

USDA United States Department of Agriculture  
**USDA eAuthentication**

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## eAuthentication Login

### Login with my User ID and Password

**User ID:**  [Forgot your User ID?](#)

**Password:**  [Forgot your Password?](#)  
[Change My Password](#)

### Login with my USDA Employee LincPass

**USDA employees may now use their LincPass to login.**  
**Instructions:**

1. Please verify your LincPass is inserted into the card reader for your USDA computer.
2. Click the yellow "Login with my LincPass" button above.
3. A pop-up box "Choose a digital certificate" may appear.
4. Select the first or second certificate with your name and click "OK".
  - First time users:
    - Try your first certificate.
    - If your login fails then change your selection to your second certificate.
  - The certificate (first or second) that works for you will be the same for future logins.
5. Enter your LincPass PIN at pin prompt, if required.

### What's New

**Important! USDA Federal Employees:**

- USDA federal employees may now use their LincPass cards to log into eAuthentication websites. Using your LincPass should save you time because your PIN may not need to be reentered every time you access eAuthentication.
- If you need a USDA eAuthentication Employee account, please [click here](#).

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[Home](#)**Create Application - Choose Application Type for VS**

You have selected **Veterinary Services (VS)** as the program office. If this is correct, please select the correct application type for the permit you are applying for, then select **Continue**. If you have selected an incorrect program office you may go back by using the browser "Back" button.

- APHIS Form 2005 - Application for U.S. Veterinary Biological Product Permit (Veterinary Vaccine or Diagnostic test)
- VS Form 16-3 Application for Permit To: Import or Transport Controlled Material or Organisms or Vectors
- VS Form 17-129 Application for Import or In Transit Permit (Animals, Animal Semen, Animal Embryos, Birds, Poultry, or Hatching Eggs)
- VS Notification of On-Hold Shipment

**Continue**

CREAPP-0005

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**Specify: New, Amendment or Renewal Application**

New Application

Amendment Application

Renewal Application

Permit Number:

Issuance Date:  

Expiration Date:  

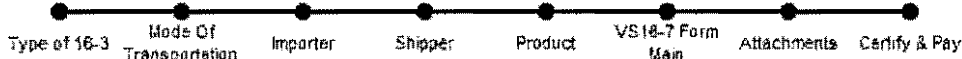
**Continue**

CREAPP-0039

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**VS Form 16-3 Application for Permit To: Import or Transport Controlled Material or Organisms or Vectors**  
**Application No. 10189016**



**Type of 16-3**

**VS Form 16-3**

Failure to supply all applicable information can delay the processing of this application.

No controlled material, organisms or vectors may be imported or moved interstate unless the data requested on this form is furnished and certified (9 CFR 94.99 and 94.22).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0578-0016. The time required to complete this information collection is estimated to average between 1.8 and 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

U.S. DEPARTMENT OF AGRICULTURE  
 ANIMAL AND PLANT HEALTH INSPECTION SERVICE  
 VETERINARY SERVICES  
 National Center for Import-Export, Products Program  
 4700 River Road, Unit 40  
 Riverdale, MD 20737-1221

**APPLICATION FOR PERMIT TO**

**IMPORT OR TRANSPORT CONTROLLED MATERIAL OR ORGANISMS OR VECTORS**

\* = Required field

\* Do you want to apply for a permit to import or transport a Select Agent?

 No

 Yes

\* Are you applying for a permit to import or transport **Animal By-Products** or **Organisms or Vectors**?


 Animal By-Products

 Organisms or Vectors (bacteria, viruses, fungi, etc.)

[Continue](#)

## Mode Of Transportation

The *Mode of Transportation* page enables the applicant to select the Mode of Transportation and U.S. Ports of Entry. The available choices for the Mode of Transportation are Air, Sea, Land, and Any. The user may select multiple points of entry by holding down the Ctrl key.



