



The Veterinary Export Health Certification System (VEHCS)

A STEP-BY-STEP GUIDE TO USING VEHCS

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About VEHCS

What is VEHCS?

VEHCS is USDA APHIS's online, secure electronic system for the creation, issuance (complete, sign, date), submission and endorsement of hardcopy health certificates for international export of live animals and germplasm from the United States to foreign countries.

VEHCS allows USDA Accredited Veterinarians (AVs) to issue and electronically sign health certificates through the secure server after logging in with their login credentials. VEHCS also allows an AV's Support Staff and Exporters to prepare health certificates for the AV to issue and electronically sign.

- Login credentials are used to identify yourself online and access certain USDA systems.
- Login credentials **cannot** be shared between individuals. USDA Accredited Veterinarians who share their login credentials with others may be subject to accreditation violations.
- For more information: <https://www.eauth.usda.gov/eauth/b/usda/home>

Once signed, the health certificate and supporting documentation for the submission are submitted electronically by the AV via VEHCS to USDA APHIS for review and endorsement; thereby eliminating the time and shipping expense required to send the hard copy to your USDA Endorsement Office.

- NOTE: a printed hardcopy of the endorsed health certificate must still accompany all animals when they travel.

Why use VEHCS?

By using VEHCS, you can save time and money by instantaneously submitting your international export health certificate to your USDA Endorsement Office instead of express shipping or driving a health certificate to the office.

- For countries accepting USDA APHIS's digital endorsement, additional time and money are saved by allowing the AV to print the endorsed health certificate from VEHCS.
- Keep in mind, your USDA Endorsement Office still needs to review the health certificate after it is submitted, so the time from receipt to endorsement is the same as for paper health certificates.

VEHCS can also help minimize errors by walking the AV through the issuance process.

- If the AV makes a mistake, he/she can quickly correct the health certificate and return it to the USDA Endorsement Office.

When can VEHCS be used?

USDA APHIS accepts health certificates electronically signed by AVs when issued and submitted through VEHCS for animals eligible to travel to another country for all destination countries.

This means VEHCS can be used instead of submitting a hardcopy health certificate for endorsement.

With a few exceptions, it is **not** mandatory to use VEHCS.

- The [USDA APHIS International Regulations \(IRegs\) web page](#) and the [USDA APHIS Pet Travel Website \(PTW\)](#) will state if VEHCS must be used.
- It remains acceptable to continue to issue paper health certificates.
- But do **not** issue both a paper and VEHCS health certificate. Only one option may be used.
 - It is against the policy of USDA APHIS and the World Organisation for Animal Health to have more than one endorsed health certificate in existence at the same time for an animal's movement to another country.
- Always remember, regardless of how the health certificate is issued, a printed, paper hardcopy of the endorsed health certificate must accompany all animals when they travel.

When can VEHCS be used?

While VEHCS can be used to issue and submit any health certificate requiring USDA APHIS endorsement, not every destination country will allow USDA APHIS to *digitally endorse* the health certificate in VEHCS.

If a destination country accepts USDA APHIS's digital endorsement, your USDA Endorsement Office will digitally endorse the health certificate in VEHCS.

- The AV, or anyone else who can access the VEHCS health certificate, must print the endorsed health certificate from VEHCS and provide it to the animal's owner/broker so it can accompany the animal when shipped.

If a destination country does not accept USDA APHIS's digital endorsement, your USDA Endorsement Office will print the health certificate from VEHCS and wet-ink sign it.

- Because the paper hardcopy of the endorsed health certificate must accompany the animal when shipped, a pre-paid return shipping label must be uploaded as an attachment when the AV submits the health certificate in VEHCS. Your USDA Endorsement Office will send the hardcopy endorsed health certificate back with that shipping label so it can accompany the animal when shipped.

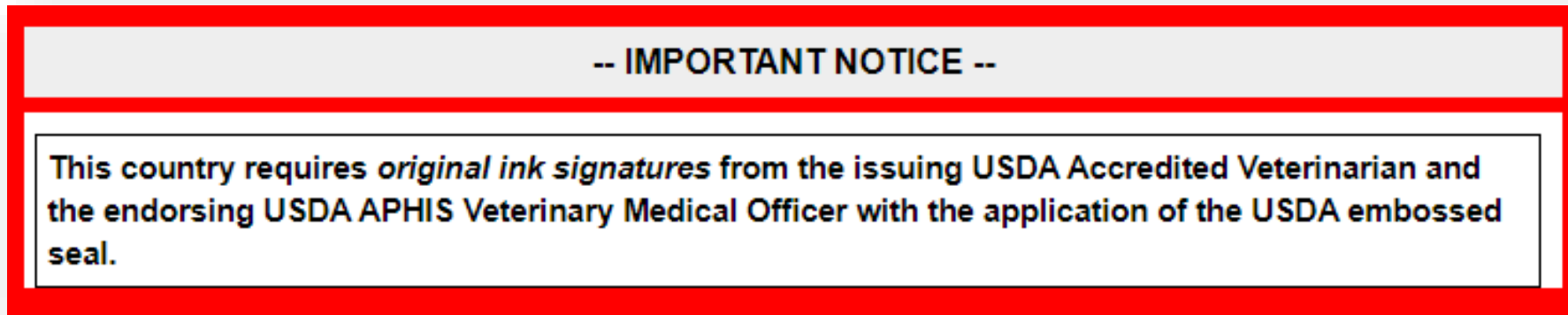
Determining use of VEHCS by country

Each country page on the USDA APHIS International Regulations for Live Animal Exports ([IRegs](#)) and USDA APHIS Pet Travel Website ([PTW](#)) contain color-coded banners to indicate a destination country's acceptance of VEHCS.

The color-coded banners USDA created for VEHCS are summarized as follows:

	RED	ORANGE	GREEN	YELLOW	PURPLE
Accredited Veterinarian Signature	Original signature	Electronic signature	Electronic signature	Electronic signature for SOME commodities only (Please refer to IRegs or PTW)	Electronic signature
APHIS VMO Signature	Original signature and physically embossed with raised seal	Original signature and physically embossed with raised seal	Digital signature and digital seal (not embossed)	Digital signature and digital seal (not embossed) for SOME commodities only (Please refer to IRegs or PTW)	Digital signature and digital seal (not embossed) for SOME commodities only (Please refer to IRegs or PTW)

Deciphering the VEHCS banner colors



Red banners mean VEHCS use is not allowed. You must issue a traditional paper health certificate (wet ink signature and date of signing) and overnight ship or hand deliver to the USDA Endorsement Office for review and endorsement.

At this time, there are not any countries with this VEHCS banner status.

Deciphering the VEHCS banner colors

This country allows USDA Accredited Veterinarians to use USDA's online Veterinary Export Health Certification System (VEHCS) to complete health certificates.	
Save Time and Money!	
USDA Accredited Veterinarian Signature	Electronic Signature Accepted
USDA APHIS Veterinary Medical Officer Signature	Digital Endorsement NOT Accepted The health certificate bears the original ink signature and embossed seal

Orange banners mean VEHCS may be used to issue the health certificate, but your USDA Endorsement Office must print the health certificate from VEHCS to physically endorse it. The endorsed health certificate cannot be printed from VEHCS to accompany the animal; the endorsed paper health certificate is shipped back with the return label the AV uploaded into VEHCS with the certificate submission. The endorsed hardcopy health certificate must travel with the animal.

Deciphering the VEHCS banner colors

This country allows USDA Accredited Veterinarians to use USDA's online Veterinary Export Health Certification System (VEHCS) to complete health certificates.	
Save Time and Money!	
USDA Accredited Veterinarian Signature	Electronic Signature Accepted
USDA APHIS Veterinary Medical Officer Signature	Digital Endorsement Accepted The health certificate bears digital signature/seal

Green banners mean VEHCS may be used to electronically issue and digitally endorse the health certificate for all commodities. This means the AV will print the endorsed health certificate from VEHCS and provide it to the owner/broker to accompany the animal when shipped.

Deciphering the VEHCS banner colors

This country allows USDA Accredited Veterinarians to use USDA's online Veterinary Export Health Certification System (VEHCS) to complete some health certificates.	
Save Time and Money!	
USDA Accredited Veterinarian Signature	Electronic signature varies by species – see below for more information
USDA APHIS Veterinary Medical Officer Signature	Digital endorsement varies by species – see below for more information

Yellow banners mean the use of VEHCS to issue the health certificate, and your USDA Endorsement Office's digital endorsement, are commodity-specific. If use of VEHCS is allowed:

- If your USDA Endorsement Office can digitally endorse, the AV will print the endorsed health certificate from VEHCS and provide it to the owner/broker to accompany the animal when shipped.
- If your USDA Endorsement Office must physically endorse, it **cannot** be printed from VEHCS to accompany the animal when shipped. The endorsed paper health certificate is mailed back with the completed shipping label the AV uploaded into VEHCS with the certificate submission. The paper endorsed health certificate must travel with the animal.

Deciphering the VEHCS banner colors

This country allows USDA Accredited Veterinarians to use USDA's online Veterinary Export Health Certification System (VEHCS) to complete some health certificates.	
Save Time and Money!	
USDA Accredited Veterinarian Signature	Electronic Signature Accepted
USDA APHIS Veterinary Medical Officer Signature	Digital endorsement varies by species — see below for more information The health certificate either bears the original ink signature and embossed seal or digital signature/seal

Purple banners mean VEHCS may be used to issue the health certificate, but your USDA Endorsement Office's digital endorsement is commodity-specific.

- If your USDA Endorsement Office can digitally endorse, the AV will print the endorsed health certificate from VEHCS and provide it to the owner/broker to accompany the animal when shipped.
- If your USDA Endorsement Office must physically endorse, the health certificate **cannot** be printed from VEHCS to accompany the animal when shipped. The endorsed hardcopy health certificate is returned using the shipping label the AV uploaded into VEHCS with the certificate submission. The endorsed hardcopy health certificate must accompany the animal.

VEHCS banners: helpful information

In addition to stating whether or not VEHCS may be used to issue and digitally endorse a health certificate, **orange, green, yellow, and purple VEHCS banners also contain helpful reminders and links to accessing VEHCS and the VEHCS Help Page, including this step-by-step guide:**



Before going to VEHCS: Scroll below this banner to view animal-specific requirements.

To process some health certificates, VEHCS may need the USDA Accredited Veterinarian to upload the completed fillable PDF version found below. Either save a copy of the PDF below, or return to this page for the health certificate, if prompted by VEHCS.



USDA Accredited Veterinarians, [log in here](#) if you wish to use VEHCS .



USDA Accredited Veterinarians, help with using VEHCS is available on the [VEHCS Help Page](#). To walk yourself through issuing a health certificate in VEHCS, [click here](#) .



NOTE: The printed paper endorsed health certificate must accompany each shipment. USDA Accredited Veterinarians can print the health certificate from VEHCS once it is endorsed.

VEHCS banners: when they don't apply

Not every country requires USDA APHIS endorsement of a health certificate for every species or commodity.

If USDA APHIS endorsement of the health certificate is not required, the health certificate should not be submitted to your USDA Endorsement Office.

The VEHCS banners are just to communicate the level of VEHCS use, if endorsement of the health certificate is required.

The types of VEHCS health certificates

What VEHCS health certificates look like

**There are three ways in which a health certificate can be issued in VEHCS.
These three types of health certificates are:**

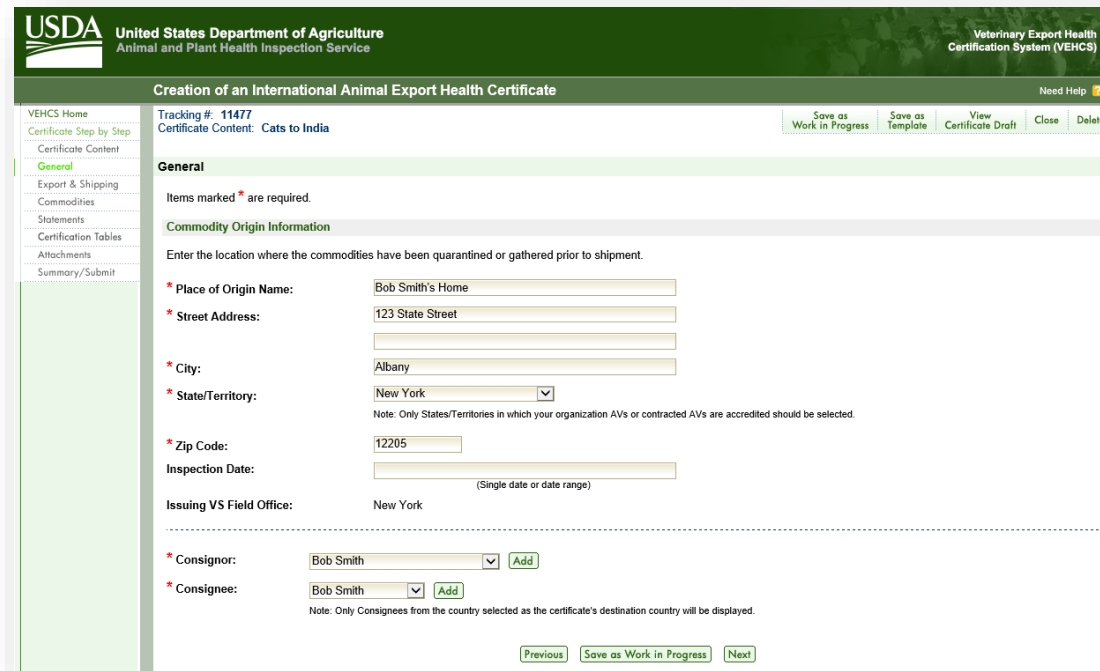
1. VEHCS Defined
2. VEHCS Universal
3. AV PDF Upload

When you initiate the health certificate's creation in VEHCS, the system will indicate which health certificate format is used.

Of the three types of certificates, the Defined and AV PDF Upload are the most common.

The types of health certificates

Defined certificates walk you through issuance of the health certificate step-by-step, with buttons and check boxes to select the applicable option for the animal(s), so that you only need to input the shipment-specific data. This type of health certificate also gives the option to save some of the health certificate information for future travel if saved as a template.



The screenshot displays the USDA Veterinary Export Health Certification System (VEHCS) interface. The header includes the USDA logo and the text "United States Department of Agriculture, Animal and Plant Health Inspection Service". The main title is "Creation of an International Animal Export Health Certificate". The tracking number is 11477, and the certificate content is "Cats to India". The interface is divided into a left sidebar with navigation links (VEHCS Home, Certificate Step by Step, Certificate Content, General, Export & Shipping, Commodities, Statements, Certification Tables, Attachments, Summary/Submit) and a main content area. The "General" tab is selected, showing a form for "Commodity Origin Information". The form includes fields for "Place of Origin Name", "Street Address", "City", "State/Territory", "Zip Code", "Inspection Date", and "Issuing VS Field Office". There are also dropdown menus for "Consignor" and "Consignee". The form is titled "General" and includes a note: "Items marked * are required." The "Commodity Origin Information" section includes a note: "Enter the location where the commodities have been quarantined or gathered prior to shipment." The "Inspection Date" field has a note: "(Single date or date range)". The "Issuing VS Field Office" field is set to "New York". The "Consignor" and "Consignee" fields are both set to "Bob Smith". The form has buttons for "Save as Work in Progress", "Save as Template", "View Certificate Draft", "Close", and "Delete". At the bottom, there are buttons for "Previous", "Save as Work in Progress", and "Next".

