

# Tips for Completing VS 16-3

\*\*\*For faster and easier application submission and review by our office, please utilize our online system, [APHIS eFile](#), to create and submit your application.

## **Before you fill out your VS Form 16-3**

APHIS Veterinary Services has a new tool, the Veterinary Services Permitting Assistant (VSPA), which provides guidance on VS admissibility requirements for international import, international transit, and domestic interstate movement of VS-regulated materials.

**The Permitting Assistant does not require any login or special access. Get started today at <https://efile.aphis.usda.gov/s/vs-permitting-assistant>**

Using the VSPA, search for your materials, filter the results based on their characteristics, and add them to your request. Once added, the Permitting Assistant will organize your materials into the appropriate number of required applications.

- Important: the number of VS 16-3 forms required based on how the VSPA has grouped your materials. The last page of this document illustrates how to map your materials when more than one VS 16-3 is required.

The VSPA Request Summary will also provide an estimated processing fee based on your request.

## **Complete your VS Form 16-3**

1. VS 16-3 Block #1: Select all that may apply
2. VS 16-3 Block #2: Specify the port(s) OR enter "Any U.S. Port". If your application is for a *transit* shipment, you **MUST** specify the specific port of arrival and the port of exit.
3. VS 16-3 Block #3 - Provide detailed Importer information (name, organization, complete address, telephone number, fax number and email address) of the individual who will receive and be responsible for the imported material).

\*NOTE: The Applicant (Importer) in Block #3 must be the same person that signs the VS Form 16-3 Block #11 Signature of Applicant and Block #12 Typed Name and Title. The exporter cannot apply/submit application for the USDA Import Permit.

4. VS 16-3 Block #4 - Provide detailed list of the various shippers (exporting company or institution name, address, city and country) from which product will be procured. There is no need to specify the name and address of the company providing transportation services.
5. VS 16-3 Block #5 – Identify the product to be imported and all animal origin ingredients (ex. gelatin, milk, etc.) in the product. For each animal origin ingredient, identify the species and country(s) of origin of the source animals, the tissue(s) from which the raw animal product was sourced, and the processing country(s).

\*NOTE: If using the VSPA, include the first two lines of text from each material listed on your application summary, which includes the material name and animal origin, country of origin, country of processing (if applicable) intended use, and the PR number. For example, “Fresh Unfertilized Eggs of Avian Origin, from Argentina for commercial purposes, PR-012973.”

6. VS 16-3 Block #5 – If the product is a cell culture or product of cell culture – indicate here and also complete [supplementary form VS 16-7](#). Submit the VS 16-7 supplement along with your VS 16-3 application.
7. VS 16-3 Block #7 - Provide information on the proposed use of material and derivatives. If the material will be distributed, please specify here. (Also, for animal pathogens or vectors, describe facilities/biosafety procedures). Example: Commercial/Wholesale, Retail Sale, Research at my facility, to be combined to with other ingredients to make final product, etc.
8. VS 16-3 Block #8 – If the imported product or a derivative will be used in any animals (including research animals), identify the animal species.
9. VS 16-3 Block #9 - Provide details of treatment of material prior to importation into the U.S. (Processing/purification methods, including time at specific temperatures, pH, other treatments, disease safeguards, etc.).
10. VS 16-3 Block #10 - Provide details of method of final disposition of imported material and derivatives (all material will be used, retail, wholesale, autoclave, incinerate, etc.).
11. VS 16-3 Block 11 – Signature of Applicant is required.
12. VS 16-3 Block 12 – Typed name and title is required.

