field.

**Additional Information**

Enter any additional information you have here.

# Step 10: Review, Certify, and Proceed to Payment

Review and Submit

## Review Application Sections

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

## Confirm Information & Submit

- B** Once you are ready to submit your application, read the statements and select the corresponding checkbox to acknowledge your understanding and to certify accuracy of information.

**B**

**Confirm Information & Submit**

Amendment and/or Changes:

I acknowledge that,

- I cannot make changes to this permit application in eFile once submitted. Changes must be emailed to [laipermits@usda.gov](mailto:laipermits@usda.gov) and VS will update. This may delay processing of the application.
- If I need to make a change after the permit is issued (i.e., amend the permit), I must submit the amendment request in eFile at least 5 business days before the permit expires.

Check the box below to confirm that you agree that the information you have entered is accurate. Then proceed to the next step of submitting your application.

- I CERTIFY, AS AUTHORIZED BY THE COMPANY/INSTITUTION THAT I REPRESENT, THAT THIS COMMODITY WILL BE USED IN ACCORDANCE WITH ALL RESTRICTIONS AND PRECAUTIONS AS MAY BE SPECIFIED IN THE PERMIT

# Step 11: Pay the Processing Fee




## Payment

### A Select your payment method and pay the application processing fee.

- You will receive a receipt of payment once VS initiates the application review process.

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

 <p><b>Online via Pay.gov</b></p> <p>I will pay online via pay.gov using a credit card, debit card, or bank account (ACH).</p> <input type="radio"/>	 <p><b>Mail-in Payment</b></p> <p>I will send in a check or money order for APHIS to process.</p> <input type="radio"/>	 <p><b>APHIS User Fee Account</b></p> <p>I will enter my APHIS user fee account number and pay off the balance for my account.</p> <input type="radio"/>
--	--	---

Confirm Payment Type

# I AM AN APPLICANT

## I want to amend an eFile permit

Navigate to <https://efile.aphis.usda.gov/>

- A** Log in to eFile using your login 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 (e.g. 6XX-...) you want to amend.
  - D** Select the **More Actions** drop-down and choose **Amend Permit**.
- Only “issued” status permits are eligible to be amended.

The screenshot shows the eFile permit management interface. On the left, the USDA Animal and Plant Health logo and navigation tabs (HOME, GUIDE ME, MY ACTIVITY) are visible. The main area features a search bar with the permit number 657-22-53-00175, a filter sidebar, and a table of permits. The 'Display recent' dropdown is set to 'View All'. The 'More Actions' dropdown menu is open, showing the 'Amend Permit' option.

Permittee	Commodity Type	Issued	Effective	Expires	Status
MIÇHELLE Å BROCK	Live Animals	02/22/2022	02/22/2022	03/11/2022	Issued

**Note:** If approved, your amended permit will keep the same APHIS permit number (e.g. 6##-20-205-1234).



# I AM AN APPLICANT

## I want to amend an eFile permit

A notice is provided to inform you of permit amendment criteria.

### Permit Amendment

**Amendments:**  
Permit amendments are an update to an already issued permit. Amendments to permits must be requested and completed before expiration of the permit ("void after" date on permit).

**Unless it's to fix typos, you can't amend the following:**

- Port of Entry
- Countries on your Route of Travel
- Import Quarantine Facility's Address

\*Note: An amendment may be requested if the changes to the countries on the route of travel do not change the disease risk of the animal (i.e., if the countries have the same health status for disease of concern).

Updates to this information require you to [fill out and submit a new VS 17-129 application](#).

