# USDA 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!

USDA APHIS 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.**
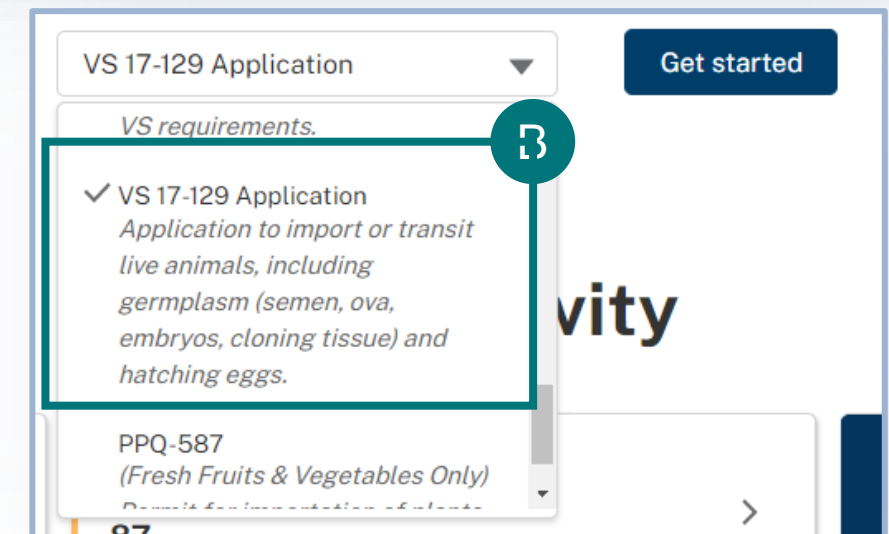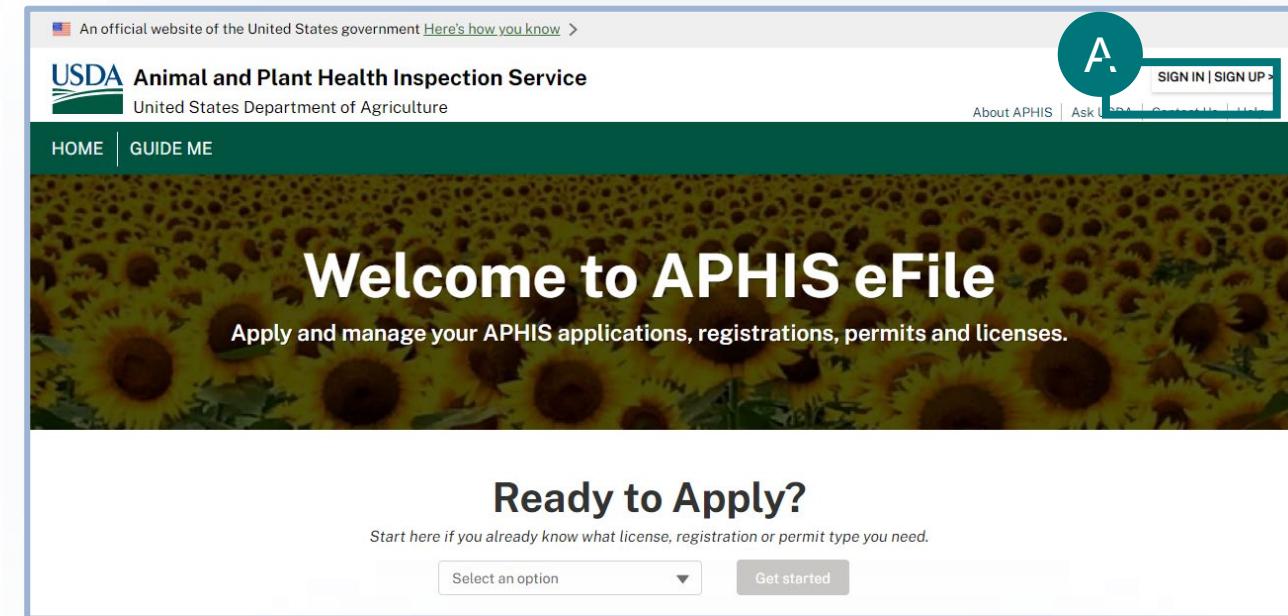
# Complete the Permitting Assistant

**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.



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**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**.