# VS Form 16-3 and VSPA Applications Summary – Side-by-Side

## Veterinary Services Form 16-3

## Veterinary Services Permitting Assistant Applications Summary

### 1. VS 16-3 Application

UNITED STATES DEPARTMENT OF AGRICULTURE VETERINARY SERVICES 4300 River Road, Unit 60 Beltsville, MD 20745-2000		MODE OF TRANSPORTATION (Please "X") 1. <input type="checkbox"/> AIR <input type="checkbox"/> SEA <input type="checkbox"/> LAND	
APPLICATION FOR PERMIT TO: IMPORT OR TRANSPORT CONTROLLED MATERIAL OR ORGANISMS OR VECTORS		UNITED STATES PORTS OF ENTRY 2.	
3. REPORTER: (Name, organization, complete address, telephone and fax numbers of individual who will receive and be responsible for the imported material)		4. SHIPPER(S): (Name and address of producer(s)/shipper)	
5. DESCRIBE THE MATERIAL TO BE IMPORTED (Provide the following information, as applicable: Animal species and tissue of origin of animal product, country of origin of the animal for which the animal product was derived, processing country, measurement system and general counts, antibiotic chemotherapy conditions, vaccine history of animal origin or origin of (COMPLETE USE FORM 16-7 for non-livestock and their products)			
Material 1   PR-000001		Material 2   PR-000002	
6. QUANTITY, FREQUENCY OF IMPORTATION, AND EXPECTED COMPLETION DATE (Estimate)			
7. PROPOSED USE OF MATERIAL AND DERIVATIVES (Also, for animal pathogens or vectors, describe facilities/biosafety procedures)			
8. IF FOR USE IN ANIMALS, SPECIFY THE ANIMAL SPECIES			
9. TREATMENT OF MATERIAL PRIOR TO IMPORTATION INTO THE UNITED STATES (Processing/sterilization methods, including time at specific temperatures, pH, other treatments, of tissue pathogens, etc.)			
10. METHOD OF FINAL DISPOSITION OF IMPORTED MATERIAL AND DERIVATIVES			
I CERTIFY AS AUTHORIZED BY THE COMPANY/INSTITUTION THAT I REPRESENT THAT THIS MATERIAL WILL BE USED IN ACCORDANCE WITH ALL RESTRICTIONS AND PRECAUTIONS AS MAY BE SPECIFIED IN THE PERMIT			
11. SIGNATURE OF APPLICANT	12. TYPED NAME AND TITLE		
13. DATE	14. APPLICANT'S USER ID CREDIT ACCOUNT NO. OR METHOD OF USER FEE PAYMENT (for VISA or MasterCard include number and expiration date)		

### 2. VS 16-3 Application

UNITED STATES DEPARTMENT OF AGRICULTURE VETERINARY SERVICES 4300 River Road, Unit 60 Beltsville, MD 20745-2000		MODE OF TRANSPORTATION (Please "X") 1. <input type="checkbox"/> AIR <input type="checkbox"/> SEA <input type="checkbox"/> LAND	
APPLICATION FOR PERMIT TO: IMPORT OR TRANSPORT CONTROLLED MATERIAL OR ORGANISMS OR VECTORS		UNITED STATES PORTS OF ENTRY 2.	
3. REPORTER: (Name, organization, complete address, telephone and fax numbers of individual who will receive and be responsible for the imported material)		4. SHIPPER(S): (Name and address of producer(s)/shipper)	
5. DESCRIBE THE MATERIAL TO BE IMPORTED (Provide the following information, as applicable: Animal species and tissue of origin of animal product, country of origin of the animal for which the animal product was derived, processing country, measurement system and general counts, antibiotic chemotherapy conditions, vaccine history of animal origin or origin of (COMPLETE USE FORM 16-7 for non-livestock and their products)			
Material 1   PR-000003			
6. QUANTITY, FREQUENCY OF IMPORTATION, AND EXPECTED COMPLETION DATE (Estimate)			
7. PROPOSED USE OF MATERIAL AND DERIVATIVES (Also, for animal pathogens or vectors, describe facilities/biosafety procedures)			
8. IF FOR USE IN ANIMALS, SPECIFY THE ANIMAL SPECIES			
9. TREATMENT OF MATERIAL PRIOR TO IMPORTATION INTO THE UNITED STATES (Processing/sterilization methods, including time at specific temperatures, pH, other treatments, of tissue pathogens, etc.)			
10. METHOD OF FINAL DISPOSITION OF IMPORTED MATERIAL AND DERIVATIVES			
I CERTIFY AS AUTHORIZED BY THE COMPANY/INSTITUTION THAT I REPRESENT THAT THIS MATERIAL WILL BE USED IN ACCORDANCE WITH ALL RESTRICTIONS AND PRECAUTIONS AS MAY BE SPECIFIED IN THE PERMIT			
11. SIGNATURE OF APPLICANT	12. TYPED NAME AND TITLE		
13. DATE	14. APPLICANT'S USER ID CREDIT ACCOUNT NO. OR METHOD OF USER FEE PAYMENT (for VISA or MasterCard include number and expiration date)		

### 1. VS 16-3 Application

Material 1 | PR-000001

Material 1 Details

Material 2 | PR-000002

Material 2 Details

### 2. VS 16-3 Application

Material 1 | PR-000003

Material 1 Details

Include the top two rows of information, including the PR Number from each material

### Applications Summary

ePermits Permit Number for Renewal

ePermits Permit #

Subtotal (3 Materials)

2 VS 16-3 Applications

VS 16-3 Applications \$

Material 1 Name

Material 2 Name

VS 16-3 Applications \$

Material 1 Name

Estimated Processing Fee \$ Estimate