

Instructions for Completing Application VS Form 16-3

These guidelines may assist in the completion of an application for a USDA, APHIS, veterinary import permit for animal derived or cell culture derived products. Applications that are completed adequately will expedite the review process.

When additional information and clarification must be requested, there can be significant delays. This is a general or generic application, some items may not apply. Items #1-5 & #10 must be complete.

PLEASE TYPE APPLICATION OR PRINT CAREFULLY. Illegible applications cannot be processed!

Additional sheets may be used for certain items.

Items:

1. Shipment by Air, Sea, Land (Canada/Mexico) or Any combination of the three
2. First U.S. port or point of entry, list the most probably ports. Copies of the permits will be sent to the listed ports to facilitate USDA clearance. A copy of the permit should accompany all shipments to facilitate clearance and, in particular, if the shipment should go to a port not listed.
3. Importer's address must be a complete & adequate address, which includes street location and mailing location, if different. If permit is to be sent to a location different then the consignment location, please indicate this (list all addresses possible). Telephone and telefax number should be included also to expedite communication regarding your application.
4. More then one shipper can be included. The production or processing conditions must be similar for each shipper or the differences described.
5. Please provide a specific description including the items mentioned on the application if applicable. Also provide the condition of the imported preparation, such as bulk, individual vials, with albumin added, purified, etc. For cell cultures and their products, please complete the VS Form 16-7 for production information.
6. Estimate of volume, amount, number of yearly importations, etc.
7. Describe in vitro or in vivo uses (include animal model), distribution within the United States, method of disposal, etc.
8. General overview of the facilities where the material will be used, such as BL2, warehouse for distribution, etc. Details will vary with the material and intention for importation.
9. General overview of skill levels of the people using the imported material. Details will vary with the material and intended uses.
10. This information is very important for the review process. Attach additional sheets as necessary. The processing of the imported material prior to importation will be evaluated for disease safeguard. Outline of the purification methods is helpful. Include additional sheets as needed.
11. For research projects, supply additional clarification or objectives here.

12. If there is a paper that further explains the specific material preparation or further describes your intended use, please include it. **DO NOT SEND RESEARCH PAPERS BY FAX!**
13. Applications must be signed or they will not be processed. They should be signed by the person responsible for the material being imported. Signatory will normally be used for the name of the permittee.
14. Please type the name and title of the person signing the application.
15. Date of application.
16. User Fee Credit Account Number if available may be included here. Other methods of payment include check, money order, and MasterCard or VISA.

Mail completed and signed application (with application processing user fee) to:
[allow 4-6 weeks for processing]

USDA, APHIS, VS
Product Program
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