

# How to Create an On-Line Certificate of Veterinary Inspection (CVI) in VSPS for Accredited Veterinarians

# Go to the VSPS website: <https://vsps.aphis.usda.gov/vsps/>

**USDA** United States Department of Agriculture  
Animal and Plant Health Inspection Service

*Veterinary Services  
Process Streamlining*

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### Welcome to VSPS: Veterinary Services Process Streamlining

VSPS provides a consistent and standard method of data capture at all levels and provides data dissemination to the appropriate existing databases. This provides a more comprehensive analysis tool for animal tracking and disease analysis which in turn, would allow VS to respond quickly to any threats to animal health in the United States.

#### VSPS Users:

Login here - [LOG IN](#)

No login necessary when performing a public search. Use the search link to the right.

Don't know what to do, or how to use VSPS? Click on the questions below for an introduction to the system.

- [What is VSPS?](#)
- [What can I do using VSPS?](#)
- [Who should register for an account?](#)
- [How do I register for an account?](#)

#### Public Searches:

Find an [Approved Establishment](#)

# Click on Log In



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## Welcome to VSPS: **Veterinary Services Process Streamlining**

VSPS provides a consistent and standard method of data capture at all levels and provides data dissemination to the appropriate existing databases. This provides a more comprehensive analysis tool for animal tracking and disease analysis which in turn, would allow VS to respond quickly to any threats to animal health in the United States.

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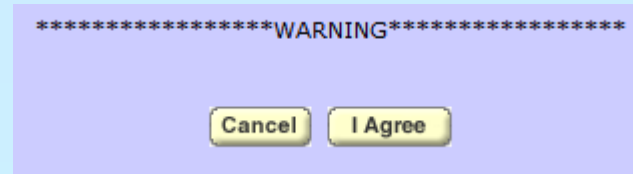
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### Public Searches:

Find an [Approved Establishment](#)

- 1. Click I agree



- 2. Enter eAuthentication user id and password

The image shows a web form titled "eAuthentication Login" in a green header bar. Below the header, the text "Login with my User ID and Password" is underlined. There are two input fields: "User ID:" followed by a text box, and "Password:" followed by a text box. Below the "User ID:" field is a blue link "Forgot your User ID?". Below the "Password:" field are two blue links: "Forgot your Password?" and "Change My Password". At the bottom of the form is a yellow "Login" button with a black outline and rounded corners.

## Contact Information

Email Address \*

eAuthentication Id

### Name Information

Prefix

First Name \*

Middle Name

Last Name \*

Suffix

Nickname

Maiden Name

ProfessionalTitle

Business Name

### Address Information

Address 1 \*

Address 2

City \*

State \*

Postal Code \*

Country \*

1. Fill in your personal profile page
2. Email address must be unique
3. Select Submit

### Telephone Number(s)

Type	Country Code	Number (nnn) nnn-nnnn	Ext.
Fax	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>
Mobile	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>
Phone	<input type="text" value="1"/>	* <input type="text" value="(970) 486-5567"/>	<input type="text"/>
TDD	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>
Toll Free	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>

- Request your role

State Office Data Entry	[Request State Authorization]
Veterinarian	[Request State Authorization]
Veterinary Medical Officer	[Request Avic Area Authorization]

- If you successfully match to your NVAP profile you will automatically be given the role of an accredited vet
- If not your role request will be processed through our help desk
- This may take a few days.

 [Jamie Snow](#)

- [Administration](#)
- [Business Profile](#)
- [Export](#)
- [Facilities](#)
- [Horse Transport](#)
- [Animal Import](#)
- [Interstate](#)
- [Labs](#)
- [Personal Profile](#)
- [Vet Accreditation](#)
- [Discoverer Reports](#)
- [Install Apps](#)
- [Contact Us](#)

Help Desk:  
877-944-8457: select  
option 3.

[VSPS Home](#)

There are no current notices

Next time you log in you are  
taken to the VSPS home  
page

 [Jamie Snow](#)

- [Administration](#)
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- [Install Apps](#)
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Help Desk:  
877-944-8457: select  
option 3.

[VSPS Home](#)

There are no current notices

Click on Interstate



# Create CVI

## Interstate Module

[Create CVI](#) [Enter Retrospective CVI](#) [Find CVI](#)

This module is the place to create Certificates of Veterinary Inspection for the movement of animals.