The types of health certificates

When a Defined version of the health certificate is unavailable in VEHCS, you will likely use the **AV PDF Upload**, which uses the traditional health certificate from the IRegs and PTW but is uploaded within VEHCS as a PDF file.

- We prefer that you complete the health certificate by saving a copy from the IRegs or PTW, reopening the file in Adobe, completing within Adobe, saving the completed health certificate, and then uploading the file. This avoids any issues in formatting and saves you time by not printing the health certificate to complete by hand and scan back into your computer.

Veterinary Health Certificate for Export of Dogs and Cats from the United States of America to Chile
 Certificado de Salud para la Exportación de Perros y Gatos de los Estados Unidos de América a Chile

Creation of an International Animal Export Health Certificate
 Tracking #: 10825
 Certificate Content: Dogs to Chile

Upload Filled PDF Health Certificate
 Items marked * are required.
 Review Export Requirements
 Link to IRegs

Upload a Filled PDF Health Certificate
 Click the 'Add/Replace Certificate' button to select the PDF file from your computer to upload.

* Accredited Veterinarian Uploaded PDF Health Certificate: No Certificate Uploaded
 Add/Replace Certificate

The types of health certificates

The AV has four options for signing an AV PDF Upload health certificate. The AV may sign by:

1. Electronically signing the signature field of the health certificate with Adobe's electronic signature function
2. Typing "Electronically signed" in the signature field of the health certificate
3. Typing his/her name in a cursive-type font in the signature field of the health certificate
4. Printing the completed health certificate to wet-ink sign the signature field and then scanning the health certificate back into a PDF. (*Least preferred option.*)

The types of health certificates

The third type of VEHCS health certificate, **Universal**, is similar to the Defined in that it is created within VEHCS, but this type of certificate requires you to enter all required information from the import regulations, including any country-specific required certification statements.

This type of VEHCS health certificate is rarely used.

The screenshot shows the USDA VEHCS interface for creating an international animal export health certificate. The header includes the USDA logo and the title 'Veterinary Export Health Certification System (VEHCS)'. The main heading is 'Creation of an International Animal Export Health Certificate'. Below this, the tracking number is 15152 and the certificate content is 'Aquatic Animals to Canada'. A sidebar on the left lists navigation options: VEHCS Home, Certificate Step by Step, Certificate Content, General, Export & Shipping, Commodities, Statements (highlighted), Attachments, and Summary/Submit. The main content area is titled 'Certification Statements' and contains instructions for users to enter certification statements. It includes a large text box for input and a checkbox for certifying the information's accuracy. At the bottom, there are buttons for 'Previous', 'Save as Work in Progress', and 'Next'. A footer at the very bottom contains links to USDA, APHIS, Veterinary Services, Export Information, and Help/Contact Us.

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

Veterinary Export Health Certification System (VEHCS)

Creation of an International Animal Export Health Certificate

Tracking #: 15152
Certificate Content: Aquatic Animals to Canada

Save as Work in Progress Save as Template View Certificate Draft Close Delete

Need Help?

Certification Statements

An Accredited Veterinarian or AV Support user can enter the certifications. An Accredited Veterinarian must select the checkbox below to certify that the information is complete and accurate.

Enter the certification statements in the box below. Please note that text formatting is limited to hard returns; if you cut and paste existing text all formatting except for hard returns will be lost. Click 'View Certificate Draft' to see how the certification statements appear on the Export Health Certificate.

Important: Please review the [guidelines](#) at USDA IREGS before certifying.

☐ By checking this box, I certify that the above information is complete and accurate or that no certification statements are required.

Previous Save as Work in Progress Next

USDA | APHIS | Veterinary Services | Export Information | Help/Contact Us

Paying the endorsement fee for a VEHCS health certificate

Payment is required

USDA APHIS must charge for its services, including endorsement of international export health certificates. The fee for endorsement varies based on the complexity of the health certificate, and thus review required by your USDA Endorsement Office.

- The endorsement fees for pet health certificates can be found here:
<https://www.aphis.usda.gov/aphis/pet-travel/pet-travel-info-and-guidance-document/pet-travel-endorsement>
- Please contact [your VS Endorsement Office](#) for the cost of endorsement of non-pet health certificates.

Payment of the fee must be provided within VEHCS before your USDA Endorsement Office can endorse the health certificate.

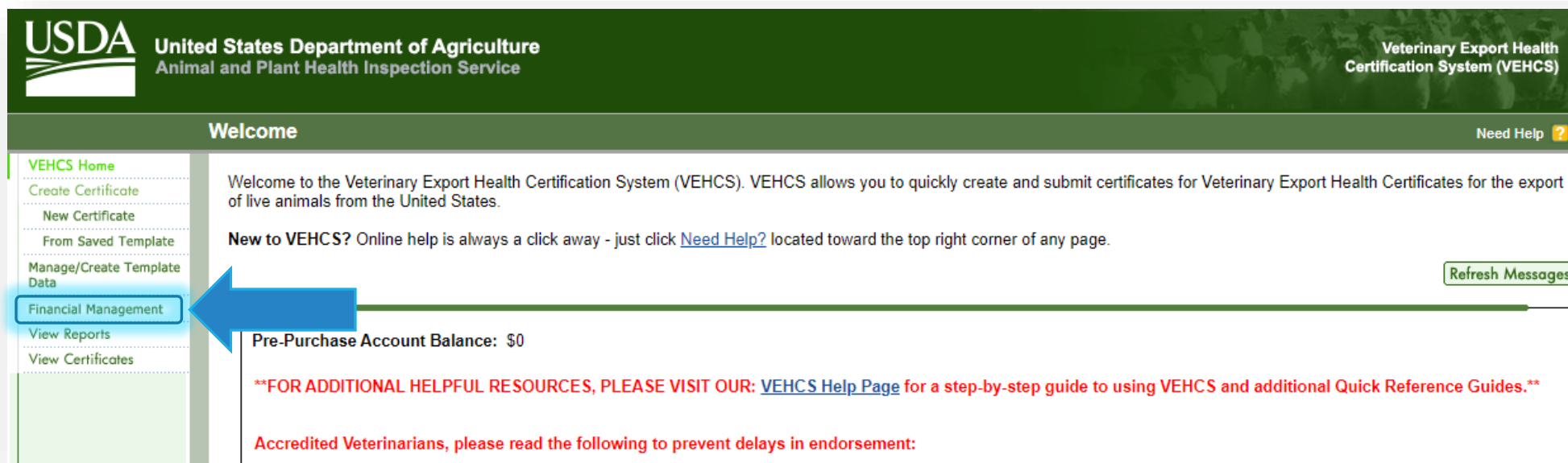
- The only exceptions to these fees for endorsement are for service animals (primarily dogs) belonging to individuals with disabilities, as defined by the Americans with Disabilities Act (or "ADA").
- The AV is responsible for ensuring funds are available in their VEHCS account at the time of submission. **Do NOT fund your VEHCS account with your Customer/ Clients Card.** The VEHCS account must be funded with a card associated with YOUR Organization/ Clinic.

There are two options for providing payment in VEHCS:

1. Deposit money into your VEHCS account, with either a credit or debit card, or checking or savings account (associated with **YOUR Organization/ Clinic**) under "Financial Management" from the menu bar.
2. A USDA. APHIS User Fee Credit Account. Enter your credit account number in the "payment method" step when entering your certificate
3. These credit accounts are for individuals or organizations who regularly use services from USDA APHIS. If you are interested in opening a USDA APHIS User Fee Credit Account, please contact [your VS Endorsement Office](#).

Payment: how to deposit money

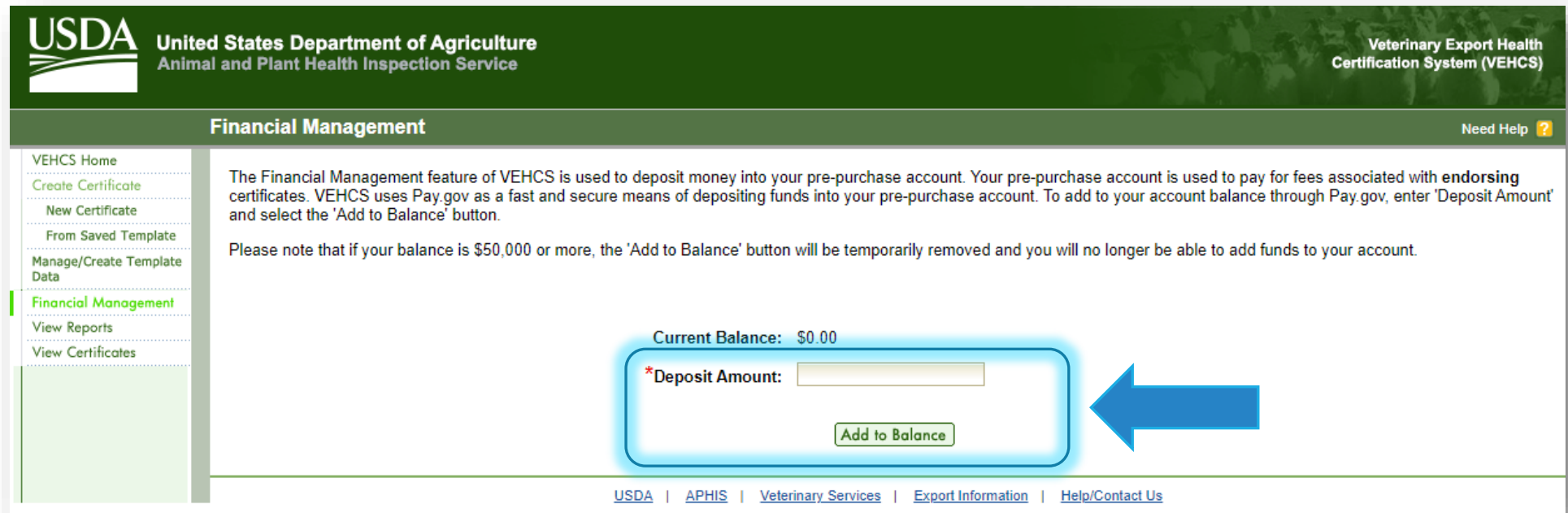
From the VEHCS Welcome screen, click on “Financial Management.”



The screenshot shows the VEHCS Welcome screen. The header includes the USDA logo and the text "United States Department of Agriculture Animal and Plant Health Inspection Service" on the left, and "Veterinary Export Health Certification System (VEHCS)" on the right. Below the header is a "Welcome" section with a "Need Help ?" link. A sidebar on the left contains a list of links: "VEHCS Home", "Create Certificate", "New Certificate", "From Saved Template", "Manage/Create Template Data", "Financial Management", "View Reports", and "View Certificates". A blue arrow points to the "Financial Management" link. The main content area displays a welcome message, a "New to VEHCS?" notice with a "Need Help?" link, a "Refresh Messages" button, and account information: "Pre-Purchase Account Balance: \$0". It also includes a red notice about helpful resources and a red notice for accredited veterinarians.

Payment: how to deposit money

Enter amount of money to deposit in “Deposit Amount.”
Then, select “Add to Balance.”



The screenshot shows the USDA VEHCS (Veterinary Export Health Certification System) Financial Management page. The page header includes the USDA logo and the text "United States Department of Agriculture Animal and Plant Health Inspection Service". The page title is "Financial Management" with a "Need Help ?" link. The left sidebar contains a menu with options: "VEHCS Home", "Create Certificate", "New Certificate", "From Saved Template", "Manage/Create Template Data", "Financial Management" (highlighted), "View Reports", and "View Certificates". The main content area explains the Financial Management feature and provides instructions on how to deposit money. It states: "The Financial Management feature of VEHCS is used to deposit money into your pre-purchase account. Your pre-purchase account is used to pay for fees associated with endorsing certificates. VEHCS uses Pay.gov as a fast and secure means of depositing funds into your pre-purchase account. To add to your account balance through Pay.gov, enter 'Deposit Amount' and select the 'Add to Balance' button." Below this, it notes: "Please note that if your balance is \$50,000 or more, the 'Add to Balance' button will be temporarily removed and you will no longer be able to add funds to your account." The form displays "Current Balance: \$0.00" and a field for "*Deposit Amount:" with an "Add to Balance" button. A blue arrow points to the "Add to Balance" button.

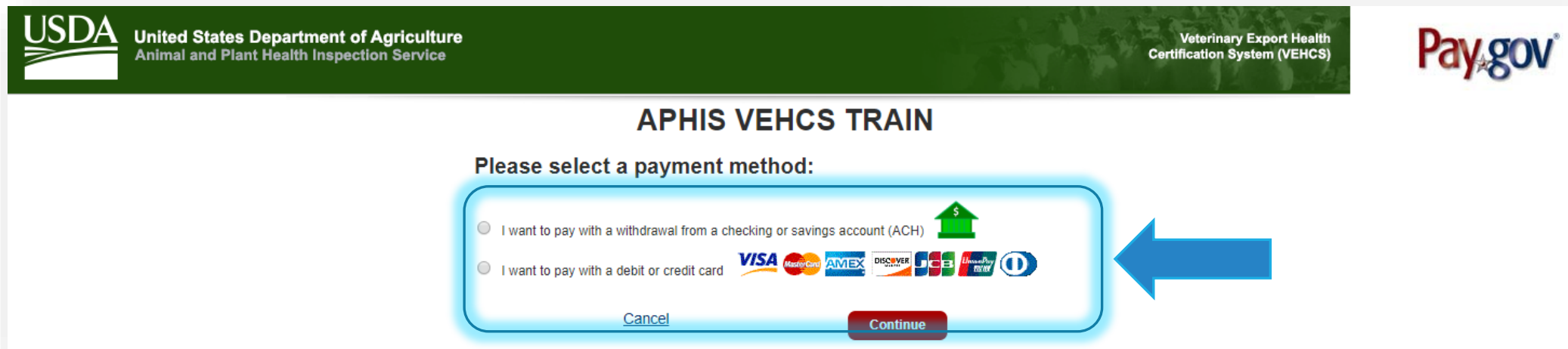
USDA | APHIS | Veterinary Services | Export Information | Help/Contact Us

Payment: how to deposit money

You may pay with either a Bank Account or Credit/Debit Card associated with YOUR Organization/Clinic.

Select your method of payment.

Then, select “Continue” and follow the prompts on the screen.



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

Veterinary Export Health
Certification System (VEHCS)

Pay.gov

APHIS VEHCS TRAIN

Please select a payment method:

- ☐ I want to pay with a withdrawal from a checking or savings account (ACH) 
- ☐ I want to pay with a debit or credit card       

[Cancel](#) [Continue](#)

Payment: how to deposit money

If you need additional help, instructions for your selected method of payment are available in the Quick Reference Guide “Adding Funds to an Organization’s Account in VEHCS.”

- <https://vehcs.aphis.usda.gov/vehcs/faces/support/userguides.html>

Regardless of the method of payment used, when your transaction is successfully processed, we strongly recommend you print a copy of the page for your records. **This is your only record of the deposit; you will not receive email confirmation.**

- If you ever need to request a refund of your payment, you will need this information to initiate the refund.



How to receive the endorsed health certificate

DIGITALLY AND NON-DIGITALLY ENDORSED HEALTH CERTIFICATES

Receiving the endorsed health certificate

For destination countries that accept USDA APHIS's digital signature and endorsement (green and some commodities under yellow and purple banner countries), the endorsed health certificate must be printed directly from VEHCS. Unless the AV's Support Staff or Exporter has a VEHCS account, the AV must print the endorsed health certificate to accompany the animal during export.