[Why can't I edit this information?](#) ▾

[Contact APHIS VS with any questions.](#)

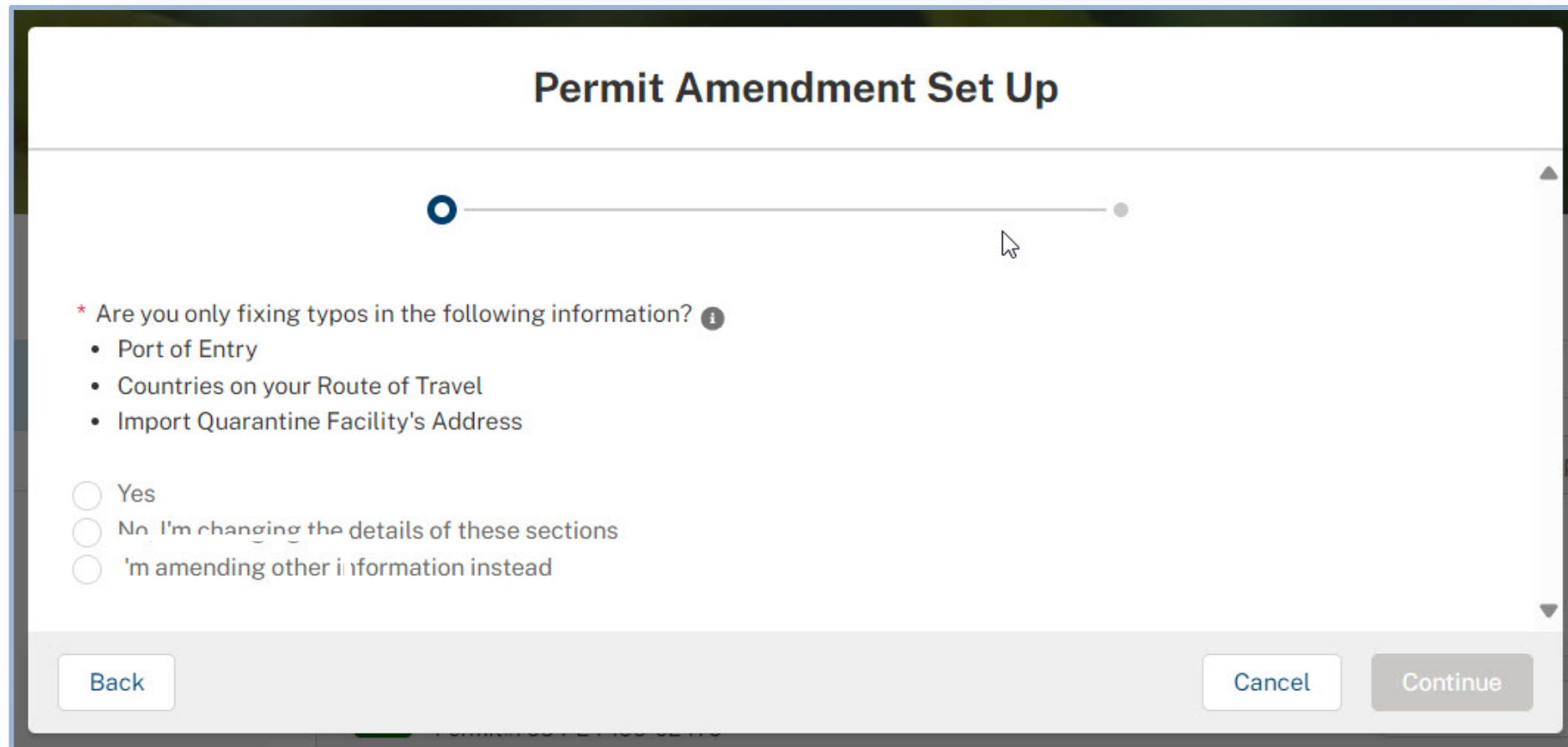
The non-refundable processing fee for a VS 17-135 Permit Amendment is \$75.  
It doesn't guarantee permit issuance

**Note:** If approved, your amended permit will keep the same APHIS permit number (e.g. 6##-20-205-1234).

# I AM AN APPLICANT

## I want to amend an eFile permit

Permit amendment questions are presented to determine if planned changes to current permit meet amendment criteria.



The screenshot shows a web form titled "Permit Amendment Set Up". At the top, there is a progress indicator with a blue circle on the left and a grey circle on the right, connected by a horizontal line. Below this, the main question is: "\* Are you only fixing typos in the following information?" followed by an information icon. The question lists three items: "Port of Entry", "Countries on your Route of Travel", and "Import Quarantine Facility's Address". Below the list are three radio button options: "Yes", "No, I'm changing the details of these sections", and "I'm amending other information instead". At the bottom of the form, there are three buttons: "Back", "Cancel", and "Continue".