# Complete the Permitting Assistant

**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.**

---

**A**

**Step 3: Select Your Commodity**

🛒 **2**

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**    **A**

# 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 ⌄

**A** **To add more commodities**, select **Go Back 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.

**A**

Go Back and Add More Materials

Proceed to Applications

Permit Applications(2)    No Permit Required but Conditions Apply    Inadmissible

**1. VS 17-129 Import Permit Application**
Subtotals (1 Materials )                                  Estimated processing fee: **$150.00**

Alpaca (Vicugna pacos)
Cervids and Camelids | PR-158628
**Import** from **France** for **Zoo Purposes**

**B**

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 Import Permit Application**
Subtotals (1 Materials )                                  Estimated processing fee: **$150.00**

Cockatoo
Birds, Ratites, and Poultry | PR-160029
**Import** from **Peru** for **Pet Purposes** | Exported From: Peru

Attributes

**Number of Birds**
5 or less

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

**C**

✓ Documentation Required ⌄

**Applications Summary**

**Subtotal (2 Materials):**
2 Permit Applications
0 No Permit Required but Conditions Apply
0 Inadmissible

VS 17-129 Import Permit Application        $150.00
• Alpaca (Vicugna pacos)

VS 17-129 Import Permit Application        $150.00
• Cockatoo

**Estimated Processing Fee**              $300.00

**Disclaimer**

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

Email a Copy of the Overall Summary ⓘ

Enter your email here

Send

**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.

**E**

Go Back and Add More Materials

Proceed to Applications

Permit Applications(2) | No Permit Required but Conditions Apply | Inadmissible

### 1. VS 17-129 Import Permit Application
Subtotals (1 Materials )  Estimated processing fee: **$150.00**

**Alpaca (Vicugna pacos)**
Cervids and Camelids | PR-158628
**Import** 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 Import Permit Application
Subtotals (1 Materials )  Estimated processing fee: **$150.00**

**Cockatoo**
Birds, Ratites, and Poultry | PR-160029
**Import** 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 ⌄

**Applications Summary**

**Subtotal (2 Materials):**
2 Permit Applications
0 No Permit Required but Conditions Apply
0 Inadmissible

**VS 17-129 Import Permit Application**  $150.00
• Alpaca (Vicugna pacos)

**VS 17-129 Import Permit Application**  $150.00
• Cockatoo

**Estimated Processing Fee**  $300.00

**Disclaimer**

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

Email a Copy of the Overall Summary ⓘ

Enter your email here

Send

**D**

# 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.**

# 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.**

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# Step 4: Identify Responsible Parties

## 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.



## 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.

# 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.**



Find a Shipper

🔍 Alex                                    ⊗    or    Create New Contact

1 of 1 Contacts

**Alex Odell**                                        Edit

**Business Address**                    **Mailing Address**
4457 Street Rd                          4457 Street Rd
Atlanta, Georgia 336                    Atlanta, Georgia 33654
United States                           United States
(123) 456-7890
alex@odell.com