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 ePermits

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### VS Form 16-3 Application for Permit To: Import or Transport Controlled Material or Organisms or Vectors

Application No. 10062017

Type of 16-3
Mode Of Transportation
Importer
Shipper
Product
VS16-7 Form Main
Attachments
Certify & Pay

#### Mode Of Transportation

\* = Required field

1. \* Mode of Transportation -- Select -- v

---

2. \* U.S. Ports of Entry Hold down the Ctrl key to select multiple ports using your mouse

^
v

 -- Select --  
 ALCAN, AK  
 ALEXANDRIA BAY, NY  
 ANCHORAGE, AK  
 AS APPLICABLE  
 ATLANTA, GA  
 BALTIMORE, MD  
 BLAINE, WA  
 BOSTON, MA  
 BROWNSVILLE, TX  
 BUFFALO, NY  
 CANADIAN BORDER PORTS  
 CHARLESTON, SC  
 CHARLOTTE, NC  
 CHICAGO, IL  
 CINCINNATI, OH  
 CINCINNATI, OH  
 CLEVELAND, OH  
 CLINTON FIELD AIRPORT, WILMINGTON, OH  
 COLUMBUS, OH

Select NOT APPLICABLE for domestic shipments.  
 Select applicable port(s) for shipments from outside the U.S.

[Continue](#)

---

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## Mode Of Transportation

## Importer Information

For the VS16-3, the applicant is the importer. The *Importer Information* page provides a means to enter the applicant's name, address, and contact information. Importer name, organization and address will default from the user's profile if the application is being keyed by the applicant.

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**VS Form 16-3 Application for Permit To: Import or Transport Controlled Material or Organisms or Vectors**  
Application No. 10069003

Type of 16-3: [Made Of Transportation](#) | [Importer](#) | [Shopper](#) | [Product](#) | [VS16-7 Farm Man](#) | [Attachments](#) | [Certify & Pay](#)

### Importer Information

\* = Required field

3. Importer (Name, organization, complete address, telephone and fax number of individual who will receive and be responsible for the Imported Material)

Title:  -- Select --

\* First Name:

Middle Name:

\* Last Name:

\*  Click here if you are applying as an individual not associated with an organization (company or institution).

OR

\* Organization:

P.O.Box is not acceptable

\* Street Address Line 1:

Street Address Line 2:

\* City:

Country: United States

\* State: -- Select --

\* Zip Code:

\* Day Telephone:  -  -

Day Extension:

Fax Telephone:  -  -

Alternate Telephone:  -  -

Alternate Extension:

Primary Email Address:

Check if Mailing Address is the same as the Street Address entered above.

\* Mailing Address 1:

Mailing Address 2:

\* City:

Country: United States

\* State: -- Select --

\* Zip Code:

[Continue](#)

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## Importer Information

## Quantity of Shippers (Shipper Information)

The *Quantity of Shippers* page provides a means for the applicant to indicate that specific shippers will be entered or that there will be various shippers. If the user elects to enter specific shippers, the next page will be the Shipper Summary page. If there are too many shippers to enter, the user can select one of the Various Shippers options and bypass the shipper entry pages.

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**VS Form 16-3 Application for Permit To: Import or Transport Controlled Material or Organisms or Vectors**  
Application No. 10062017

Type of 16-3   Mode Of Transportation   Importer   Shipper   Product   VS16-7 Form Main   Attachments   Certify & Pay

### Quantity of Shippers

**4. Shipper**

Specify the Name and Address of one or more domestic producers/shippers

Specify the Name and Address of one or more foreign producers/shippers

If there are too many domestic or foreign shippers to enter on the application, then select the following:

Various shippers within the U.S.

Various shippers outside the U.S.

Various shippers within...