Regulations pertaining to the interstate movement of animals are available here: [State Regulations](#)  
User documentation is available here: [VSPS Interstate Library](#)

**Administration**  
**Business Profile**  
**Export**  
**Facilities**  
**Horse Transport**  
**Animal Import**  
**Interstate**  
**Labs**  
**Personal Profile**  
**Vet Accreditation**  
**Discoverer**  
**Reports**  
**Install Apps**  
**Contact Us**

Help Desk:  
877-944-8457; select  
option 3.

**CVI Summary Data**

Certificate Number	Permit Number	<input type="text"/>	
Status	Valid For *	<input type="text" value="30"/> days	
Origin State *	<input type="text" value="Select A State"/>	Destination State *	<input type="text" value="Select A State"/>
Species *	<input type="text" value="Select A Species"/>	Area Status	<input type="text" value="Select Area Status"/>
Classification *	<input type="text" value=""/>	Herd Status	<input type="text" value="Select Herd Status"/>
Purpose *	<input type="text" value="Select A Purpose"/>	Veterinarian *	<input type="text" value="James T. Jones Dvm"/>

1. \*Enter information into the drop downs for the CVI summary information

\*Note once this information is saved it cannot be edited.

The screenshot shows a web form with four tabs: "Consignor & Origin", "Consignee & Destination", "Carrier & Shipment", and "Required Tests". The "Consignor & Origin" tab is selected and circled in red. The form is divided into two main sections: "Consignor" and "Origin".

**Consignor Section:**

- Business Name:
- First Name \*:
- Last Name \*:
- Address 1 \*:
- Address 2:
- City \*:
- State \*:  (dropdown menu)
- Postal Code \*:
- County:
- Country \*:  (dropdown menu)

**Origin Section:**

- Business Name:
- First Name \*:
- Last Name \*:
- Address 1 \*:
- Address 2:
- City \*:
- State \*:  (dropdown menu)
- Postal Code \*:
- County:
- Country \*:  (dropdown menu)
- Premises Id:

A "Copy ->" button is located between the two sections and is circled in red.

1. Enter data into the first tab with all required fields entered.
2. Use copy feature if consignor information is the same as Origin information.
3. Move to the next tab – Consignee and Destination information.

1. Enter data into the next tab.
2. You may use the address book feature by clicking on the address book icon.
3. Click on the Carrier and shipment tab.

\*There are required fields on three of the 4 tabs (Consignor and Origin, Consignee and Destination and Carrier and Shipment).

4. Once you have all required fields entered click save request.

The screenshot shows a web form for creating a shipping request. At the top, there are four tabs: "Consignor & Origin", "Consignee & Destination", "Carrier & Shipment", and "Required Tests". The "Consignee & Destination" tab is currently selected. The "Consignee" section on the left contains the following fields: Business Name, First Name (required), Last Name (required), Address 1 (required), Address 2, City (required), State (required, dropdown menu with "Select a State" and a note "For foreign states, select Country first."), Postal Code (required), County, Country (required, dropdown menu with "United States" selected), and Phone (required, split into Country Code, Area Code and Number, and Extension). The "Destination" section on the right contains: Business Name, First Name (required), Last Name (required), Address 1 (required), Address 2, City (required), State (required, dropdown menu with "Select a State" and a note "For foreign states, select Country first."), Postal Code (required), County, Country (required, dropdown menu with "United States" selected), and Phone (required, split into Country Code, Area Code and Number, and Extension). At the bottom, there are "Consignee Contact Name" and "Destination Contact Name" fields. A "Copy ->" button is located between the two sections. At the very bottom, there are "Cancel" and "Save Request" buttons, with the "Save Request" button circled in red.

- After Initial Data is saved you get a green success message
- Get additional data entry options (add/edit/remove animals, Issue etc)
- Top section in no longer editable

The Interstate Movement Request was created.