For destination countries that do not accept USDA APHIS's digital signature and endorsement, and are instead wet ink signed and physically embossed (orange and some commodities for purple and yellow banner countries), a pre-paid return shipping label (e.g., FedEx or UPS) must be uploaded as an attachment when the AV submits the health certificate to receive the endorsed health certificate back from your USDA Endorsement Office.

If a return shipping label is required

The return shipping label must be pre-paid, and it cannot contain your USDA Endorsement Office in the sender/sent from field of the label.

- We recommending using the name and address of the recipient (person the health certificate is being returned to after endorsement) in both the “sent from” and “sent to” fields of the label.
- Need help with shipping labels? Contact your courier (e.g., FedEx or UPS) for more information.

You will be prompted upload the pre-paid return shipping label as an attachment when you create the health certificate.



Getting started in VEHCS

Logging into VEHCS for the first time

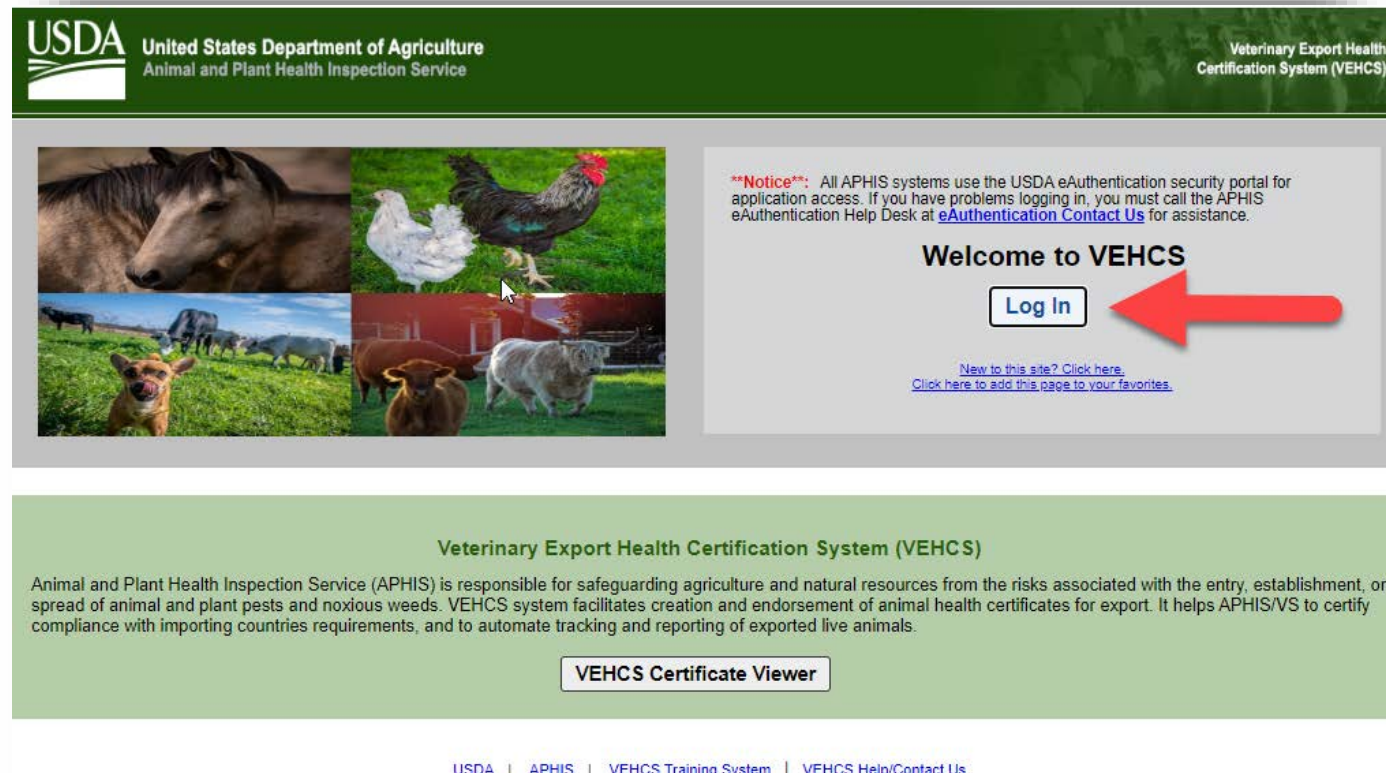
New users must create a login credential before logging into VEHCS.

We'll show you how to start the process in the next slides.

Remember! Each person who logs in must use his/her own credentials (no sharing allowed). AVs who share their login credentials with others may be subject to accreditation violations.

Logging into VEHCS for the first time

From the VEHCS website, select “Log In.”



The screenshot shows the VEHCS website interface. At the top, there is a green header with the USDA logo and the text "United States Department of Agriculture Animal and Plant Health Inspection Service" on the left, and "Veterinary Export Health Certification System (VEHCS)" on the right. Below the header, there is a large image area on the left containing four photos of farm animals: a horse, a chicken, a cow, and a pig. To the right of the images, there is a white box with a red arrow pointing to the "Log In" button. The box contains the following text:

****Notice**:** All APHIS systems use the USDA eAuthentication security portal for application access. If you have problems logging in, you must call the APHIS eAuthentication Help Desk at [eAuthentication Contact Us](#) for assistance.

Welcome to VEHCS

[Log In](#)

[New to this site? Click here.](#)
[Click here to add this page to your favorites.](#)

Below the image area, there is a green box with the title "Veterinary Export Health Certification System (VEHCS)" and a paragraph of text describing the system's purpose. At the bottom of this box is a button labeled "VEHCS Certificate Viewer".

At the very bottom of the page, there is a blue footer with the following links: [USDA](#) | [APHIS](#) | [VEHCS Training System](#) | [VEHCS Help/Contact Us](#)

Logging into VEHCS for the first time

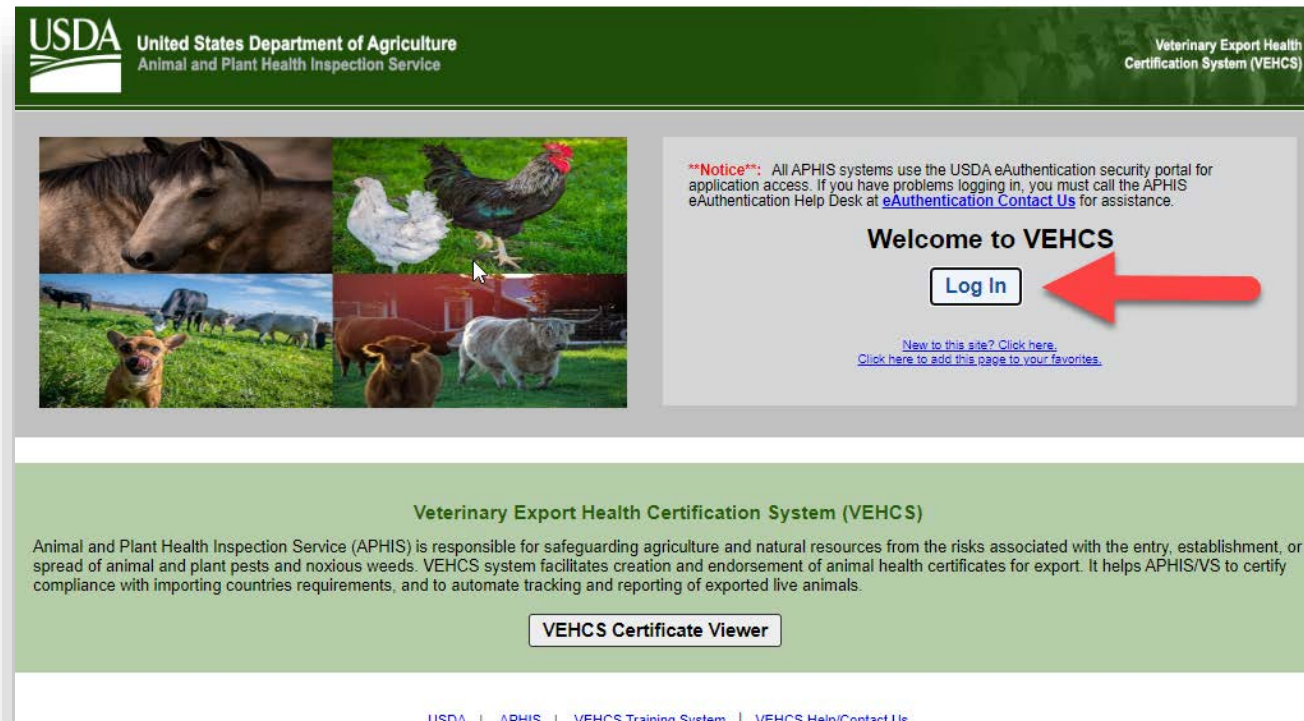
Either indicate you are a "customer" and log in using your USDA eAuthentication or Login.gov credentials if you already have this
OR
create a new account (all new credentials are login.gov credentials)

The screenshot shows the VEHCS login interface. The top navigation bar includes links for HOME, CREATE ACCOUNT, MANAGE ACCOUNT, and HELP. The main content area is titled 'Login' and asks the user to 'Select your user type to continue'. There are three user type options: Customer (Public citizens conducting business with USDA Agencies), USDA Employee/Contractor (Federal employees and contractors working for USDA), and Other Federal Employee/Contractor (Non-USDA federal agency employees and contractors). On the right side, there is a 'Customer Login' section with two login options: Login.gov (Enter Login.gov User ID and Password) and eAuth User ID (Enter User ID and Password). The eAuth section includes fields for User ID and Password, with links for 'Forgot User ID' and 'Forgot Password', and a 'Show Password' checkbox. A 'Log In' button is at the bottom of the login section.

- Help resources are available on the top of the page.
- Or, you may contact the login credential **Help Desk**

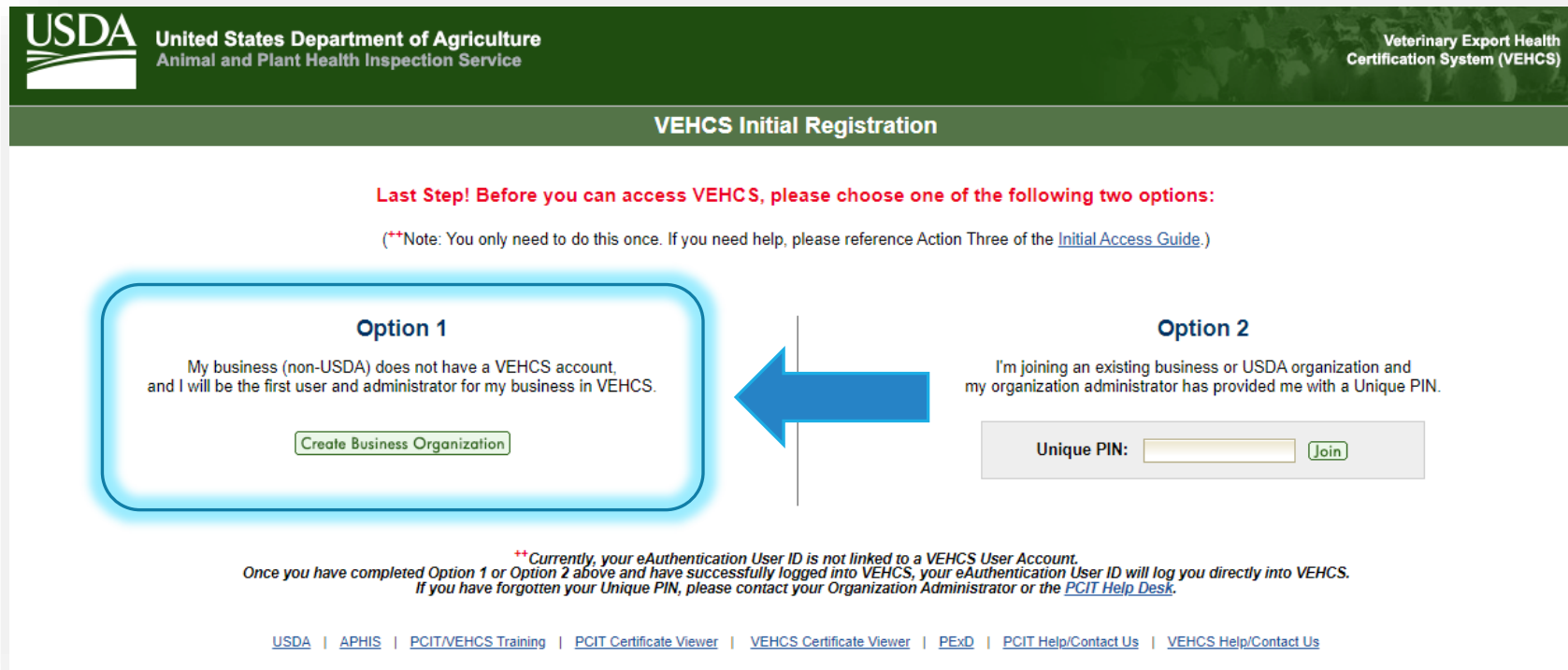
Logging into VEHCS for the first time

Once you have created your login credential, return to VEHCS and select “Log In.” Use your login credentials to log in as a customer when prompted.



Logging into VEHCS for the first time

If you are not joining a pre-existing VEHCS Organization, select “Create Business Organization” under “Option 1” to create a new VEHCS Organization.



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

Veterinary Export Health
Certification System (VEHCS)

VEHCS Initial Registration

Last Step! Before you can access VEHCS, please choose one of the following two options:

(**Note: You only need to do this once. If you need help, please reference Action Three of the [Initial Access Guide](#).)

Option 1

My business (non-USDA) does not have a VEHCS account, and I will be the first user and administrator for my business in VEHCS.

[Create Business Organization](#)

Option 2

I'm joining an existing business or USDA organization and my organization administrator has provided me with a Unique PIN.

Unique PIN: [Join](#)

****Currently, your eAuthentication User ID is not linked to a VEHCS User Account.**
Once you have completed Option 1 or Option 2 above and have successfully logged into VEHCS, your eAuthentication User ID will log you directly into VEHCS.
If you have forgotten your Unique PIN, please contact your Organization Administrator or the [PCIT Help Desk](#).