Country:

Describe (if other):

[Continue](#)

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## Quantity of Shippers (Shipper Information)

## Shipper Summary

The *Shipper Summary* page provides a means for the applicant to view the name and organization of each of the shippers entered, as well as edit and delete existing shippers. If no shippers have been entered, then the summary box displays 'No Shippers entered yet'. If the "Specify the Name and Address of one or more..." radio button was selected on the previous page, then the application requires at least one shipper to be entered.

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**VS Form 16-3 Application for Permit To: Import or Transport Controlled Material or Organisms or Vectors**  
Application No. 10062017

Type of 16-3   Mode Of Transportation   Importer   **Shipper**   Product   VS16-7 Form Main   Attachments   Certify & Pay

**Shipper Summary**  
4 Shippers

No Shippers entered yet

[Enter New Shipper](#)   [Done Entering Shippers](#)

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## Shipper Summary



## Shipper Information

The *Shipper Information* page provides a means for the applicant to enter a shipper's name, address, and contact information (multiple shippers may be entered).

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**VS Form 16-3 Application for Permit To: Import or Transport Controlled Material or Organisms or Vectors**  
Application No. 10062017

Type of 16-3   Mode Of Transportation   Importer   Shipper   Product   VS16-7 Form Main   Attachments   Certify & Pay

### Shipper Information

\* = Required field

#### 4. Shipper

Failure to supply a complete address and contact information can delay the processing of this application

Title:  -- Select -- v

First Name:

Middle Name:

Last Name:

\*  Click here if the Shipper is not an organization (company or institution).

OR

\* Organization:

\* Street Address Line 1:

Street Address Line 2:

\* City:

\* Country:  -- Select -- v

Postal Code:

Day Telephone:

Fax Telephone:


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## Shipper Information

## Product Information

The *Product Information* page provides a means for the applicant to enter data about the material to be imported. Multiple species and countries may be selected. If the user selects Yes in the radio button to indicate that the material is a cell culture or cell culture product, then the next several pages will require the user to enter information for the VS16-7 form. If the application is not for a cell culture or cell culture product the next page is the attachment page.



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**VS Form 16-3 Application for Permit To: Import or Transport Controlled Material or Organisms or Vectors**  
**Application No. 10062017**

Type of 16-3 | Mode Of Transportation | Importer | Shipper | Product | VS16-7 Form Main | Attachments | Certify & Pay

**Product Information**

**\* = Required Field**

**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 animals from which the raw animal product was sourced, processing country, recombinant systems and genetic inserts, antibody immunogens, stabilizers, sensitive factors of animal origin in media.) (COMPLETE VS FORM 16-7 for cell cultures and their products)

\* Material: -- Select --

Description:

\* Is the material a cell culture or cell culture product?  Yes  No  
*Answering "Yes" may require a VS Form 16-7 to be submitted with this application*

Country of Origin: -- Select --

Species: -- Select --

Describe (if Other):

Describe (if Other):

**6. Quantity, Frequency of Importation, and Expected Completion Date (estimate):**

Quantity:

Frequency of Importation:

Expected Completion Date:

**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:**

Species: -- Select --

Describe (if Other):

**9. 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. Method of Final Disposition of Imported Material and Derivatives:**

\*

Yes  No

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## Product Information

## Attachments Summary

The *Attachments Summary* page provides a means for the applicant to add and delete files as attachments to the application.

The screenshot shows the USDA APHIS ePermits interface. At the top left, the USDA and APHIS logos are displayed alongside the text "United States Department of Agriculture Animal and Plant Health Inspection Service ePermits". Below this is a navigation bar with "Home" and "Printable Version" links. The main heading reads "VS Form 16-3 Application for Permit To: Import or Transport Controlled Material or Organisms or Vectors" with "Application No. 10062017" below it. A progress bar shows the current step as "Attachments", with other steps including "Type of 16-3", "Mode Of Transportation", "Importer", "Shipper", "Product", "VS16-7 Form Main", and "Certify & Pay". The "Attachments Summary" section contains a message box stating "No Attachments found". Below this is a "Choose a file to attach" prompt, a "Browse..." button, and an "Attach" button. A "Done with Attachments" link is located at the bottom right of the main content area. A footer contains various utility links such as "Home", "Create Application", "My Applications", "My Permits/Responses", "My Messages", "My Shipments/Labels", "Advanced Search", "My Profile", "Change Password", "Technical Support", "Compliance Responses", "Get Adobe Reader", "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "First@x", and "White House".