#### CVI Summary Data

Certificate Number	<b>11AK24393</b>	Permit Number	<input type="text"/>
Status	<b>SAVED</b>	Valid For *	<input type="text" value="30"/> days
Origin State *	<b>Alaska</b>	Destination State *	<b>Alaska</b>
Species *	<b>Bovine</b>	Area Status	
Classification *	<b>Livestock</b>	Herd Status	
Purpose *	<b>Backgrounding</b>	Veterinarian *	<b>Jamie L. Snow-Johnston</b> [ <a href="mailto:jamie.l.snow@aphis.usda.gov">jamie.l.snow@aphis.usda.gov</a> ]

#### I want to...

[ [Add/Edit/Remove Animals](#) ] [ [Issue](#) ] [ [View/print the certificate](#) ] [ [View status history](#) ] [ [Delete](#) ]

The Interstate Movement Request was created.

**CVI Summary Data**

Certificate Number **11AK24393** Permit Number   
Status **SAVED** Valid For \*  days  
Origin State \* **Alaska** Destination State \* **Alaska**  
Species \* **Bovine** Area Status  
Classification \* **Livestock** Herd Status  
Purpose \* **Backgrounding** Veterinarian \* **Jamie L. Snow-Johnston** [jamie.l.snow@aphis.usda.gov]

**I want to...**

[ **Add/Edit/Remove Animals** ] [Issue] [View/print the certificate] [View status history] [Delete]

1. Click Add animals
2. Determine if you want to add a new animal or use one that was entered into your business profile. By clicking on the arrow in the drop down.

**I want to...**

These actions will apply to the list of animals below.

Select Action

Apply

Nothing found to display.



**I want to...**  
These actions will apply to the list of animals below.

Define new animal

Individual  
 Group  
 Multiple (Enter Ids)  
 Multiple (CSV, CR-LF)  
 Multiple (Sequential Ids)

Apply

Nothing found to display.

If you define a new animal you have several options for data entry:

- Select Individual if you have one animal on your CVI
- Select Group if every animal has the same characteristics (same gender, same id, same age etc)
- Select Multiple (Enter ids) if you have a word document with ids or want to type in each animal id
- Select Multiple (CSV, CR-LF) if you have a file with one form of animal id that you want to upload
- Select Multiple (Sequential Ids) if you have a group of animals that are identified sequentially

- Selecting Individual Animal will give you one animal data entry screen to enter animal details.

- When data is entered click create and return.

**Create Animal (Individual)**

Animal Information

**Animal Information**

Animal Classification \* Livestock

Animal Breed \* Select Breed

Animal DoB (mm/dd/yyyy)

Animal Gender \* Select Gender

Remarks:

**Animal Identification**

Back Tag:

Canadian Metal Tag:

Ear Tattoo:

MX Tag:

Other:

Owner Eartag:

RFID:

Registration #:

Spayed Tag:

TB Tag:

USDA Bangle Tag:

USDA Metal Tag:

USDA Vaccination Tag:

Location (below) is the permanent physical location of the animal(s).

**Owner \***

BusinessName

FirstName Jim

LastName Harold

Address1 34 West Creek

Address2

City Wellington

State Alaska

For foreign states, select Country first.

**Location \***

BusinessName

FirstName Jim

LastName Harold

Address1 34 West Creek

Address2

City Wellington

State Alaska

For foreign states, select Country first.

Copy ->

Create and Return Cancel



## Create Animal (Group)

### Animal Information

#### Animal Information

Animal Classification \* Livestock  
Animal Breed \* Select Breed  
Number of Animals \*  
Animal Gender \* Select Gender

Remarks:

#### Owner \*

BusinessName  
FirstName Jim  
LastName Harold  
Address1 34 West Creek  
Address2  
City Wellington  
State Alaska  
For foreign states, select Country first.

Copy  
->

### Animal Identification

Back Tag:  
Canadian Metal Tag:  
Ear Tattoo:  
MX Tag:  
Other:  
Owner Eartag:  
RFID:  
Registration #:  
Spayed Tag:  
TB Tag:  
USDA Bangle Tag:  
USDA Metal Tag:  
USDA Vaccination Tag:

Location (below) is the permanent physical location of the animal(s).

#### Location \*

BusinessName  
FirstName Jim  
LastName Harold  
Address1 34 West Creek  
Address2  
City Wellington  
State Alaska  
For foreign states, select Country first.

- Selecting Create Group will give you the one animal data entry screen to enter animal details for the entire group. You will also enter the number of animals in the group.
- When data is entered click create and return.

Create and Return

Cancel

# If you select Multiple (Enter ids)

**I want to...**

These actions will apply to the list of animals below.