[USDA](#) | [APHIS](#) | [PCIT/VEHCS Training](#) | [PCIT Certificate Viewer](#) | [VEHCS Certificate Viewer](#) | [PEXD](#) | [PCIT Help/Contact Us](#) | [VEHCS Help/Contact Us](#)

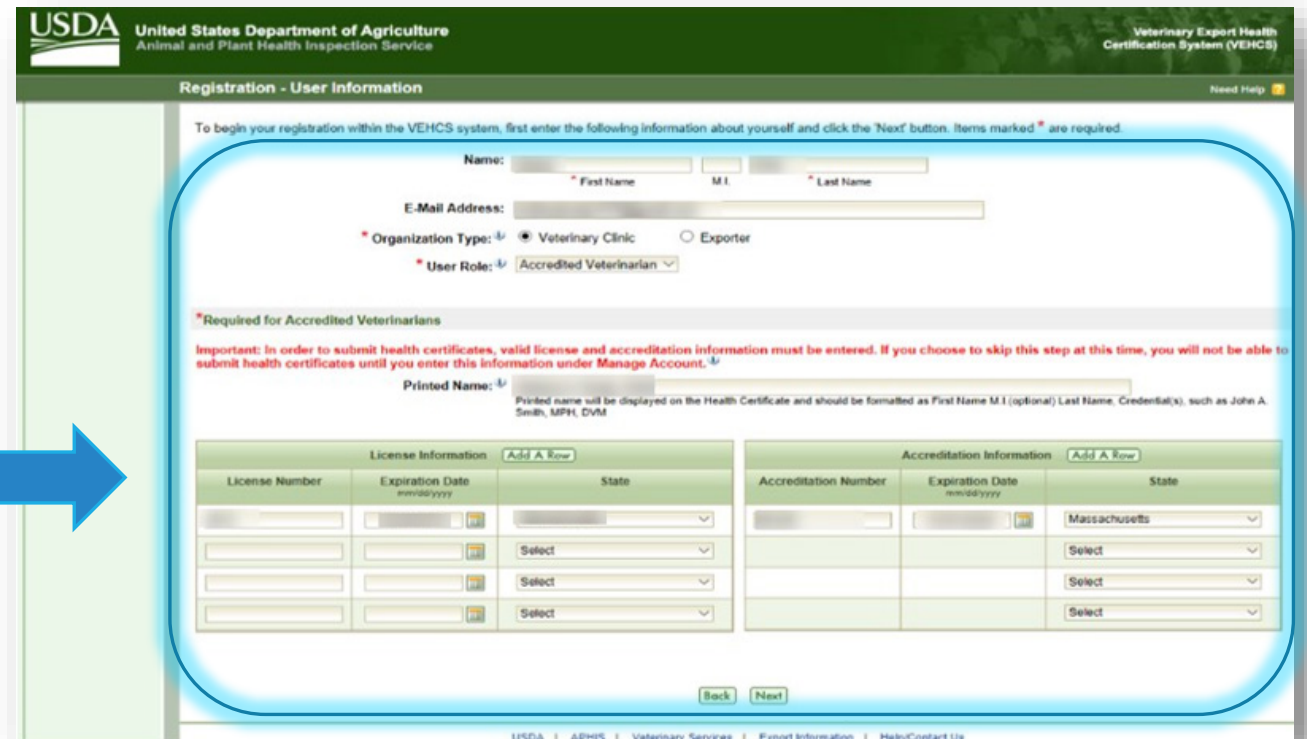
Logging into VEHCS for the first time

In the next screen, enter your user information.
Then, select “Next.”

If you are an AV, it is your responsibility to maintain current License and Accreditation information in VEHCS by entering in renewal information.

- **VEHCS will not permit you to issue a health certificate if either your License or Accreditation expire.**

All users, remember to keep your contact information up to date since this is how your USDA Endorsement Office will contact you.



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

Veterinary Export Health Certification System (VEHCS)

Registration - User Information

To begin your registration within the VEHCS system, first enter the following information about yourself and click the 'Next' button. Items marked * are required.

Name: * First Name M.I. * Last Name

E-Mail Address:

* Organization Type: ☒ Veterinary Clinic ☐ Exporter

* User Role:

* Required for Accredited Veterinarians

Important: In order to submit health certificates, valid license and accreditation information must be entered. If you choose to skip this step at this time, you will not be able to submit health certificates until you enter this information under Manage Account.

Printed Name: Printed name will be displayed on the Health Certificate and should be formatted as First Name M.I. (optional) Last Name, Credential(s), such as John A. Smith, MPH, DVM

License Information			Accreditation Information		
License Number	Expiration Date	State	Accreditation Number	Expiration Date	State
					Massachusetts
		Select			Select
		Select			Select
		Select			Select

Back Next

USDA | APHIS | Veterinary Services | Export Information | Help/Contact Us

Logging into VEHCS for the first time

In the next screen, enter your organization's information and select "Submit" to complete the registration.

Remember to keep your organization's contact information up to date since this is how your USDA Endorsement Office will contact you.

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Veterinary Export Health Certification System (VEHCS)

Registration Wizard - Create New Organization [Need Help](#)

Please create a profile for your business organization. Only one profile per business organization is needed. As the organization administrator, you are responsible for adding and maintaining other VEHCS user accounts for your company or organization. When entering additional user accounts to your business organization, you should also designate at least one other user as an administrator.

Items marked * are required.

* Business Organization Name:

* Street Address:

* City:

* State/Territory:

* Zip Code:

* Phone: Fax:

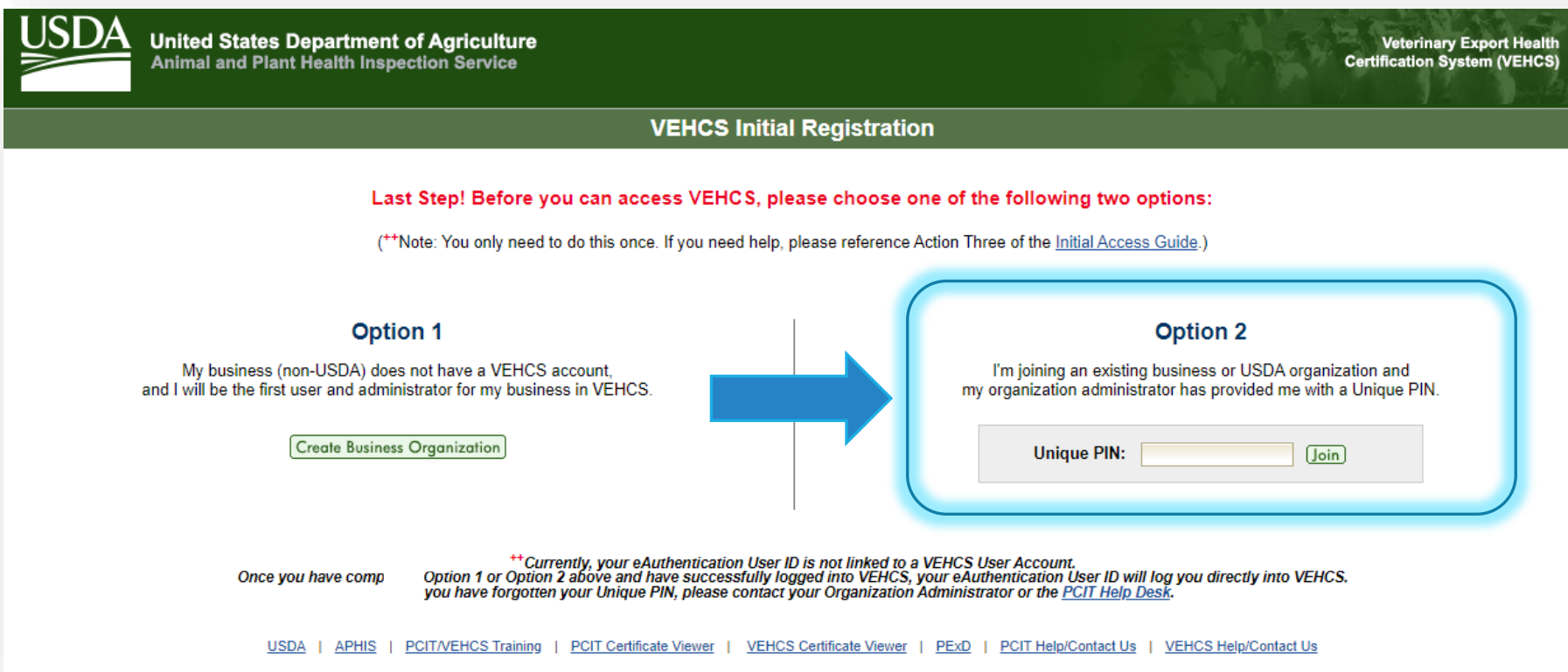
E-Mail Address:

[Back](#) [Submit](#)

[USDA](#) | [APHIS](#) | [Veterinary Services](#) | [Export Information](#) | [Help/Contact Us](#)

Logging into VEHCS for the first time

If you are joining a pre-existing VEHCS Organization, enter the unique PIN the organization created for you in VEHCS and select “Join.”



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

Veterinary Export Health Certification System (VEHCS)

VEHCS Initial Registration

Last Step! Before you can access VEHCS, please choose one of the following two options:

(**Note: You only need to do this once. If you need help, please reference Action Three of the [Initial Access Guide](#).)

Option 1

My business (non-USDA) does not have a VEHCS account, and I will be the first user and administrator for my business in VEHCS.

Create Business Organization

Option 2

I'm joining an existing business or USDA organization and my organization administrator has provided me with a Unique PIN.

Unique PIN:

Once you have completed Option 1 or Option 2 above and have successfully logged into VEHCS, your eAuthentication User ID will log you directly into VEHCS. If you have forgotten your Unique PIN, please contact your Organization Administrator or the [PCIT Help Desk](#).

USDA | APHIS | PCIT/VEHCS Training | PCIT Certificate Viewer | VEHCS Certificate Viewer | PEXD | PCIT Help/Contact Us | VEHCS Help/Contact Us

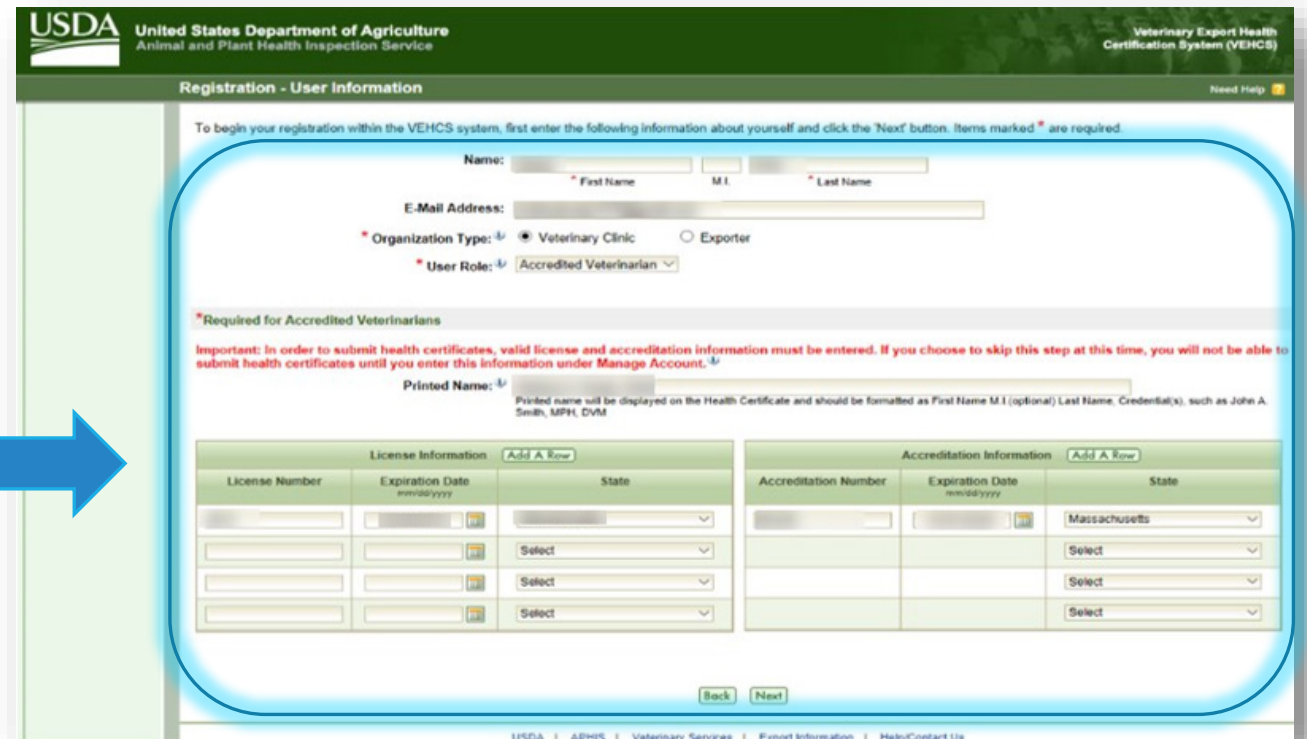
Logging into VEHCS for the first time

In the next screen, enter your user information.
Then, select “Next.”

If you are an AV, it is your responsibility to maintain current License and Accreditation information in VEHCS by entering in renewal information.

- **VEHCS will not permit you to issue a health certificate if either your License or Accreditation expire.**

All users, remember to keep your contact information up to date since this is how your USDA Endorsement Office will contact you.



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Veterinary Export Health Certification System (VEHCS)

Registration - User Information

To begin your registration within the VEHCS system, first enter the following information about yourself and click the 'Next' button. Items marked * are required.

Name: * First Name M.I. * Last Name

E-Mail Address:

* Organization Type: ☒ Veterinary Clinic ☐ Exporter

* User Role:

* Required for Accredited Veterinarians

Important: In order to submit health certificates, valid license and accreditation information must be entered. If you choose to skip this step at this time, you will not be able to submit health certificates until you enter this information under Manage Account.

Printed Name: Printed name will be displayed on the Health Certificate and should be formatted as First Name M.I. (optional) Last Name, Credential(s), such as John A. Smith, MPH, DVM

License Information Add A Row			Accreditation Information Add A Row		
License Number	Expiration Date mm/dd/yyyy	State	Accreditation Number	Expiration Date mm/dd/yyyy	State
					Massachusetts
		Select			Select
		Select			Select
		Select			Select

[Back](#) [Next](#)

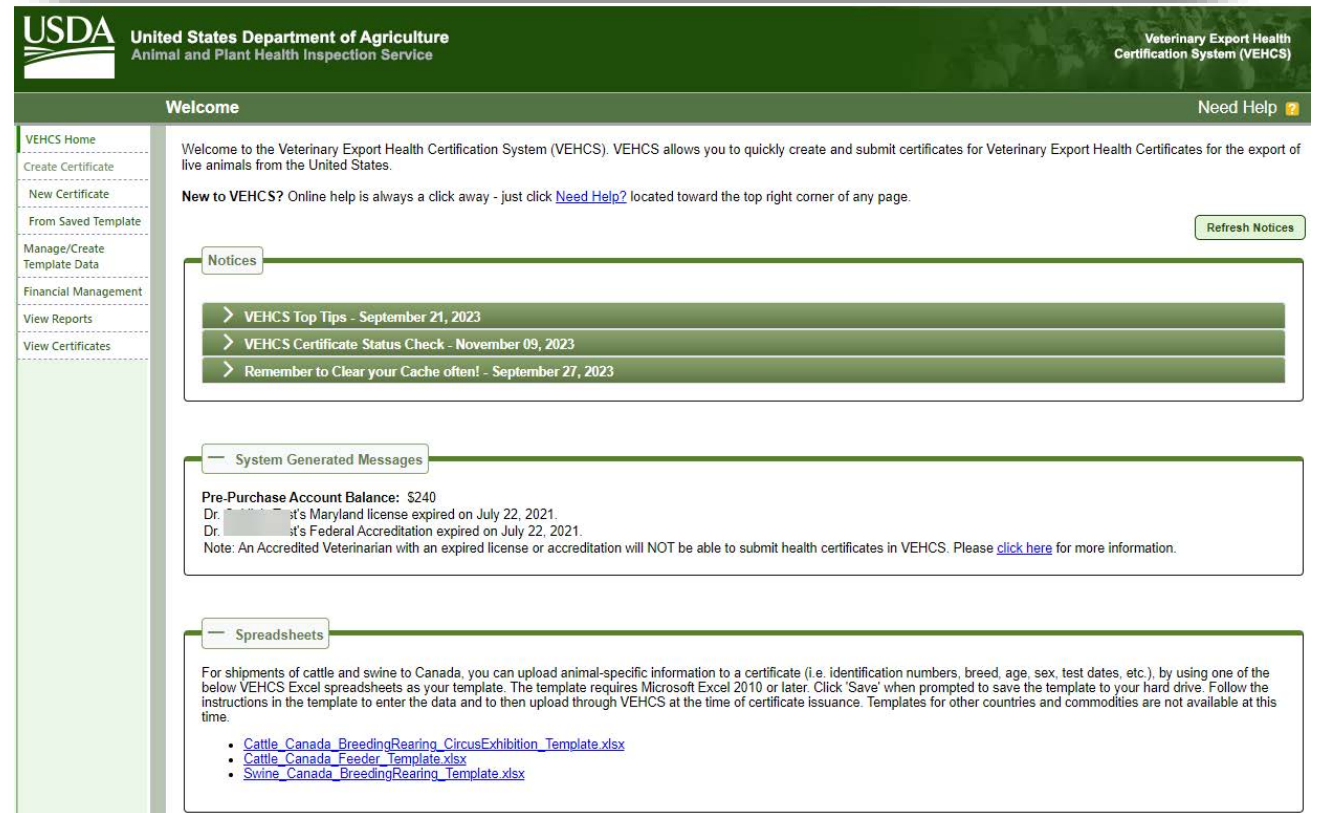
USDA | APHIS | Veterinary Services | Export Information | Help/Contact Us

Logging into VEHCS for the first time

You are now logged into VEHCS and will be taken to the “Welcome” screen.