Select Shipper
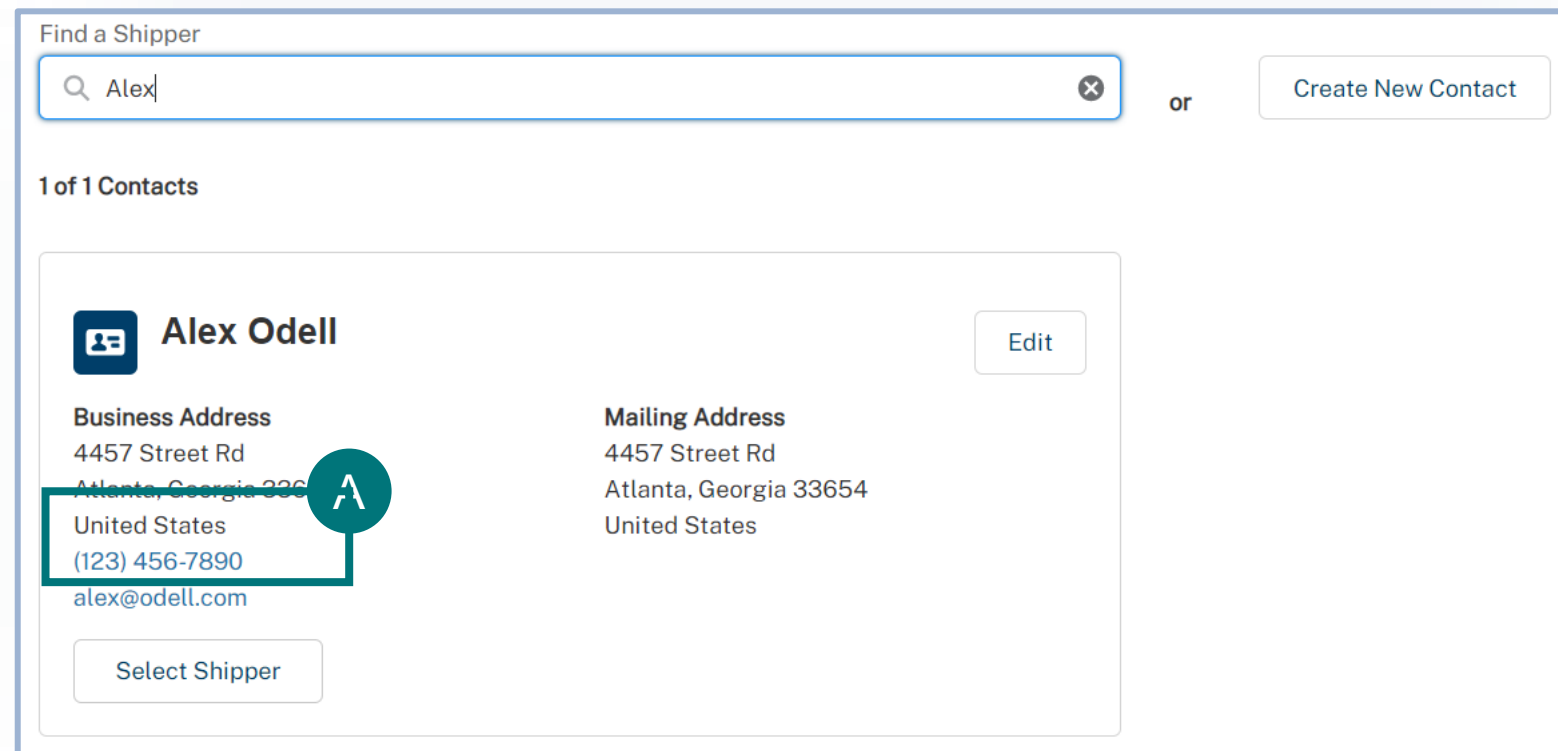
# Step 6: Enter Transportation Information

## 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.**

## 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 t**o reorder your stops.

If this is a **transit application**, there will be an additional table called **Within the U.S.**

# 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.

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

(A)

+ 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 ▼

- 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.**

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## 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

Attachment

Upload Files    Or drop files

**Individual Animal ID**    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    ◄◄ ◄ ► ►►    Total Animal ID's: 5
Page 1 of 1

# 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.



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# 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.**