Define new animal

Individual

Group

Multiple (Enter Ids)

Multiple (CSV, CR-LF)

Multiple (Sequential Ids)

ID Type: \* Choose Type

Manual Input: \*

Apply

1. Select your ID Type
2. In put your id values either by directly typing into the input box or cutting and pasting from a document into the box.
3. Select Apply

Note the number of animals created depends on the number of IDs entered.

# If you select Multiple (Enter ids)

Provide information for the animal having the first ID then click **Save** to create all of the animals using the same information.

1. Enter data into the same animal details screen.

\*Note animal information for the first animal will be applied to the rest of the animals.

The screenshot displays a web-based form for animal management. At the top, a yellow banner provides instructions. The form is divided into four main sections:

- Animal Information:** Contains dropdown menus for 'Animal Classification' (set to 'Livestock'), 'Animal Breed' (set to 'Select Breed'), and 'Animal Gender' (set to 'Select Gender'). It also has a 'Number of Animals' input field and a 'Remarks' text area.
- Animal Identification:** A vertical list of input fields for various tags: 'Back Tag', 'Canadian Metal Tag', 'Ear Tattoo', 'MX Tag', 'Other', 'Owner Eartag', 'RFID', 'Registration #', 'Spayed Tag', 'TB Tag', 'USDA Bangle Tag', 'USDA Metal Tag', and 'USDA Vaccination Tag'.
- Owner:** Includes input fields for 'BusinessName', 'FirstName' (filled with 'Jim'), 'LastName' (filled with 'Harold'), 'Address1' (filled with '34 West Creek'), 'Address2', 'City' (filled with 'Wellington'), and a state dropdown menu (set to 'Alaska').
- Location:** Mirrors the 'Owner' section with identical input values. A note above it states: 'Location (below) is the permanent physical location of the animal(s)'. A 'Copy ->' button is positioned between the Owner and Location sections.

At the bottom of the form are two buttons: 'Create and Return' and 'Cancel'.

# Multiple (CSV, CR-LF)

**I want to...**  
These actions will apply to the list of animals below.

Individual  
 Group  
 Multiple (Enter Ids)  
 Multiple (CSV, CR-LF)  
 Multiple (Sequential Ids)

ID Type: \*

File (CSV, CR-LF): \*

1. Select your ID Type

2. Upload your id values by browsing for your file

3. Select Apply

\* Note the number of animals created depends on the number of IDs entered.

# Multiple (CSV, CR-LF)

Provide information for the animal having the first ID then click **Save** to create all of the animals using the same information.

1. Enter data into the same animal details screen.

\*Note animal information for the first animal will be applied to the rest of the animals.

The screenshot shows a web-based form for animal registration. At the top, a yellow banner contains the instruction: "Provide information for the animal having the first ID then click **Save** to create all of the animals using the same information." Below this, the form is divided into several sections:

- Animal Information** (top left): Includes dropdowns for "Animal Classification" (set to "Livestock"), "Animal Breed" (set to "Select Breed"), and "Animal Gender" (set to "Select Gender"). There is a "Number of Animals" input field and a "Remarks" text area.
- Animal Identification** (top right): A vertical list of input fields for various tags: "Back Tag", "Canadian Metal Tag", "Ear Tattoo", "MX Tag", "Other", "Owner Ear Tag", "RFID", "Registration #", "Spayed Tag", "TB Tag", "USDA Bangle Tag", "USDA Metal Tag", and "USDA Vaccination Tag".
- Owner** (bottom left): Includes input fields for "BusinessName", "FirstName" (filled with "Jim"), "LastName" (filled with "Harold"), "Address1" (filled with "34 West Creek"), "Address2", "City" (filled with "Wellington"), and a state dropdown menu (set to "Alaska").
- Location** (bottom right): A duplicate of the "Owner" section, with the same data entered. A "Copy ->" button is positioned between the two sections.

At the bottom of the form are two buttons: "Create and Return" and "Cancel".