From the “Welcome” screen, you can:

- Read important information, alerts, notifications, and system updates/maintenance from USDA APHIS in “Notices”
- Read system messages in “System Generated Messages”
- Download Excel spreadsheets for uploading animal information into VEHCS for certain animals to certain countries from “Spreadsheets”

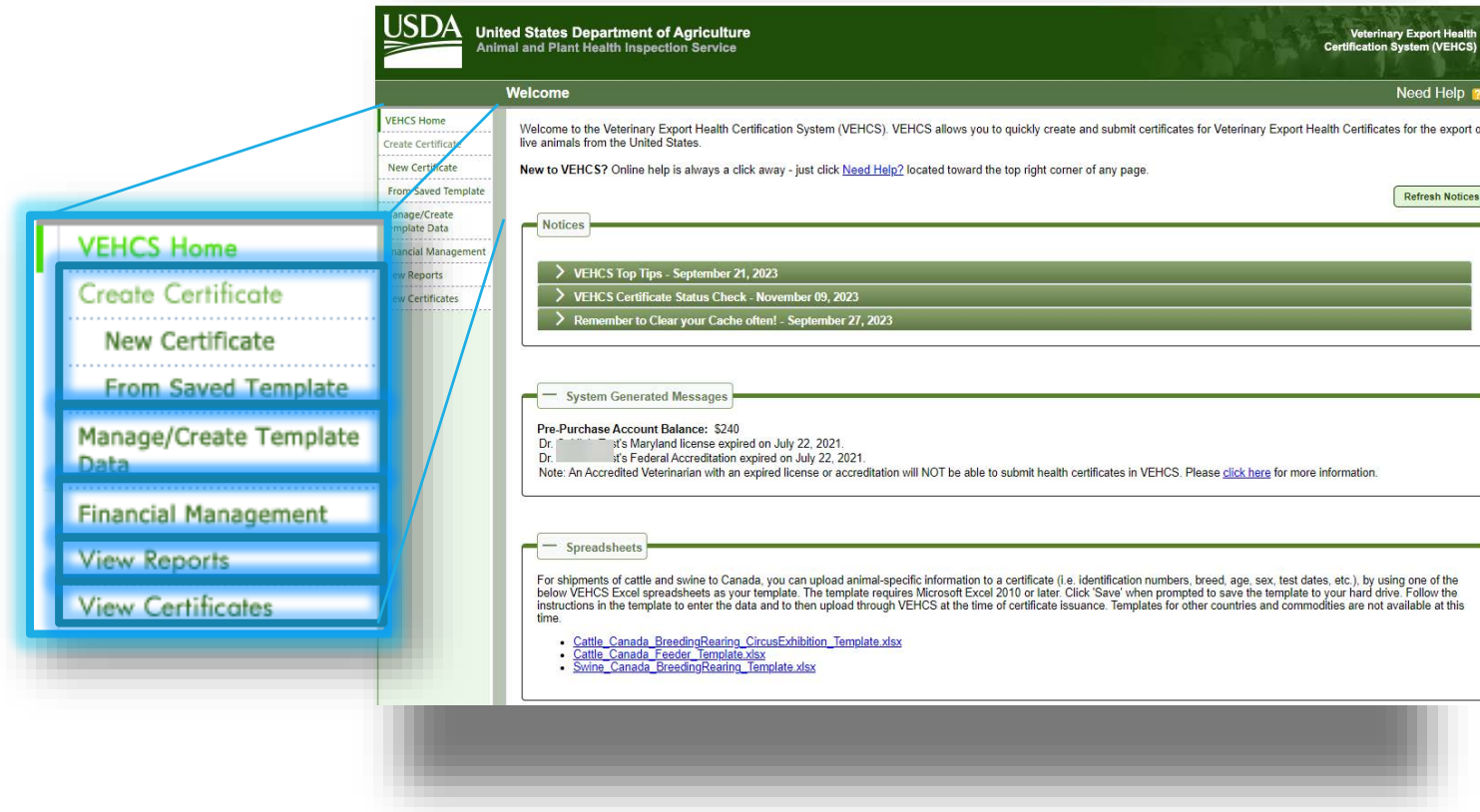


The screenshot shows the VEHCS (Veterinary Export Health Certification System) Welcome screen. The header includes the USDA logo and the text "United States Department of Agriculture Animal and Plant Health Inspection Service" and "Veterinary Export Health Certification System (VEHCS)". The main content area is titled "Welcome" and includes a "Need Help?" link. A sidebar on the left lists navigation options: VEHCS Home, Create Certificate, New Certificate, From Saved Template, Manage/Create Template Data, Financial Management, View Reports, and View Certificates. The main content area contains a "Welcome to the Veterinary Export Health Certification System (VEHCS)" message, a "New to VEHCS?" section with a "Need Help?" link, a "Refresh Notices" button, a "Notices" section with three items (VEHCS Top Tips, VEHCS Certificate Status Check, and Remember to Clear your Cache often!), a "System Generated Messages" section with a "Pre-Purchase Account Balance" of \$240 and a note about expired licenses, and a "Spreadsheets" section with a note about uploading animal-specific information and a list of three Excel templates: Cattle_Canada_BreedingRearing_CircusExhibition_Template.xlsx, Cattle_Canada_Feeder_Template.xlsx, and Swine_Canada_BreedingRearing_Template.xlsx.

Logging into VEHCS for the first time

From the “Welcome” screen, you can also:

- Start a new health certificate from scratch in “New Certificate” or with previously saved information in “From Saved Template”
- Create or manage template data in “Manage/Create Template Data”
- Deposit funds into VEHCS or check your account balance in “Financial Management”
- Review past financial transactions in “View Reports”
- Review previously issued health certificates, including endorsed health certificates in “View Certificates”





VEHCS Organizations

CONNECTING WITH YOUR COLLEAGUES IN VEHCS

Connecting to others in VEHCS

Similar to how an AV's support staff or an exporter may help the AV initiate the completion of a paper health certificate, these groups may also begin the completion of a VEHCS health certificate.

If an AV's support staff or exporter prepares the VEHCS health certificate, AVs must remember: **as the USDA Accredited Veterinarian, you remain solely responsible for ensuring the VEHCS health certificate is accurately and fully completed!**

Only USDA Accredited Veterinarians may submit VEHCS health certificates.

- Only USDA Accredited Veterinarians may initiate, and submit, reissued health certificates.

Connecting to others in VEHCS

The three roles available in VEHCS are an AV, an AV Support Staff, and Exporter.

- AVs within the same veterinary organization can join the same VEHCS Organization.
- AV Support Staff should join the same VEHCS Organization as their AV(s).
- Exporters create their own VEHCS Organization, which an AV can join. However, Exporters cannot join an AV's VEHCS Organization.

Whether or not an AV Support Staff or Exporter are in the same VEHCS Organization as the AV matters because VEHCS currently does not allow AV Support Staff and Exporters to provide AV PDF Upload certificates to AVs outside of their organization, which VEHCS refers to as “External Accredited Veterinarian.”

- USDA APHIS is working to make this an option. When this becomes possible in VEHCS, this note will be removed.

Connecting to others in VEHCS

To add a new member to your VEHCS Organization, the Organization member with Admin Privileges must first add the new member to the VEHCS Organization.

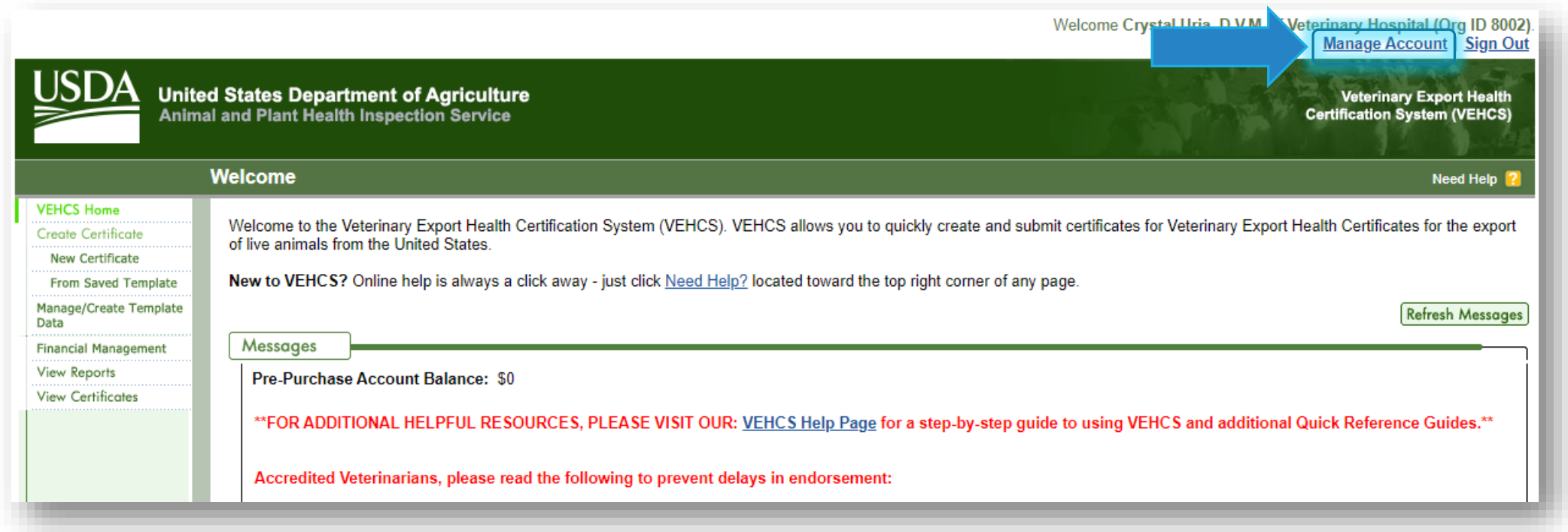
List of Organization Members								
First Name ▾	M.I.	Last Name ▲	Role ▾	Update Profile	Admin Privileges	Delete Account		
Crystal		Uria	Accredited Veterinarian		Y		Look Up PIN	

This user has Admin Privileges and can add new members to the VEHCS Organization.

Then, each joining member must create his/her own login credential.

Connecting to others in VEHCS

The VEHCS Organization member with Administrative Privileges selects “Manage Account” in the top right corner of the “Welcome” screen.



The screenshot shows the VEHCS (Veterinary Export Health Certification System) Welcome screen. At the top right, a blue arrow points to the [Manage Account](#) link, which is part of the user's account information: **Welcome Crystal Uria, DVM, Veterinary Hospital (Org ID 8002)**. Below this, the USDA logo and name are displayed. The main content area includes a sidebar with navigation links like [VEHCS Home](#), [Create Certificate](#), and [New Certificate](#). The main text area welcomes the user and provides instructions on how to use the system. A [Need Help?](#) link is also present. At the bottom, there is a [Refresh Messages](#) button and a section for messages, including a pre-purchase account balance and a link to the [VEHCS Help Page](#).

Connecting to others in VEHCS

Select “Organization Account Information For:” your organization in the “Manage Account” screen

Click “Next.”

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Animal and Plant Health Inspection Service

Veterinary Export Health Certification System (VEHCS)

Manage Account - Choose an Option [Need Help ?](#)

VEHCS Home
Manage Account

Please select an option below. If you are an administrator of your organization, you may view or update the account information of members in your organization. You can also add members to or remove members from your organization.

☒ Organization Account Information For: **Animal Veterinary Care Hospital**

☐ My Own Profile Information

[Back](#) [Next](#)

Connecting to others in VEHCS

Select “Add Member to Organization” at the bottom of the “Manage Organization Profile” screen.

United States Department of Agriculture
Animal and Plant Health Inspection Service

Veterinary Export Health
Certification System (VEHCS)

Manage Organization Profile

Need Help ?

Please review the organization profile information and list of members. You may update the profile of the organization, grant or remove members' administrative privileges, reset passwords, and add and delete members from the organization. Items marked * are required.

