Instructions for Requesting the Renewal and/or Amendment of VS 16-6 Import Permit

These guidelines may assist in the completing of a request to Renew and/or Amend an existing USDA, APHIS veterinary import permit for animal derived or cell culture products. Requests that are completed clearly and adequately will expedite the review process.

When additional information and clarification must be requested, there can be significant delays.

PLEASE TYPE OR PRINT CAREFULLY YOUR
RENEW AND/OR AMEND REQUEST.
Illegible request cannot be processed! Additional sheets may be used if necessary.

1. On your company letterhead (if applicable) indicate that you are requesting the Renewal, Amending or Renew and Amend of an existing permit.
2. Indicate the permit number (found in the upper right hand corner of the permit).
3. If there are no changes to the permit. Skip to number 5.
4. Are there any changes to the permit (ex. Change of Permittee Name, Company name change, address change, add or delete a shipper, additional species origin, etc)? Indicate these clearly.
5. Include contact information: Name, Telephone Number, Fax Number. Our office now requests that the permittee or the person who has oversight of the permits include an email address.
6. Processing FEES:

   a. Renew Permit - $97.00 (this fee applies if Renew/Amend request)
   b. Amend Permit - $75.00

   [All processing is workload dependent]

Payment Method:

   c. User Fee Credit Account Number – include the number
   d. Credit Card (American Express, MasterCard or VISA) – include the credit card number, expiration date, name of cardholder (if other than the permittee) and an indication that permission is given to charge the credit card.
   e. Check or Money Order (request and payment must be mailed together)

Fax the request to: 301-734-8226 (Applies to User Fee Credit Accounts and Credit Cards ONLY)
Mail the request to: USDA, APHIS, VS, Product Program, 4700 River Road, Unit 40, Riverdale, MD 20737-1231 (Applies to all methods of payment)

[All processing is workload dependent.]