**Permit Amendment Set Up**

\* Are you only fixing typos in the following information? ⓘ

- Port of Entry
- Countries on your Route of Travel
- Import Quarantine Facility's Address

Yes

No, I'm changing the details of these sections

I'm amending other information instead

Back Cancel Continue

**Note:** If approved, your amended permit will keep the same APHIS permit number (e.g. 6##-20-205-1234).

# 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 **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**.

Once you submit, your withdrawal will be pending APHIS approval. Once APHIS approves your request, your application will be withdrawn.

The screenshot shows the application details page and a pop-up window for withdrawing an application. The application details page includes a header with a cow icon, the reference number 'Ref#: A-00031063', and the program 'Program: VS | VS 17-129'. A 'View Details' button is highlighted with a red box and labeled 'A'. Below this is a table with columns for Applicant, Commodity Type, Intended Use, Started, Submitted, and Status. The status is 'Pending Processing Fee'. A 'Withdraw Application' button is highlighted with a red box and labeled 'B'. The application details page also shows the application number 'A-00031063', the route of travel 'Before U.S. Entry', and tabs for 'Details', 'Transportation', and 'Contacts'. The 'Application Details' tab is selected. The pop-up window is titled 'Withdrawal Request' and contains a text area for the reason for withdrawal, a dropdown menu for the reason, and a text area for the explanation. The 'Reason for Withdrawal' dropdown is highlighted with a red box and labeled 'C', and the 'Provide Explanation' text area is highlighted with a red box and labeled 'D'. The 'Submit' button is highlighted with a red box.

Applicant	Commodity Type	Intended Use	Started	Submitted	Status
USDAeFile Applicant1	Live Animals	Immediate Slaughter	08/12/2021	08/12/2021	Pending Processing Fee

Application Number: A-00031063 Pending Processing Fee

VS 17-129 | Applicant: USDAeFile Applicant1 | Importer: | Submitted on: 8/12/2021

Route of Travel: Before U.S. Entry

Details Transportation Contacts

Application Details

### Withdrawal Request

Please indicate the reason for your withdrawal request. Please note that withdrawal will void the application with no further processing or changes possible. Application processing fees are non-refundable.

\* Reason for Withdrawal: Other

\* Provide Explanation: I no longer need this permit

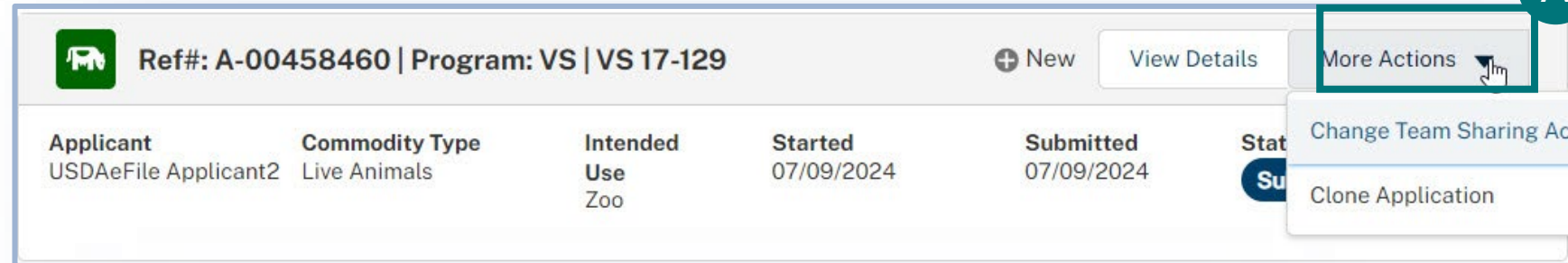
Cancel Submit

# I AM AN APPLICANT

## I want to Clone an Application

**A** To clone (copy) an application, navigate to your My Activity page and select the **More Actions** dropdown with the application you would like to clone. Select **Clone Application**.

**B** A notice outlining details of what will/will not be copied over to the cloned application is presented. Select **I Understand & Continue**.

