

## INSTRUCTIONS FOR COMPLETING VETERINARY SERVICES (VS) FORM 17-129

1. Please complete the entire application. The application must be legibly written or typed. Do not abbreviate.
2. Submit one application for each permit required (a separate permit is required for each importation of live animals, semen, embryos or hatching eggs).
3. There is a \$133.00 user fee charge for each application submitted. Payment is required before an application can be processed. Payment can be made by check or money order made out to USDA, APHIS; bank cards (VISA or Mastercard); or through a user fee account with the Agency. See below for information on establishing a user fee account.
4. In Box 1, please list the shipper's (exporter's) contact information in the exporting country.
5. In Box 2, applicants must provide a U.S. importer's address.
6. In Box 6, please list the port in the exporting country from which the shipment will originate, and all other ports that will be involved before arrival in the U.S.
7. In Box 2 -- Name and address of shipper or agent -- please include name and telephone number.
8. In Box 6 --
  - (A) Number of animals—for animals, list the actual number of animals involved. If a shipment is semen or embryos, indicate the number of doses, ampules, or straws. For hatching eggs, please include number of eggs.
  - (B) Breed of animal(s) -- please be exact - no abbreviations.
  - (C) Species of animal(s) -- please be exact.
  - (D) Description of animal(s) -- list according to species (use additional sheets of paper if necessary).
  - (E) Purpose of Importation -- indicate if shipment is an importation or transit.

Note: For animals transiting the United States by air to a third country, stops at U.S. airports may be made for crew change and refueling only. Unloading of animals may be permitted under certain conditions approved in advance by APHIS. (Please contact the National Center for Import and Export at 301-734-8364 for information regarding any transits where animals may need to be unloaded.) Transiting animals, semen, embryos or hatching eggs are subject to supervision by VS port personnel. VS port personnel must be given 1 week notice of exact time and date of arrival. For animals that are imported and intended for entry into the United States, please contact the National Center for Import and Export at 301-734-8364 regarding any required quarantines for imported animals (including hatching eggs).

9. In Box 7 -- Please list all ports that are involved in the transport of animals, semen, embryos or hatching eggs to or through the U.S.
10. In Boxes 8 and 9 - Permits for semen, embryos and most species of live animals are valid for 14 days from the proposed shipping date (30 days for fish, birds, poultry and

hatching eggs). Please be as accurate in listing proposed shipping and entry dates as possible.

11. Box 10 -- List the first port of arrival in the United States. For transit shipments which will stop at more than one port in the United States, please list all ports.
12. Box 11 -- Leave blank for transits through the U.S. to another country. For animals entering the U.S., please provide contact information for the receiving party. Use Box 11 for non-quarantine imports, and Box 12 for imports requiring a USDA quarantine.
13. In Box 13, please include an email address (if desired) and any additional information you wish to send.

Applications will be reviewed by staff at the National Center for Import and Export. A VS form 17-135 Permit to Import Animals, Semen or Embryos will be issued within 5 to 7 business days if all requirements for importation are met. The same permit is used as an in-transit permit for animals transiting the U.S. to a third country. Permits may be emailed electronically to applicants listing an email address in Box 13.

#### **Mailing VS Form 17-129**

After completing VS Form 17-129 please fax to 301-734-4704. Hard copies may be mailed to: USDA APHIS VS National Center for Import and Export, 4700 River Rd., Unit 39, Riverdale, MD 20737.

After receipt, permit applications will be reviewed by staff at the National Center for Import and Export. If all requirements for importation are met, a VS form 17-135 Permit to Import Animals, Semen or Embryos (the same permit is used as an in-transit permit for animals transiting the U.S. to a third country) will be issued within 5 to 7 business days. Permits can be emailed electronically to applicants listing an email address in Box 13.

For further assistance please call the Animal and Plant Health Inspection Service  
Telephone (301) 734-8364

Questions may also be emailed to [VS.Live.Animal.Import.Export@aphis.usda.gov](mailto:VS.Live.Animal.Import.Export@aphis.usda.gov)