## Attachments Summary

Note: The current attachment types currently allowed in ePermits are: txt, html, htm, doc, wp, wpd, xls, pdf, gif, jpeg, jpg, bmp, vsd, docx, docm. The Attach button verifies that the filename extension is that of an acceptable type of file (i.e. it is not a potentially damaging type of file, such as an exe or vb).

## Certify & Pay

The Certify & Pay page provides a means for the user to certify the application as well as pay the processing fee. Applicants must submit a payment in order to continue.

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**VS Form 16-3 Application for Permit To: Import or Transport Controlled Material or Organisms or Vectors**  
Application No. 10062017

Type of 16-3   Mode Of Transportation   Importer   Shipper   Product   **VS16-7 Form Main**   Attachments   Certify & Pay

**Certify & Pay**

<sup>\*</sup> = Required

<sup>\*</sup>  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.

**Payment:**

Request Type:      New Application  
Processing Fee:     \$137.00  
Select Payment Type:    On-Line Credit Card  
                                   Mail-in Check  
                                   Money Order  
                                   APHIS User Account      APHIS User Fee Account Number:

[Continue](#)



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### Certify & Pay Applicant View

If Credit Card is selected as the type of payment, then the Credit Card Payment page will be the next page displayed. Otherwise, the Application Submitted page will be displayed.

## Credit Card Payment

The *Credit Card Payment* page allows applicants to make online credit card payments. This page transitions the applicant to Pay.gov for paying the processing fee. The applicant will complete the pay.gov pages as instructed. If the user selects "Change Payment Type", they are returned to the Certify & Pay page.

		United States Department of Agriculture Animal and Plant Health Inspection Service ePermits					
<a href="#">Printable Version</a>							
<b>VS Form 16-3 Application for Permit To: Import or Transport Controlled Material or Organisms or Vectors</b> Application No. 10069006							
Type of 16-3	Mode Of Transportation	Importer	Shipper	Product	VS16-7 Form Main	Attachments	Certify & Pay
<b>Credit Card Payment</b>							
You indicated that you would like to pay now using a credit card. If this is not correct, click on the <b>Change Payment Type</b> button to go back to the previous page and select a different payment type.							
Otherwise, click on the <b>Pay Now</b> button.							
<input type="button" value="Pay Now"/>							
<a href="#">Change Payment Type</a>							
<a href="#">Home</a>   <a href="#">Create Application</a>   <a href="#">My Applications</a>   <a href="#">My Permits/Responses</a>   <a href="#">My Messages</a>   <a href="#">My Shipments/Labels</a>   <a href="#">Advanced Search</a>   <a href="#">My Profile</a>   <a href="#">Change Password</a>   <a href="#">Technical Support</a>   <a href="#">Compliance Responses</a>   <a href="#">Get Adobe Reader</a> <a href="#">FOIA</a>   <a href="#">Accessibility Statement</a>   <a href="#">Privacy Policy</a>   <a href="#">Non-Discrimination Statement</a>   <a href="#">Information Quality</a>   <a href="#">FirstGov</a>   <a href="#">White House</a>							

## Credit Card Payment

## Online Payment (thru Pay.gov): Step 1: Enter Payment Information

If the applicant clicks the 'Pay Now' button on the Credit Card Payment page, the applicant transitions to Pay.gov a secure system that allows electronic payments to be made to Federal Government Agencies.