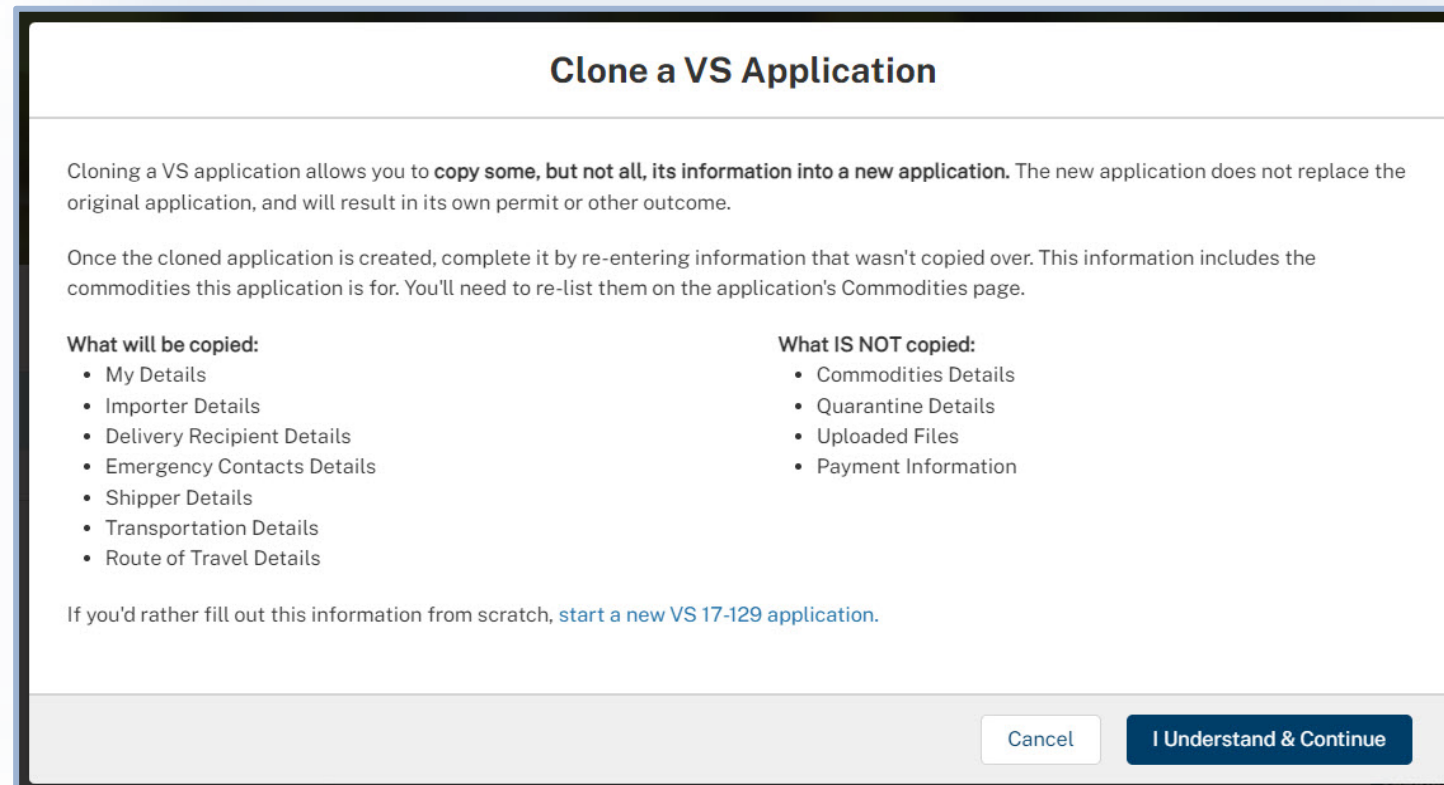


Ref#: A-00458460 | Program: VS | VS 17-129

Applicant	Commodity Type	Intended Use	Started	Submitted	Status
USDAeFile Applicant2	Live Animals	Zoo	07/09/2024	07/09/2024	Submitted

More Actions dropdown menu:

- Change Team Sharing Access
- Clone Application



### Clone a VS Application

Cloning a VS application allows you to **copy some, but not all, its information into a new application**. The new application does not replace the original application, and will result in its own permit or other outcome.