*Business Organization Name:

*Street Address:

*City:

*State/Territory:

*Zip Code:

*Phone:

Fax:

E-Mail Address:

List of Organization Members

First Name	M.I.	Last Name	Role	Update Profile	Admin Privileges	Delete Account		
			Accredited Veterinarian	Update	Y Deny	Delete	Look Up PIN	
			Accredited Veterinarian	Update	Y Deny	Delete	Look Up PIN	
			AV Support	Update	Y Deny	Delete	Look Up PIN	
			Accredited Veterinarian		Y		Look Up PIN	
			Accredited Veterinarian	Update	Y Deny	Delete	Look Up PIN	Remove CID
			AV Support	Update	Y Deny	Delete	Look Up PIN	
			AV Support	Update	Y Deny	Delete	Look Up PIN	

Cancel

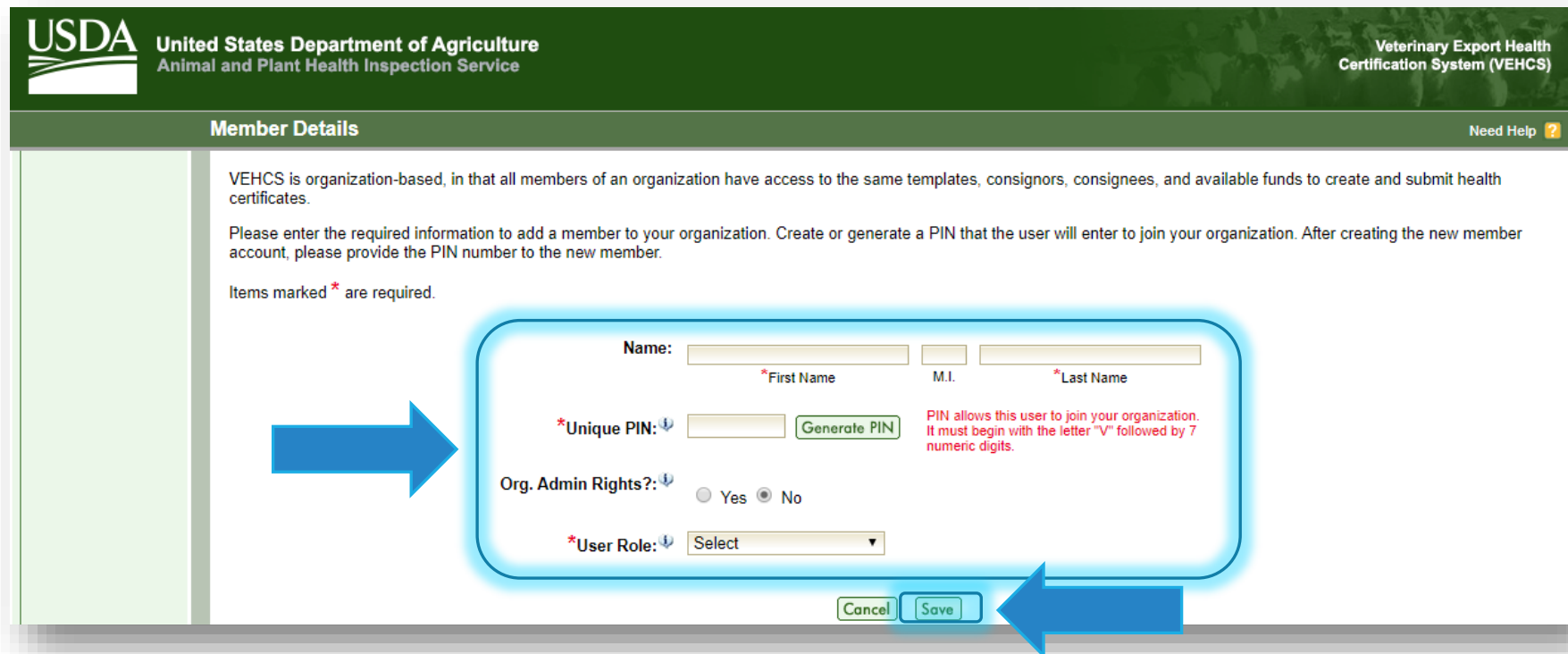
Save

Add Member to Organization

Connecting to others in VEHCS

Complete all required fields in the “Member Details” screen and select “Save.”

- Don't forget to make a note of the unique PIN!



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Animal and Plant Health Inspection Service

Veterinary Export Health Certification System (VEHCS)

Member Details [Need Help ?](#)

VEHCS is organization-based, in that all members of an organization have access to the same templates, consignors, consignees, and available funds to create and submit health certificates.

Please enter the required information to add a member to your organization. Create or generate a PIN that the user will enter to join your organization. After creating the new member account, please provide the PIN number to the new member.

Items marked * are required.

Name:
*First Name M.I. *Last Name

***Unique PIN:** [Generate PIN](#) PIN allows this user to join your organization. It must begin with the letter "V" followed by 7 numeric digits.

Org. Admin Rights?: ☐ Yes ☒ No

***User Role:**

[Cancel](#) [Save](#)

Connecting to others in VEHCS

Provide the Unique PIN to the member joining your VEHCS organization.

When the new member logs into VEHCS for the first time, he/she must enter the PIN under Option 2 to join the existing VEHCS Organization.

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Animal and Plant Health Inspection Service

Veterinary Export Health Certification System (VEHCS)

VEHCS Initial Registration

Last Step! Before you can access VEHCS, please choose one of the following two options:

(**Note: You only need to do this once. If you need help, please reference Action Three of the [Initial Access Guide](#).)

Option 1

My business (non-USDA) does not have a VEHCS account, and I will be the first user and administrator for my business in VEHCS.

Create Business Organization

Option 2

I'm joining an existing business or USDA organization and my organization administrator has provided me with a Unique PIN.

Unique PIN:

****Currently, your eAuthentication User ID is not linked to a VEHCS User Account.**
Once you have completed Option 1 or Option 2 above and have successfully logged into VEHCS, your eAuthentication User ID will log you directly into VEHCS.
If you have forgotten your Unique PIN, please contact your Organization Administrator or the [PCIT Help Desk](#).

[USDA](#) | [APHIS](#) | [PCIT/VEHCS Training](#) | [PCIT Certificate Viewer](#) | [VEHCS Certificate Viewer](#) | [PExD](#) | [PCIT Help/Contact Us](#) | [VEHCS Help/Contact Us](#)

Connecting to others in VEHCS

When AV Support Staff and Exporters prepare a Defined certificate for an AV within their VEHCS Organization, they select “Internal Accredited Veterinarian” and the issuing AV’s name from the dropdown menu that opens. They are able to prepare everything except for selecting the applicable certification statements.



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Veterinary Export Health Certification System (VEHCS)

Creation of an International Animal Export Health Certificate

Tracking #: 15155
Certificate Content: Horses to Canada

Save as Work in Progress Save as Template View Certificate Draft Close Delete

Export and Shipping

Items marked * are required.

Country of Origin: USA
State of Origin: Maryland
Country of Destination: Canada

*Accredited Veterinarian: ☒ Internal Accredited Veterinarian ☐ External Accredited Veterinarian

Note: The internal accredited veterinarian dropdown will only be populated with applicable Accredited Veterinarians after the Origin State/Territory has been selected on the General screen.

When the health certificate is ready for the AV, the AV Support Staff or Exporter saves the health certificate as a work in progress.

Warning: Only the selected Accredited Veterinarian can submit a certificate with his/her name attached to it. You can save this certificate as a work in progress for the AV to retrieve.

Previous

Save as Work in Progress

Connecting to others in VEHCS

When AV Support Staff and Exporters prepare an AV PDF Upload certificate for an AV within their VEHCS Organization, they can do everything to prepare the certificate for submission by the AV, including uploading the AV's signed PDF of the health certificate.

When the health certificate is ready for the AV, the AV Support Staff or Exporter saves the health certificate as a work in progress for the AV to finish completing the submission.

Warning: Only the selected Accredited Veterinarian can submit a certificate with his/her name attached to it. You can save this certificate as a work in progress for the AV to retrieve.

Previous

Save as Work in Progress



Connecting to others in VEHCS

Any funds deposited in VEHCS through Financial Management by one member of the organization will be visible by all members of the VEHCS organization.

For health certificates submitted to an “External Accredited Veterinarian,” the AV has the option to select the external AV Support Staff or Exporter as the responsible payer and access their money deposited in VEHCS.

*Responsible Payor: 

☐ External AV Support Staff or Exporter
 ☐ External AV

Connecting to others in VEHCS

AVs can view the status of a certificate as it progresses through endorsement.

AV Support Staff and Exporters can see the status of certificates within their VEHCS Organization. They can also see the status of certificates submitted to an “External Accredited Veterinarian.”

The following are the statuses of certificates in VEHCS:

- **Work In Progress:** The certificate has been saved but not submitted the USDA Endorsement Office.
- **Submitted to AV:** The certificate created by an AV Support Staff or Exporter was submitted to an “External Accredited Veterinarian” for completion.
- **Returned to Exporter:** The certificate that was created by an Exporter and submitted to an “External Accredited Veterinarian” for completion was subsequently returned to the Exporter. The exporter may make changes and resubmit the certificate to the “External Accredited Veterinarian.” The Exporter may also delete the certificate.
- **Submitted:** The certificate has been submitted to the USDA Endorsement Office by the AV.
- **Review in Progress:** The certificate is in the process of being reviewed at the USDA Endorsement Office.
- **Reviewed:** The certificate has been reviewed by the USDA Endorsement Office.
- **Endorsement in Progress:** The certificate is being endorsed by the USDA Endorsement Office. VEHCS has generated the certificate number, applied the endorsing VMO's name and endorsement date. However, the endorsed health certificate is not yet available.
- **Completed:** The certificate is fully endorsed and available for viewing and printing.
- **Returned:** The certificate was submitted to the USDA Endorsement Office but then returned to the AV. The AV or AV Support Staff may make changes and the AV may resubmit the certificate. The AV or AV Support Staff may also delete the certificate. Exporters can cannot make changes.
- **Void:** The endorsed certificate was voided by either the AV reissuing the health certificate or the USDA Endorsement Office.



Defined Certificates

HOW TO ISSUE AND SUBMIT A DEFINED CERTIFICATE FOR
ENDORSEMENT, AND HOW TO EITHER PRINT OR PROVIDE A PRE-PAID
EXPRESS SHIPPING LABEL TO OBTAIN THE ENDORSED CERTIFICATE

Defined certificates

In the next slides, we will walk you through how a Defined certificate is issued and submitted for endorsement, including where to upload a pre-paid return shipping label if USDA APHIS's digital endorsement is not accepted or how to print the endorsed health certificate if USDA APHIS's digital endorsement is accepted.

The walk-through is via the USDA Accredited Veterinarian role.

While the example is for a cat traveling to India, the premise is the same for other types of animals traveling to other countries and can still be used as a guide.

If you require assistance with issuing a Defined certificate beyond what is provided here, please see the VEHCS Quick Reference Guide on creating a Defined certificate: <https://vehcs.aphis.usda.gov/vehcs/faces/support/userguides.html>

A cat traveling to India

While reviewing your appointment calendar for the next day, you see your first appointment is for a cat traveling to India.

How should you prepare for this appointment?



First, check the PTW for pet cats to India

1. Visit the USDA APHIS PTW.
2. Select India from the Export dropdown menu.
3. Note the **green banner** indicating health certificates submitted by the AV through VEHCS will be digitally endorsed by USDA APHIS.
4. Follow the import regulations in the dropdown bar for “Pet Dogs and Cats.”



The screenshot shows the USDA APHIS Pet Travel website for India. The page title is "Pet travel from the U.S. to India". The left sidebar contains a "Travel with a Pet" section with links for "Definition of a Pet", "Take your Pet from the U.S. to a Foreign Country", "Bring your Pet into the U.S. from a Foreign Country", "Travel with a Pet from State to State", "APHIS Veterinary Services Endorsement Offices", and "Helpful References for Pet Travel". Below this is a "not all birds qualify as pets" warning and an "IMPORTANT INFORMATION" box about pet birds returning to the U.S. after travel to a foreign country.

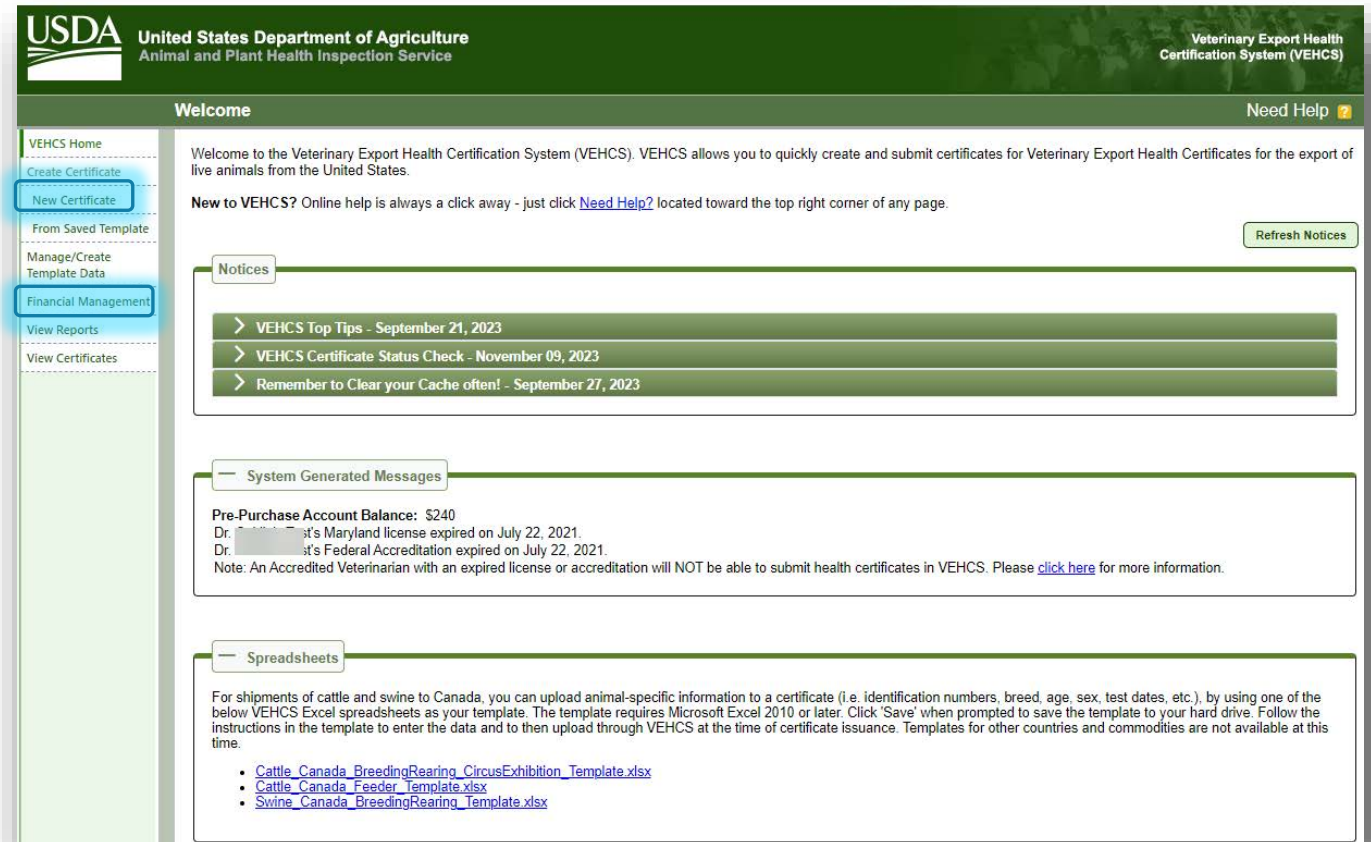
The main content area features a green banner that reads: "This country allows USDA Accredited Veterinarians to use USDA's online Veterinary Export Health Certification System (VEHCS) to complete health certificates." Below this is a table titled "Save Time and Money!" with two columns: "USDA Accredited Veterinarian Signature" and "Electronic Signature Accepted". The table lists "USDA APHIS Veterinary Medical Officer Signature" and "Digital Endorsement Accepted" as options. A red "STOP" sign icon is present, with text stating: "Before going to VEHCS: Scroll below this banner to view animal-specific requirements." Below this, there is a section for "USDA Accredited Veterinarians" and a "NOTE" about the printed paper endorsed health certificate.

On the right side, there is an "IMPORTANT" box with a red header and text: "Carefully read ALL of the requirements related to your pet on this page." Below this, there are several bullet points providing important information about the health certificate process, including the responsibility of the veterinarian to ensure the pet meets all health requirements and the importance of accurate and complete health certificates.

At the bottom of the page, there is a dropdown menu for "Pet Dogs and Cats" and "Other Pets".