## Additional Information

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

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

## 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.**

**Confirm Information & Submit**

**(B)**

**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 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**

**Online via Pay.gov**

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

**Mail-in Payment**

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

**APHIS User Fee Account**

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

Confirm Payment Type

# 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.



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

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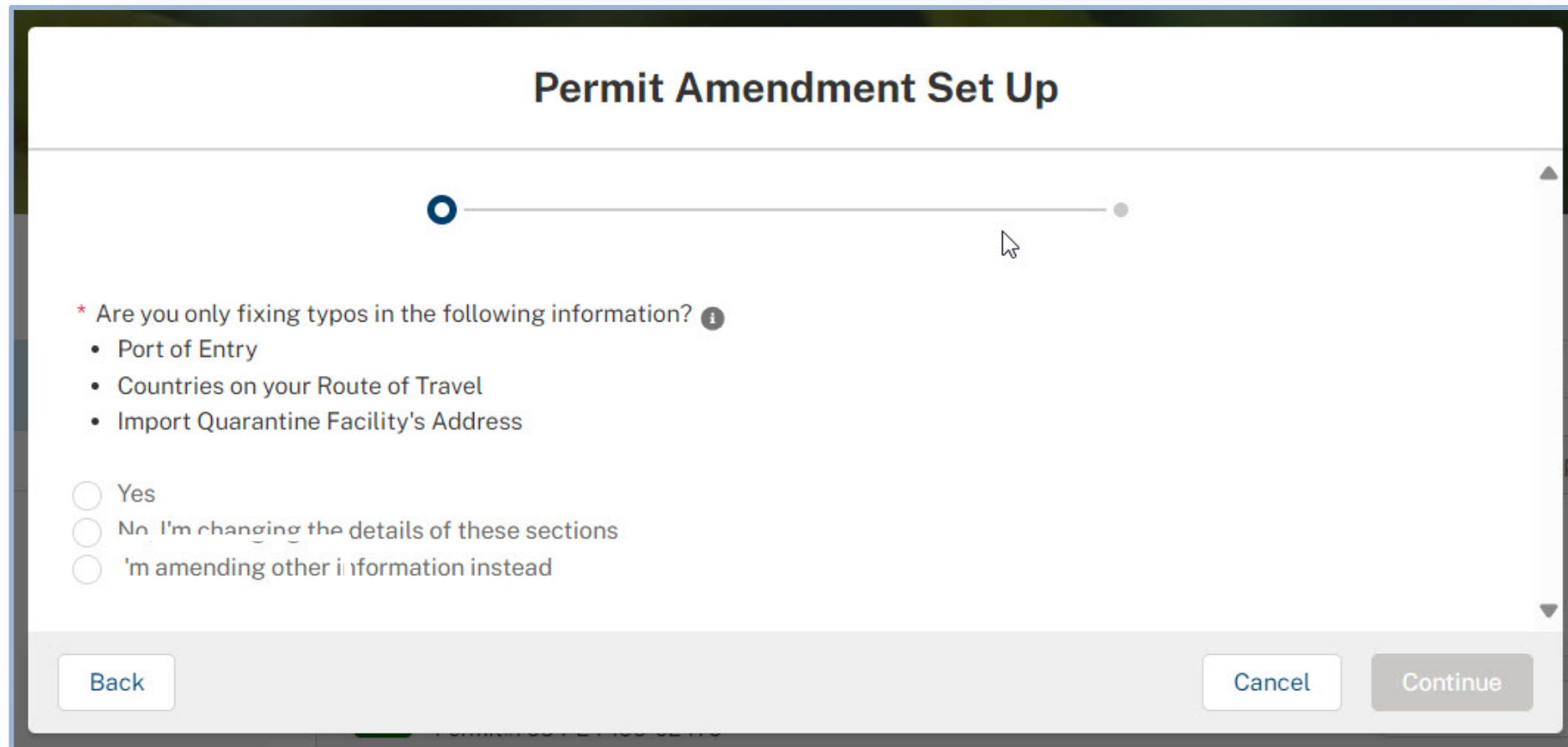
The non-refundable processing fee for a VS 17-135 Permit Amendment is $75.
It doesn't guarantee permit issuance

Cancel    Proceed to the Permit Amendment Setup

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

## I want to amend an eFile permit

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

**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
◯ '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 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.