# Adding Animals from Business Profile

**Find Animals**

Identifier:

Identifier Type:

Species:

Practice Book(s):

Personal Book

**Owner Information**

Business Name:

First Name:

Last Name:

County:

State:

Include Inactive

9 Animals found, displaying all Animals.

Select All

Select	Book	IDs	Count	Owner	Species	Breed	Gender
<input type="checkbox"/>	Personal	Breed Registration: 45345345	1	Cavel International Inc, Cavell International Inc Cavel International Inc	Equine	Albanian	Castrated Male
<input type="checkbox"/>	Personal		1	State-Federal Diagnostic Laboratory	Equine	Abyssinian	Castrated Male
<input type="checkbox"/>	Personal		1	Beltex Corporation, Beltex Corporation	Equine	Holsteiner	Castrated Male
<input type="checkbox"/>	Benny Swanson	Breed Registration: 65455	1	McGuinn, Lucy	Equine	Albanian	Castrated Male
<input type="checkbox"/>	Personal	Tattoo: Flipper	1	McGuinn, Flea	Equine	Azteca	Female
<input type="checkbox"/>	Sugar	Registered Name: Sunny Girl Call Name: Yellow Bird Pipper Breed Registration: GIDDY5500 RFID: 45554544545 Tattoo: Lip 6600	1	Snort, Jamie Jamie's Large Animals	Equine	Albanian	Female
<input type="checkbox"/>	Benny Swanson		1	McGuinnsiv, Flea	Equine	Albanian	Female
<input type="checkbox"/>	Personal		1	Cavel International Inc, Cavell International Inc Cavel International Inc	Equine	Albanian	Castrated Male
<input type="checkbox"/>	Personal		1	Afds, Johns Barn	Equine	American Buckskin	Male

9 Animals found, displaying all Animals.

1. If you select adding animals from your business profile you select the animal (s) that was entered previously.

<input type="checkbox"/> Select All							
Select	Book	IDs	Count	Owner	Species	Breed	Gender
<input type="checkbox"/>	Personal	Breed Registration: 45345345	1	Cavel International Inc, Cavell International Inc <i>Cavel International Inc</i>	Equine	Albanian	Castrated Male
<input type="checkbox"/>	Personal		1	<i>State-Federal Diagnostic Laboratory</i>	Equine	Abyssinian	Castrated Male
<input type="checkbox"/>	Personal		1	Beltex Corporation, Beltex Corporation	Equine	Holsteiner	Castrated Male
<input checked="" type="checkbox"/>	Benny Swanson	Breed Registration: 65455	1	McGuinn, Lucy	Equine	Albanian	Castrated Male
<input type="checkbox"/>	Personal	Tattoo: Flipper	1	McGuinn, Flea	Equine	Azteca	Female
<input type="checkbox"/>	Sugar	Registered Name: Sunny Girl Call Name: Yellow Bird Pimper Breed Registration: GIDDY5500 RFID: 45554544545 Tattoo: Lip 6600	1	Snort, Jamie <i>Jamie's Large Animals</i>	Equine	Albanian	Female
<input type="checkbox"/>	Benny Swanson		1	McGuinnsiv, Flea	Equine	Albanian	Female
<input type="checkbox"/>	Personal		1	Cavel International Inc, Cavell International Inc <i>Cavel International Inc</i>	Equine	Albanian	Castrated Male
<input type="checkbox"/>	Personal		1	Afds, Johns Barn	Equine	American Buckskin	Male

9 Animals found, displaying all Animals.

1. Select your animal by placing a check next to the animal you want to use.
2. Click Continue.
3. That animal will be added to the bottom of the previous screen.