Once you're ready to start the certificate

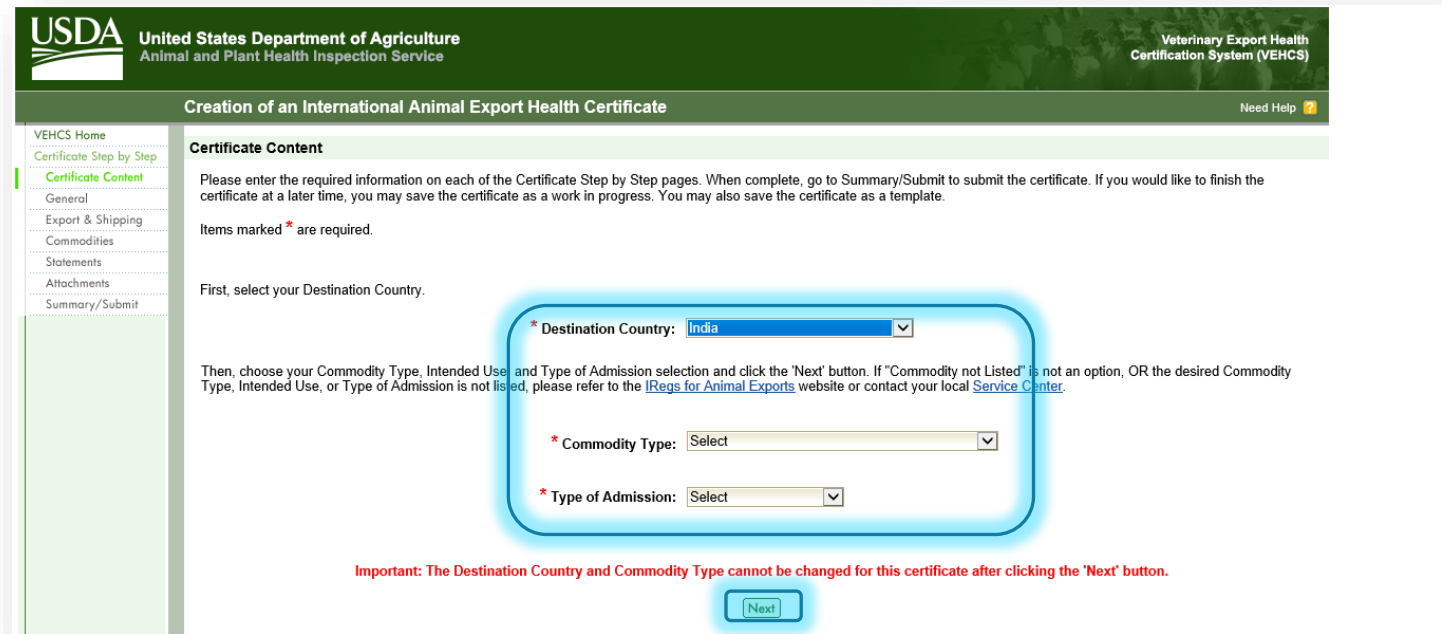
5. Once the cat is compliant with India's import regulations and it's time to issue the health certificate, access the VEHCS website and login to your account. The link to the VEHCS website is available within the PTW's VEHCS banner.
6. If you are not paying by a USDA APHIS User Fee Credit Account, select "**Financial Management**" to first deposit money in VEHCS to pay the endorsement fee.
7. Select "**New Certificate**" under "**Create Certificate**."



The screenshot shows the VEHCS website interface. At the top, the USDA logo and "United States Department of Agriculture Animal and Plant Health Inspection Service" are displayed. The page title is "Veterinary Export Health Certification System (VEHCS)". A "Welcome" banner is at the top right, with a "Need Help?" link. The main content area is divided into a left sidebar and a main panel. The sidebar contains links: "VEHCS Home", "Create Certificate", "New Certificate", "From Saved Template", "Manage/Create Template Data", "Financial Management", "View Reports", and "View Certificates". The main panel contains a "Welcome" message, a "New to VEHCS?" section with a "Need Help?" link, a "Refresh Notices" button, a "Notices" section with three items: "VEHCS Top Tips - September 21, 2023", "VEHCS Certificate Status Check - November 09, 2023", and "Remember to Clear your Cache often! - September 27, 2023". Below this is a "System Generated Messages" section with a "Pre-Purchase Account Balance: \$240" and a note about expired licenses. At the bottom is a "Spreadsheets" section with instructions for uploading animal-specific information and a list of Excel templates: "Cattle_Canada_BreedingRearing_CircusExhibition_Template.xlsx", "Cattle_Canada_Feeder_Template.xlsx", and "Swine_Canada_BreedingRearing_Template.xlsx".

Creating the certificate

8. In the “**Certificate Content**” screen, select “India” from the “**Destination Country**” dropdown menu.
9. The “**Commodity Type**” and “**Type of Admission**” dropdown menus will then appear. Select the applicable options for this cat from each dropdown menu.
10. Select “**Next.**”



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Veterinary Export Health Certification System (VEHCS)

Creation of an International Animal Export Health Certificate

Need Help ?

VEHCS Home
Certificate Step by Step
Certificate Content
General
Export & Shipping
Commodities
Statements
Attachments
Summary/Submit

Certificate Content

Please enter the required information on each of the Certificate Step by Step pages. When complete, go to Summary/Submit to submit the certificate. If you would like to finish the certificate at a later time, you may save the certificate as a work in progress. You may also save the certificate as a template.

Items marked * are required.

First, select your Destination Country.

* Destination Country:

Then, choose your Commodity Type, Intended Use and Type of Admission selection and click the 'Next' button. If "Commodity not Listed" is not an option, OR the desired Commodity Type, Intended Use, or Type of Admission is not listed, please refer to the [Regs for Animal Exports](#) website or contact your local [Service Center](#).

* Commodity Type:

* Type of Admission:

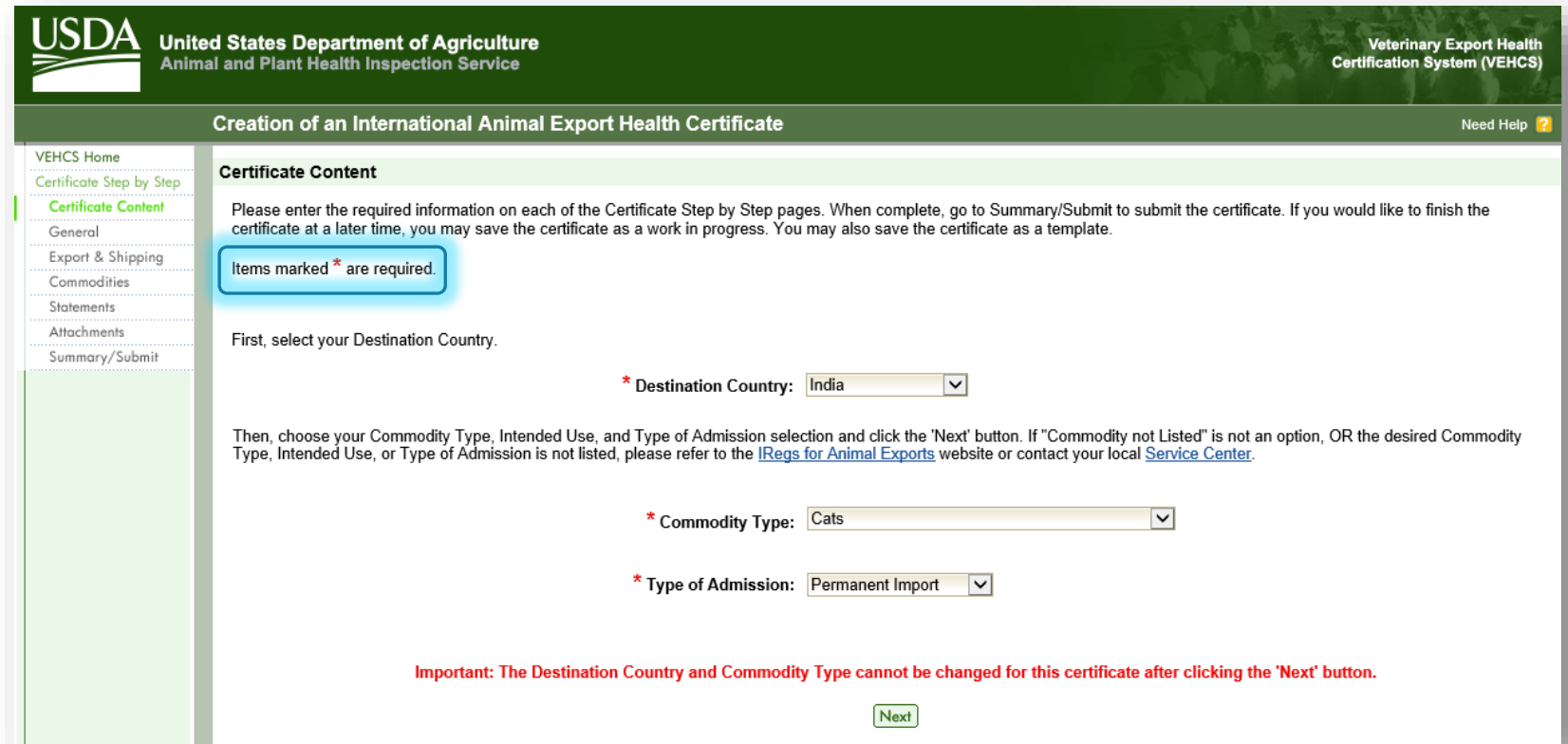
Important: The Destination Country and Commodity Type cannot be changed for this certificate after clicking the 'Next' button.

Creating the certificate

Before we proceed on, notice that **items marked with a red asterisk (*) are required fields.**

If a required field is not completed, you will not be allowed to advance to the next step.

You do not have to complete a field if it is not mark required and if that information isn't required by the destination country.



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Veterinary Export Health Certification System (VEHCS)

Creation of an International Animal Export Health Certificate [Need Help ?](#)

VEHCS Home
Certificate Step by Step
Certificate Content
General
Export & Shipping
Commodities
Statements
Attachments
Summary/Submit

Certificate Content

Please enter the required information on each of the Certificate Step by Step pages. When complete, go to Summary/Submit to submit the certificate. If you would like to finish the certificate at a later time, you may save the certificate as a work in progress. You may also save the certificate as a template.

Items marked * are required.

First, select your Destination Country.

* Destination Country:

Then, choose your Commodity Type, Intended Use, and Type of Admission selection and click the 'Next' button. If "Commodity not Listed" is not an option, OR the desired Commodity Type, Intended Use, or Type of Admission is not listed, please refer to the [IRegs for Animal Exports](#) website or contact your local [Service Center](#).

* Commodity Type:

* Type of Admission:

Important: The Destination Country and Commodity Type cannot be changed for this certificate after clicking the 'Next' button.

[Next](#)

General information

11. Complete the required fields about where the cat is originating from (i.e., currently resides).
12. Complete the Consignor (name and physical address of the cat's owner in the U.S.) information.
13. Complete the Consignee (name and physical address of the cat's owner in India) information.

Creation of an International Animal Export Health Certificate [Need Help](#)

Tracking #: Certificate Content: Cats to India [Save as Work in Progress](#) [Save as Template](#) [View Certificate Draft](#) [Close](#) [Delete](#)

General [Step-By-Step Guide](#)

Items marked * are required.

Commodity Origin Information

Enter the location where the commodities have been quarantined or gathered prior to shipment.

*Place of Origin Name:

*Street Address:

City: Smith Residence

*State/Territory: Select [Help](#)

*Zip Code:

*Accredited Veterinarian: Select [Help](#)

License Number:

Accreditation Number:

Inspection Date: (Single date or date range)

*Consignor: Select

*Consignee: Select

Note: Only Consignees from the country selected as the certificate's destination country will be displayed.

[Previous](#) [Save as Work in Progress](#) [Next](#)

[USDA](#) | [APHIS](#) | [Veterinary Services](#) | [Export Information](#) | [Help/Contact Us](#)

All fields marked with a red * are required to be completed.

[Table of Contents](#)

General Information

14. Select the name of the AV issuing the health certificate.

- The available list of AVs is based on the State/Territory chosen for the animal's origin state.
- After checking the state selection, if the name of the AV does not appear here, the AV must check that his/her license and accreditation information is current in his/her profile from the VEHCS **"Welcome"** screen's **"Manage Account."**
- Since this certificate is being issued by an AV, there is not an option to select an "Internal Accredited Veterinarian" or "External Accredited Veterinarian," but if this is certificate was being issued by an AV Support Staff or Exporter, this is where those options would appear.

Creation of an International Animal Export Health Certificate Need Help ?

Tracking #: Certificate Content: Cats to India Save as Work in Progress Save as Template View Certificate Draft Close Delete

General [Step-By-Step Guide](#)

Items marked * are required.

Commodity Origin Information

Enter the location where the commodities have been quarantined or gathered prior to shipment.

*Place of Origin Name:

*Street Address:

*City:

*State/Territory: [Help](#)

*Zip Code:

*Accredited Veterinarian: [Help](#)

License Number:

Accreditation Number:

Inspection Date: (Single date or date range)

*Consignor:

*Consignee:

Note: Only Consignees from the country selected as the certificate's destination country will be displayed.

[USDA](#) | [APHIS](#) | [Veterinary Services](#) | [Export Information](#) | [Help/Contact Us](#)

All fields marked with a red * are required to be completed.

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General information: consignor

USDA United States Department of Agriculture
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Tracking #: 11477
Certificate Content: Cats to India

Save as Work in Progress Save as Template View Certificate Draft Close Delete

General

Items marked * are required.

Commodity Origin Information

Enter the location where the commodities have been quarantined or gathered prior to shipment.

* Place of Origin Name: Smith Residence

* Street Address: 123 State Street

* City: Albany

* State/Territory: New York

* Zip Code: 12205

Inspection Date: (Single date or date range)

Issuing VS Field Office: New York

* Consignor: Bob Smith Add

* Consignee: Bob Smith Add

Note: Only Consignees from the country selected as the certificate's destination country will be displayed.

Consignor Contact Information

* Consignor Name/Business Name: Bob Smith

Consignor Alias Name:

Consignor Contact Person Name:

* Street Address: 123 Main Street

* City: Albany

* State/Territory/Province: New York

* Zip/Postal Code: 12205

* Country: United States

Phone:

Fax:

E-Mail Address:

Cancel Save & Back Save & Add Another

Previous Save as Work in Progress Next

All fields marked with a red * are required to be completed.

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General information: consignee

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Save as Save as View

General

Items marked * are required.

Commodity Origin Information

Enter the location where the commodities have been quarantined or gathered prior to shipment

* Place of Origin Name: Smith Residence

* Street Address: 123 State Street

* City: Albany

* State/Territory: New York

Note: Only States/Territories in which your organization AVs

* Zip Code: 12205

Inspection Date: (Single date or date range)

Issuing VS Field Office: New York

* Consignor: Bob Smith Add

* Consignee: Bob Smith Add

Note: Only Consignees from the country selected as the certificate's destination country will be displayed.

