

## INSTRUCTIONS FOR COMPLETING VETERINARY SERVICES (VS) FORM 17-129 (APPLICATION FOR IMPORT OR IN TRANSIT PERMIT)

- Please complete the entire application. The application must be legibly printed or typed. Do not abbreviate.
- Submit one application for each permit required (a separate permit is required for each importation of live animals, semen, embryos or hatching eggs).
- There is a \$150.00 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; credit cards (VISA, MasterCard, American Express, or Discover Card); or through a user fee account established with the Agency.

**In Box 1:** Please list the shipper's contact information in the exporting country. If no shipper is involved, list the exporter's contact information.

**In Box 2:** The importer can be a person, agent or company, but there should be a US point of contact listed here. Please include name, address and telephone number.

**In Box 3:** 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.

**In Box 4:** Please list the country from which the shipment will originate, and all other countries that will be involved before arrival in the U.S.

**In Box 5:** Please list the type(s) of transportation that will be used for moving the shipment to the U.S. port of entry. (For transits through the U.S. to another country, list all types of transportation through the U.S. as well). Please provide flight numbers (if known) for flights arriving at U.S. airports.

**In Box 6:**

- (Under the first column, list the number of animals. If a shipment is semen or embryos, indicate the number of doses, ampules, or straws. For hatching eggs, please include number of eggs).
- Under the Breed column, list the Breed of animal(s), where applicable
- Under the Species column, list the species of animal(s). Use Latin names for fish or wild/zoo ruminant species
- Under the Description column, put a physical description of the animal(s), according to species (use additional sheets of paper if necessary).

**In Box 6E:** 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 generally be made for crew change and refueling only.

Unloading of animals during transits may be permitted under certain conditions approved in advance by APHIS. (Please contact the National Center for Import and Export [NCIE] at 301-851-3300 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 at least 72 hours prior notice of exact time and date of arrival. For animals that are imported and intended for entry into the United States, please contact NCIE at 301-734-8364 regarding any required quarantines for imported animals (including hatching eggs).

**In Box 7:** Please list all ports or other points in the route that is involved in the transport of animals, semen, embryos or hatching eggs to or through the U.S.

**In Box 8** Permits for semen, embryos and most species of live animals are valid for 14 days  
**& Box 9:** 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.

**In Box 10:** List the first port of arrival in the United States. .

**In Box 11** Leave blank for transits through the U.S. to another country. For animals entering the U.S.,  
**& Box 12:** please provide contact information for the receiving party. Use Box 11 for shipments of animals that are not required to undergo a USDA quarantine, and Box 12 for shipments of animals that are required to undergo a USDA quarantine

**In Box 13:** Please include an email address (if available) , also applicants list their payment method (bank card information or; a user fee account with the agency.); and any additional information you wish to send.

#### **Submitting VS Form 17-129**

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

#### **Receiving Permits**

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 will be issued within 7 to 10 business days. The VS form 17-135 is also issued as an in-transit permit for shipments transiting the U.S. to a third country.

Permits can be emailed electronically by NCIE to applicants listing an email address in Box 13. For further assistance please call NCIE at (301) 851-3300. Questions may also be emailed to [VS.Live.Animal.Import.Export@aphis.usda.gov](mailto:VS.Live.Animal.Import.Export@aphis.usda.gov)