**I want to...**  
 These actions will apply to the list of animals below.

Set MAX ages on selected animal(s)  MONTHS

8 Animals found, displaying all Animals.

Select All

Select	Action	ID(s)	Name(s)	Count	Breed	Gender	Age (MIN to MAX)	Temp	Tests
<input checked="" type="checkbox"/>	[Edit]	Canadian Metal Tag 657657		1	Dutch Friesian	Female	* 7 MONTHS to 7 MONTHS	0.0	None
<input checked="" type="checkbox"/>	[Edit]	Canadian Metal Tag 8987		1	Dutch Friesian	Female	* 7 MONTHS to 7 MONTHS	0.0	None
<input checked="" type="checkbox"/>	[Edit]	Canadian Metal Tag 87987		1	Dutch Friesian	Female	* 7 MONTHS to 7 MONTHS	0.0	None
<input checked="" type="checkbox"/>	[Edit]	Canadian Metal Tag 565		1	Dutch Friesian	Female	* 7 MONTHS to 7 MONTHS	0.0	None
<input checked="" type="checkbox"/>	[Edit]	Canadian Metal Tag 87987		1	Dutch Friesian	Female	* 7 MONTHS to 7 MONTHS	0.0	None
<input checked="" type="checkbox"/>	[Edit]	Canadian Metal Tag 76876		1	Dutch Friesian	Female	* 7 MONTHS to 7 MONTHS	0.0	None
<input checked="" type="checkbox"/>	[Edit]	Canadian Metal Tag 76764		1	Dutch Friesian	Female	* 7 MONTHS to 7 MONTHS	0.0	None
<input checked="" type="checkbox"/>	[Edit]	Canadian Metal Tag 7687		1	Dutch Friesian	Female	* 7 MONTHS to 7 MONTHS	0.0	None

8 Animals found, displaying all Animals.

1. Select all by placing a check in the select all field
2. Set the minimum age and the max age of the animals using the I want to middle section. Select Apply
3. Select Save
4. Then select Return to CVI



I want to...

[ Add/Edit/Remove Animals] [Issue] [View/print the certificate] [View status history] [Delete]

1. You may issue the CVI if you are the accredited vet, this locks it from editing
2. You may view or print the PDF of the certificate
3. You can delete the CVI
4. View the status or history if you are part of a practice

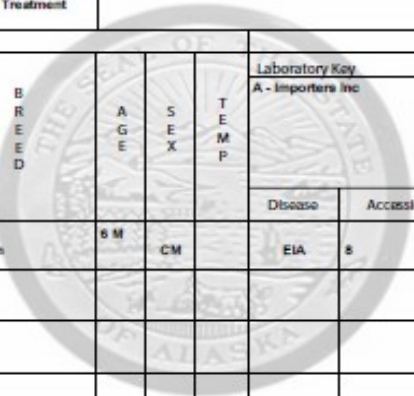
Consignor Flea McGuinn 12 Wayne, AK 99821 (976) 988-9912		Consignee Flea McGuinn 12 Wayne, AK 99821 (976) 988-9912		Carrier Robert Good  null  Transport Mode Land		Inspection Date 02/04/2011 Issue Date 02/04/2011 Shipment Date 02/04/2011 Entry Permit Number	
Origin Address (if different from above) Flea McGuinn 12 Wayne, AK 99821		Destination (Address or Description) Flea McGuinn 12 Wayne, AK 99821 (976) 988-9912					

SPECIES / CLASS Equine / Horse	NUMBER OF ANIMALS 1	PURPOSE OF SHIPMENT Intrastate Medical Treatment	STATE/AREA STATUS	HERD/FLOCK STATUS
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FEDERAL EARTAG #, REGISTRATION TATTOO, OR OTHER PERMANENT IDENTIFICATION	L I N E #	REGISTRY NAME AND NUMBER OR DESCRIPTION AND REGISTERED OWNERSHIP BRAND (All animals presented for test must be listed. Line out animals not shipped.)	B R E E D	A G E	S E X	T E M P	TEST(S)					VACCINATION(S)		
							Laboratory Key		Disease Key			C O D E	I N J E C T I O N	
							Disease	Accession	Serial #	Date Sampled	Lab			Results
Breed Registration: 45345345	1		Albanian	6 M	CM		EIA	8	65854	06/17/2009	A	N		
	2													
	3													
	4													
	5													

VETERINARY CERTIFICATION - I certify, as an accredited veterinarian the the above described animals have been inspected by me and that they are not showing signs of the infectious, contagious and/or communicable disease (except where noted). The vaccinations and results of tests are indicated on the certificate. To the best of my knowledge, the animals listed on this certificate meet the state of destination and federal interstate requirements. No further warranty is made or implied. Signature _____ Print Name _____ Address _____	STATE OF DESTINATION REQUIREMENTS:	STATE CERTIFICATION/REMARKS
	OWNER/AGENT STATEMENT (Where applicable) "The animals in this shipment are those certified to and listed on this certificate." S/ Flea McGuinn Date _____	

Once you Issue the certificate the watermark will change to "Official Copy"



**OFFICIAL COPY**  
 DSP E 02 73894

- Thank you!
- For additional information Contact the VSPS help desk:  
877-944-8457 and select option 3