**A**

Ref#: A-00031063 | Program: VS | VS 17-129

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

View Details

**B**

Application Number: A-00031063  Pending Processing Fee

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

Withdraw Application

Details    Transportation    Contacts

**Application Details**

**Route of Travel**

**Before U.S. Entry**

### 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.*

**C** * Reason for Withdrawal
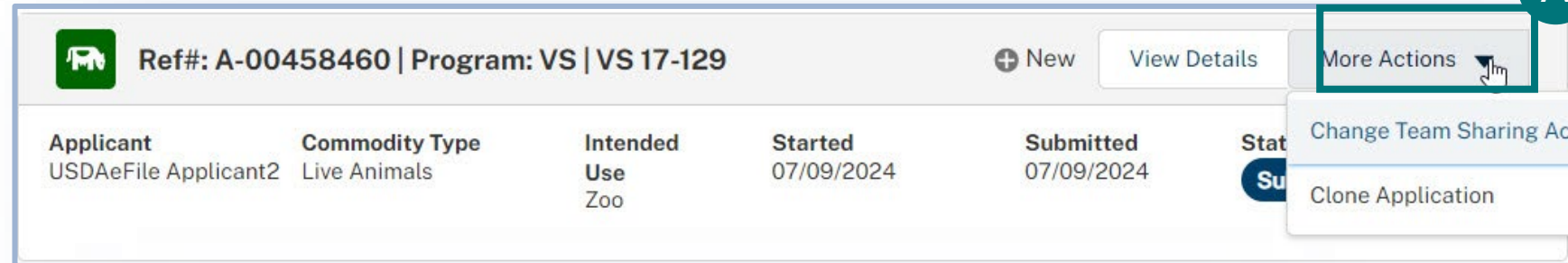
Other ▼

**D** * Provide Explanation

I no longer need this permit

Cancel    Submit

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## 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.**
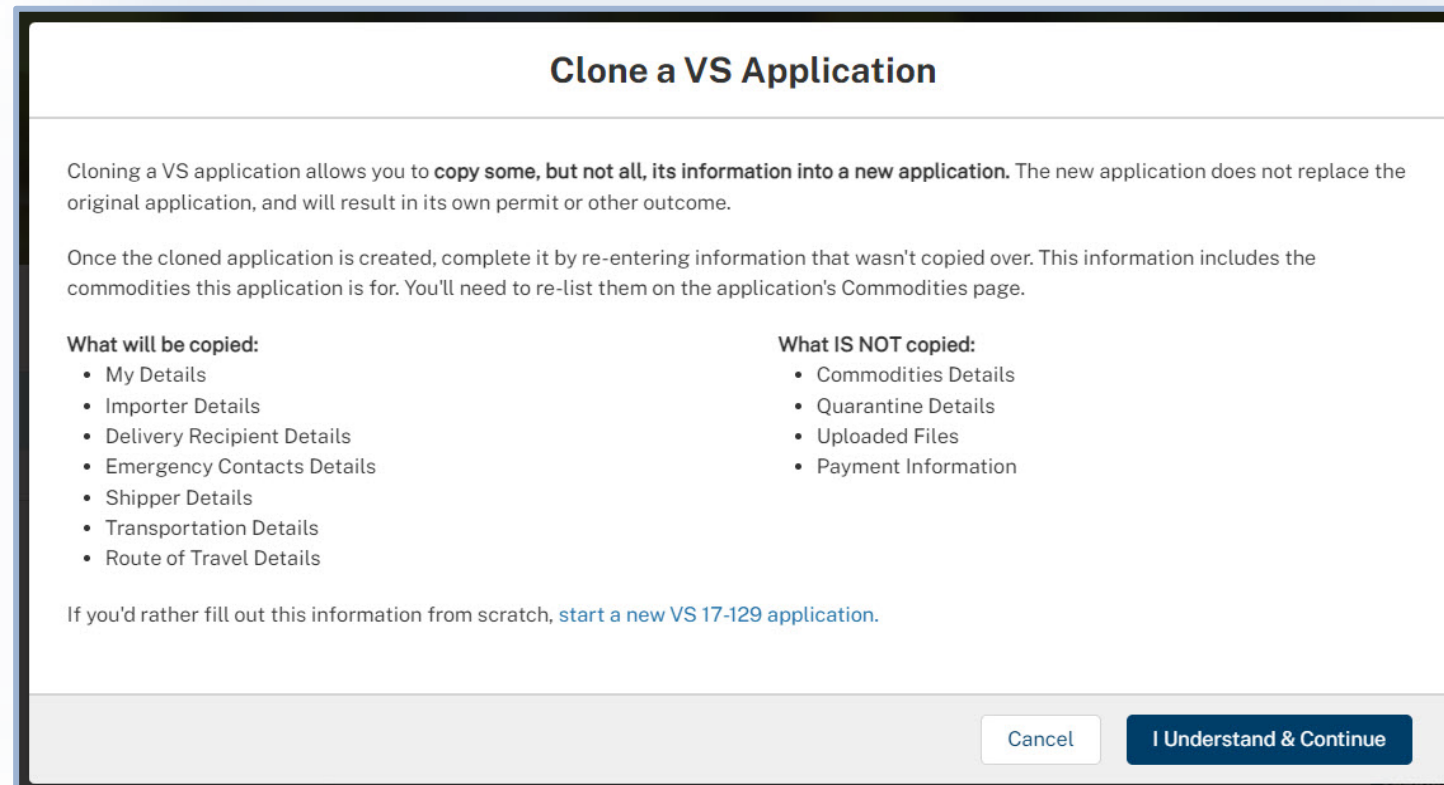