Once the cloned application is created, complete it by re-entering information that wasn't copied over. This information includes the commodities this application is for. You'll need to re-list them on the application's Commodities page.

<b>What will be copied:</b>	<b>What IS NOT copied:</b>
<ul style="list-style-type: none"><li>• My Details</li><li>• Importer Details</li><li>• Delivery Recipient Details</li><li>• Emergency Contacts Details</li><li>• Shipper Details</li><li>• Transportation Details</li><li>• Route of Travel Details</li></ul>	<ul style="list-style-type: none"><li>• Commodities Details</li><li>• Quarantine Details</li><li>• Uploaded Files</li><li>• Payment Information</li></ul>

If you'd rather fill out this information from scratch, [start a new VS 17-129 application](#).

Buttons: Cancel, I Understand & Continue

# I AM AN APPLICANT

## I want to Clone an Application

**C** Previously identified details have been copied over to your application. Select **Add Another Commodity**.

**D** Read the VS Permitting Assistant notice and proceed accordingly to add your commodity to a cloned application.

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

HOME | GUIDE ME | MY ACTIVITY | GET HELP

New VS 17-129 Permit Application  
Application Number: A-00474304

Delete Draft  
Status: Draft  
Type: New Application

✓ Importer | ✓ Shipper | ✓ Transportation | **Commodities** | Documents | Review and Submit

Commodities Details

Instructions  
Fill out the following information for all of your commodities.

**C** \* Live Animal Shipment Commodity Information

+ Add Another Commodity

Your commodities were not copied over from the previous application. Click on the Add Another Commodity-button to list them.

We'll take you to your destination in a moment... **D**

Redirecting you to VS Permitting Assistant

**Add Another Commodity**

Before adding commodities in the VS Permitting Assistant to your application, there are two things we'd like you to know first.

1. The VS Permitting Assistant will only allow you to add commodities that are compatible with each other, and can be applied for on the same application.
2. If the VS Permitting Assistant does not list a commodity you need, that doesn't mean it isn't available to move. Try adding it to a different permit application, OR create a brand new permit application.

Don't show this message again.

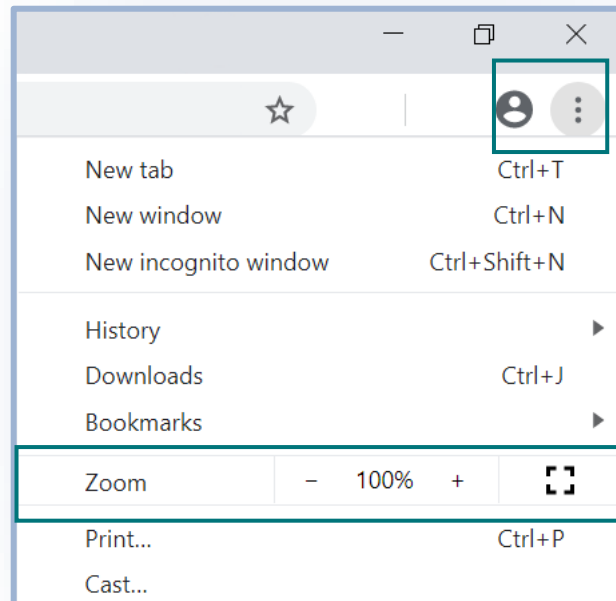
Cancel | I Understand & Continue to VS Permitting Assistant

# APPENDIX

## System Setup



- **Compatible browser** – For the best user experience, please use **Google Chrome**. Other available browsers include Firefox, Safari, and Edge.
- **Emails** – Add the APHIS eFile email at [aphis.efile@usda.gov](mailto:aphis.efile@usda.gov) and [support@salesforce.com](mailto: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** (including status requests), please contact:

### ***Veterinary Services Live Animal Imports***

(301) 851 3300

[LAIPermits@usda.gov](mailto:LAIPermits@usda.gov)

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

### ***Help Desk***

[help@usda.gov](mailto:help@usda.gov)