The applicant enters the required fields, as indicated by an asterisk (\*), on the pay.gov page. The Account Holder Name, Payment Amount, Billing Address, City, State, and ZIP Code will be pre-populated with the data obtained from ePermits. Applicants have the option of changing the Account Holder Name, Billing Address, City, State, and ZIP Code, but are not permitted to change the Payment Amount.

The screenshot shows a web browser window titled "Online Payment - Microsoft Internet Explorer". The address bar shows "https://qa.pay.gov/paygov/OCIServlet". The page content includes:

- Online Payment** (with a link to "Return to your originating application")
- Step 1: Enter Payment Information**
- Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)**
- Required fields are indicated with a red asterisk \***
- Account Holder Name:** John Smith \*
- Payment Amount:** \$94.00
- Billing Address:** 123 Main St \*
- Billing Address 2:** (empty)
- City:** Falls Church
- State / Province:** VA
- Zip / Postal Code:** 22042
- Country:** (dropdown menu)
- Card Type:** (dropdown menu) \* (Logos for VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS are shown)
- Card Number:** (input field) \* (Placeholder text: "Please do not enter a card number that contains spaces or dashes")
- Expiration Date:** (dropdown menu) \* / (dropdown menu) \*

Below the form, it says: "Select the 'Continue with Plastic Card Payment' button to continue to the next step in the Plastic Card Payment Process." There are two buttons: "Continue with Plastic Card Payment" and "Cancel".

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

At the bottom left, it says: "Contains commands for working with the selected items."

## On-line Payment: Step 1 Screen from pay.gov

## Online Payment: Step 2: Authorize Payment

Step 2: Authorize Payment on the pay.gov site requires the user to click the Authorize checkbox.

<b>Online Payment</b>		<a href="#">Return to your originating application</a>
<b>Step 2: Authorize Payment</b>		1/2
<b>Payment Summary</b> <a href="#">Edit this information</a>		
<b>Address Information</b>	<b>Account Information</b>	<b>Payment Information</b>
<b>Account Holder Applicant Name:</b> Tester 123 Main	<b>Card Type:</b> Visa <b>Card Number:</b> *****1111	<b>Payment Amount:</b> \$137.00 <b>Transaction Date and Time:</b> 10/13/2010 16:57 EDT
<b>Billing Address:</b> Street		
<b>Billing Address 2:</b> City: Reston		
<b>State / Province:</b> VA		
<b>Zip / Postal Code:</b> 20190		
<b>Country:</b> USA		
<b>Email Confirmation Receipt</b>		
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.		
<b>Email Address:</b> _____		
<b>Confirm Email Address:</b> _____		
<b>CC:</b> _____		<small>Separate multiple email addresses with a comma</small>
<b>Authorization and Disclosure</b>		
<b>Required fields are indicated with a red asterisk *</b>		
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. <input checked="" type="checkbox"/> *		
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions		
<input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/>		
<b>Note:</b> Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.		

**On-line Payment: Step 2 Screen from pay.gov**

**Online Payment: Your request is being processed. Please wait.**

Pay.gov displays the *Your request is being processed. Please wait.* page while it processes the credit card transaction.

**Your request is being processed. Please wait.**

**On-line Payment: Your request is being processed screen from pay.gov**

If the payment is unsuccessful, pay.gov will return the applicant to the ePermits 'Certify & Pay' page. The applicant can then select another Payment Type. If the payment is successful, pay.gov will return the applicant to the ePermits 'Application Submitted' page.



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**VS Form 16-3 Application for Permit To: Import or Transport Controlled Material or Organisms or Vectors**  
Application No. 10286004

**Application Submitted**

Thank You, Applicant Tester  
Your Application has been successfully submitted!

Your New Application for a Permit to transport controlled material or organisms or vectors was received. Please note your application reference number is 10286004. You will be asked to provide this number if you contact APHIS regarding this application.

Payment is a processing fee and does not guarantee permit approval.

[View/Print Application](#)

[View/Print Payment Receipt](#)

**Application Submitted - Credit Card**