Ref#: A-00458460 | Program: VS | VS 17-129    ⊕ New   View Details   More Actions ▾

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

Change Team Sharing Ac
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.

**What will be copied:**
- My Details
- Importer Details
- Delivery Recipient Details
- Emergency Contacts Details
- Shipper Details
- Transportation Details
- Route of Travel Details

**What IS NOT copied:**
- Commodities Details
- Quarantine Details
- Uploaded Files
- Payment Information

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

Cancel    I Understand & Continue

## 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.



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# 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 and support@salesforce.com to your address book so that any automatic emails are not sent to junk

- **Zoom** –100%
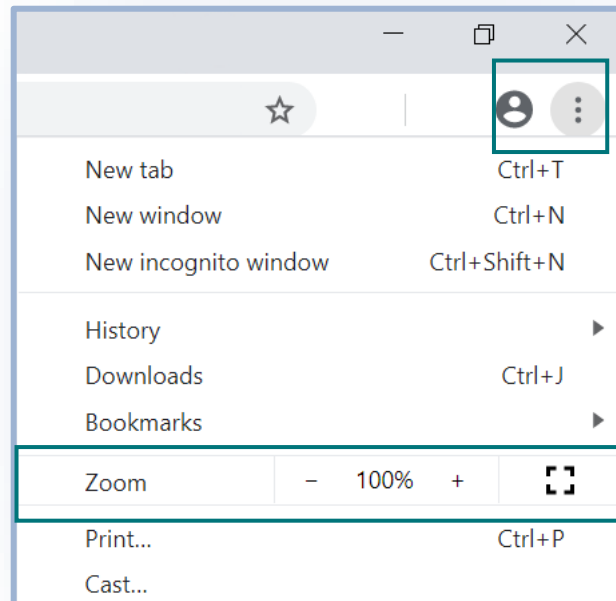
## Contact

If you require assistance with your **applications** (including status requests), please contact:

*Veterinary Services Live Animal Imports*

*(301) 851 3300*

*LAIPermits@usda.gov*

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

*Help Desk*

*help@usda.gov*