* Consignee Name Business Name: Bob Smith

Consignee Contact Person Name:

Street Address:

* City: Mumbai

State/Territory/Province:

Zip/Postal Code:

* Country: India

Phone:

Fax:

E-Mail Address:

Cancel Save & Back Save & Add Another

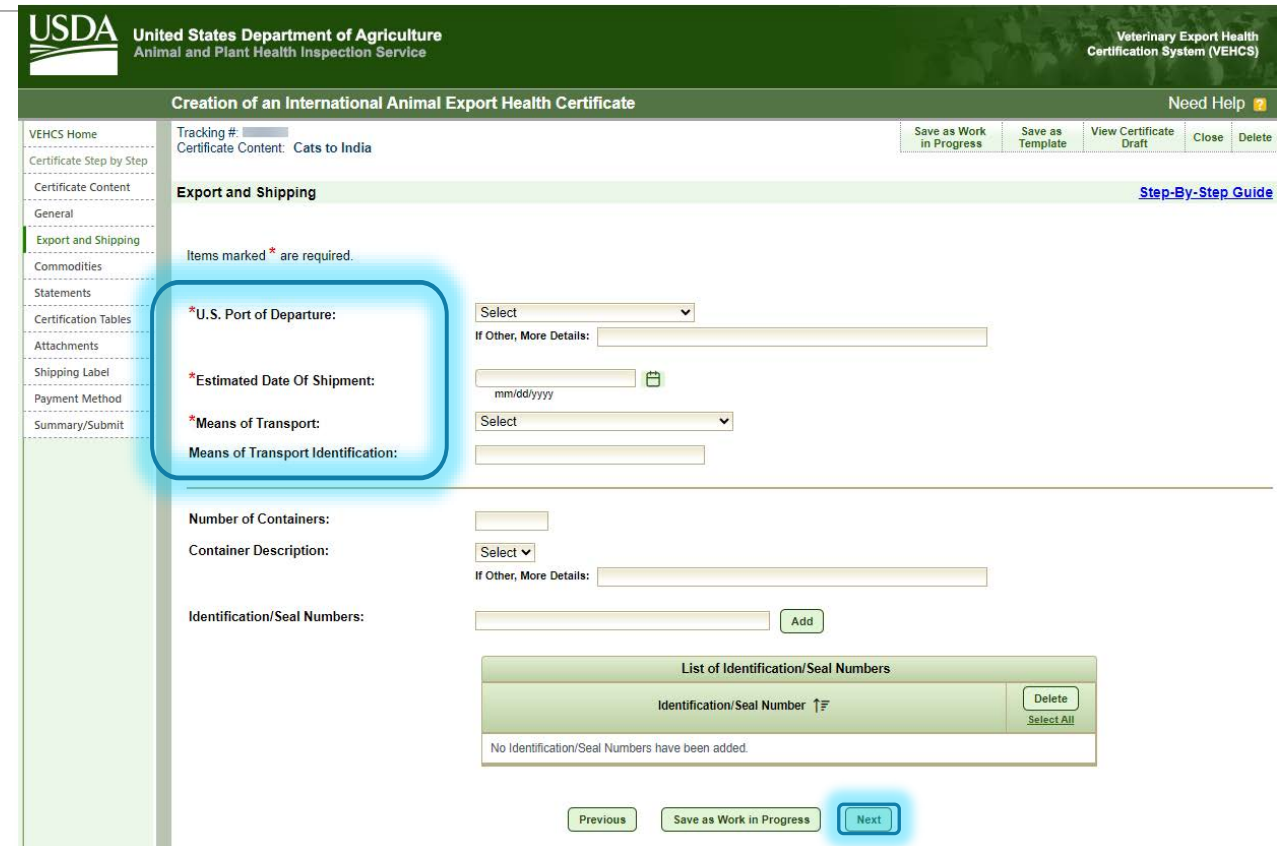
Previous Save as Work in Progress Next

All fields marked with a red * are required to be completed.

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Export & Shipping

15. Select the “U.S. Port of Departure”
16. Select the “Estimated Date of Shipment.”
17. Select the “Means of Transport.”
18. Click “Next.”



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Veterinary Export Health Certification System (VEHCS)

Creation of an International Animal Export Health Certificate

Tracking #:
Certificate Content: Cats to India

Save as Work in Progress Save as Template View Certificate Draft Close Delete

Need Help ?

VEHCS Home Certificate Step by Step Certificate Content General Export and Shipping Commodities Statements Certification Tables Attachments Shipping Label Payment Method Summary/Submit

Export and Shipping

Items marked * are required.

*U.S. Port of Departure:

If Other, More Details:

*Estimated Date Of Shipment: 

mm/dd/yyyy

*Means of Transport:

Means of Transport Identification:

Number of Containers:

Container Description:

If Other, More Details:

Identification/Seal Numbers:

List of Identification/Seal Numbers

Identification/Seal Number ↑	Delete
No Identification/Seal Numbers have been added.	

Previous Save as Work in Progress Next

All fields marked with a red * are required to be completed.

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Commodities information

20. Complete the “**Number of Rows**,” which is the total number of animals included in the health certificate. Since this is just one cat traveling to India, “1” is entered and “**Generate Rows**” selected.
21. You can either enter in the remaining required commodity information in the “**Default**” fields or you can enter it in the rows that are generated.
 - By entering information that applies to all animals included in a health certificate, time can be saved by using the “Default” fields.
22. Once the required microchip number, breed, date of birth, sex, color, and coat type and distinctive markings is entered, record the number of animals in the health certificate in “**Total Quantity**.”
23. Click “**Next**.”

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Veterinary Export Health Certification System (VEHCS)

Creation of an International Animal Export Health Certificate

Tracking #: 11477
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Save as Work in Progress Save as Template View Certificate Draft Close Delete

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Commodities

Description of Commodity: Cats

Remember to save your data periodically, especially when entering a large number of commodities.

Before entering commodity information, you must first define the commodity data. This data could include but is not limited to: animal ID, breed, sex, testing date, vaccination date and/or treatment date. Follow the instructions in Step 1 to create the Commodities table. Then follow the instructions in Step 2 to generate the required number of rows. The Commodities table will be displayed below.

Enter Commodity Information

To enter commodity information, enter the number of rows to generate and click the 'Generate Rows' button. You can also select default data before clicking the 'Generate Rows' button.

If you need to add more rows after generating the table, enter the additional number in Number of Rows and click the 'Generate Rows' button. The rows will appear at the end of the existing table. Previously entered data will not be lost.

Number of Rows: 1 Note: You may only add 100 rows at a time.

Default Microchip Number: 123456789123456

Default Breed: DSH

Default Age or Date of Birth: 2/2/2015

Default Sex: FS

Default Color: Black

Default Coat Type & Distinctive Markings:

Generate Rows

Row	Microchip Number	Breed	Age or Date of Birth	Sex	Color	Coat Type & Distinctive Markings	Delete
							Select All

No commodity rows have been added.

* Total Quantity: 1

Previous Save as Work in Progress Next

Statements

24. Select the certification statement check boxes. All certification statements need to be selected or the system will not allow you to proceed with submission.
 - Reminder: this page can only be completed by an AV. AV Support Staff and Exporters are not allowed to complete this page.
25. If a certification statement requires information to be entered, type the information into the space provided or use the calendar that appears for fields requiring a date. For statements that require the applicable statement to be selected, select the radio button that applies to the true statement.
26. Select “Next.”

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Creation of an International Animal Export Health Certificate

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Save as Work in Progress Save as Template View Certificate Draft Close Delete

Certification Statements

The certificate must include the following certifications. Support staff may enter dates, test names and other details to complete the certification statements if applicable. Only Accredited Veterinarians may select the certification statements. (Select all that apply.)

Important: All certification statements must be selected before submitting the health certificate to USDA. Please review the [guidelines](#) at USDA IREGS before certifying.

☐ I, the undersigned Official Veterinarian, hereby certify that the cat(s) described above and examined on this day:

☐ Show/shows no clinical sign of any disease including rabies, feline enteritis, feline pan leukopenia, leptospirosis, distemper, scabies, aujeszky's disease, toxoplasmosis, etc.

☐ Has/have been vaccinated for rabies (in case it is more than three months of age) within the time limit recommended by the manufacturer of the vaccine licensed and approved by the exporting country.

☐ Rabies vaccination information: See table below.

☐ Countries visited over the past two years by the cats(s) as declared by the owner (list country and dates):

☐ This certificate is valid for 30 days after issuance.

☐ Name of USDA-Accredited Veterinarian: [Text Field]
National Accreditation Number (NAN 6 digits): [Text Field]
Address, Phone #, and Email of Accredited Veterinarian: [Text Field]

Previous Save as Work in Progress Next

Certification Tables

27. For certificates that require additional information in the certification statements, like vaccination information, that information is entered through this page.
28. Click “**Edit**” to open the page for entry of the required information. The page that opens will be similar to the “**Commodities**” page in that you will again need to generate the number of rows for the table and you can enter “Default” information for saving time in entry of repeated information for multiple animals.
29. Once you have entered the required information on the next page, you’ll select “**Save**” to return to this page and then select “**Next**.”

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Certification Tables

To enter data, click the 'Edit' button for each table in the Certification Tables list. At least one row is required for each table.

Table Order	Table Title
1	Rabies vaccination information: Edit

Previous Save as Work in Progress Next

Certification Tables: entering information



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Certification Table

Remember to save your data periodically, especially when entering a large number of rows.

Generate Additional Test/Treatment Information Rows

To enter commodity information, enter the number of rows to generate and click the 'Generate Rows' button. You can also select default data before clicking the 'Generate Rows' button.

If you need to add more rows after generating the table, enter the additional number in Number of Rows and click the 'Generate Rows' button. The rows will appear at the end of the existing table. Previously entered data will not be lost.

Number of Rows: 1 Note: You may only add 100 rows at a time.

Default Microchip Number: 123456789123456

Default Date of Rabies Vaccination: 1/1/2019 mm/dd/yyyy

Default Name of Vaccine: Purevax

Default Batch Number: 12345A

Default Period of Validity From: 1/1/2019 mm/dd/yyyy

Default Period of Validity To: 1/1/2020 mm/dd/yyyy

Generate Rows

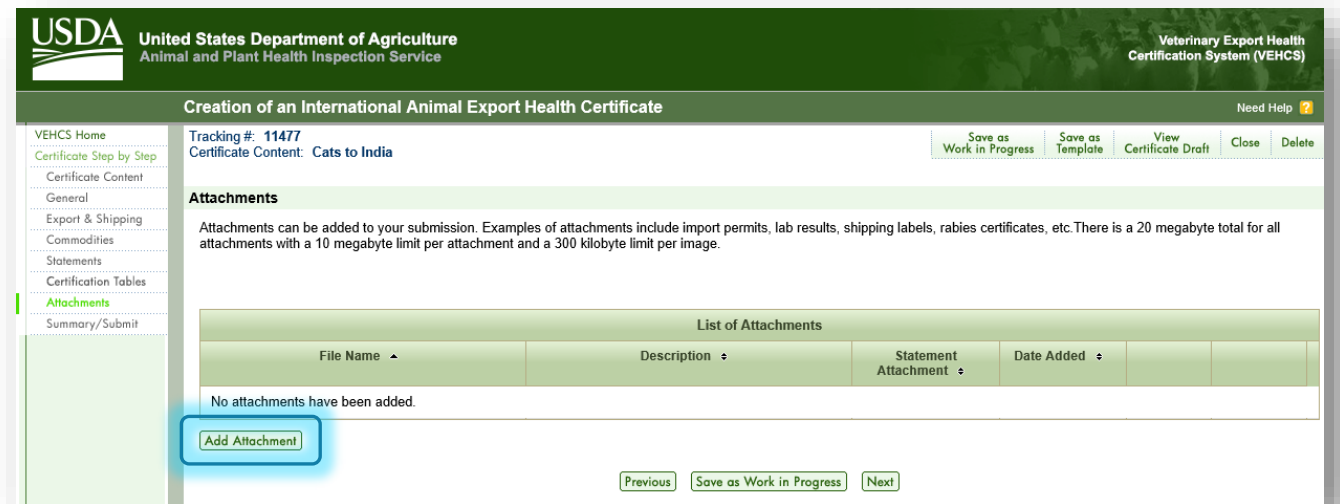
Rabies vaccination information:

Row	Microchip Number	Date of Rabies Vaccination mm/dd/yyyy	Name of Vaccine	Batch Number	Period of Validity From mm/dd/yyyy	Period of Validity To mm/dd/yyyy	Delete Select All
No data rows have been added.							

Cancel Save as Work in Progress Save

Attachments

30. Select “**Add Attachment**” to upload the rabies vaccine certificate that supports the rabies vaccination entered in “**Certification Tables.**”



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Creation of an International Animal Export Health Certificate

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Save as Work in Progress Save as Template View Certificate Draft Close Delete

Attachments

Attachments can be added to your submission. Examples of attachments include import permits, lab results, shipping labels, rabies certificates, etc. There is a 20 megabyte total for all attachments with a 10 megabyte limit per attachment and a 300 kilobyte limit per image.

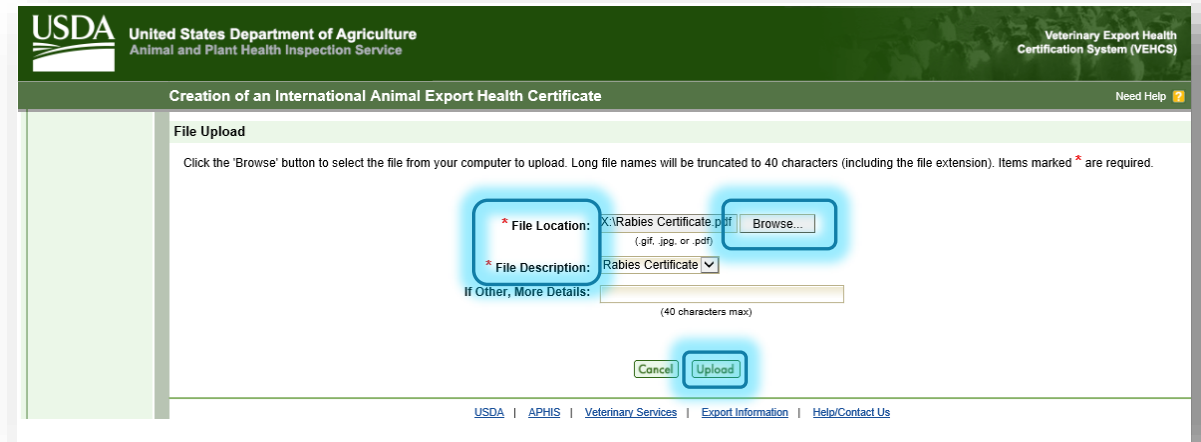
File Name	Description	Statement Attachment	Date Added
No attachments have been added.			

Add Attachment

Previous Save as Work in Progress Next

Attachments: uploading the file

31. Select “**Browse**” to find the rabies vaccine certificate from your computer files. The file must be in .gif, .jpg, or .pdf.
32. Select “**Rabies Certificate**” from the dropdown menu to describe the file as the rabies vaccine certificate.
 - For uploading other types of required documentation, like laboratory reports, or import permits, you’ll select the applicable description from the dropdown menu. If there is not a pre-populated description, you’ll select “Other” and then enter the description in “If Other, More Details.”
33. Select “**Upload**.”



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Creation of an International Animal Export Health Certificate

Need Help ?

File Upload

Click the 'Browse' button to select the file from your computer to upload. Long file names will be truncated to 40 characters (including the file extension). Items marked * are required.

* File Location: X:\Rabies Certificate.pdf Browse...

(.gif, .jpg, or .pdf)

* File Description: Rabies Certificate

If Other, More Details: (40 characters max)

Cancel Upload

USDA | APHIS | Veterinary Services | Export Information | Help/Contact Us

Attachments

In this example, because India does not require laboratory testing or an import permit, and because the certificate will be digitally endorsed by USDA APHIS, no other documents are uploaded. But **if a laboratory test report or import permit were required to be uploaded, this is where they would be attached.**

Also, some countries require incorporation of additional information beyond what is programmed into the Defined certificate. This is known as an addendum, and it will appear as an additional page in the final endorsed health certificate. Examples of addendums are silhouette diagrams of a horse, a list of animal identification, and laboratory reports that must be endorsed by USDA APHIS. **In these situations, the additional page is uploaded in the Attachments section as the Defined health certificate is created. If an addendum is required, a “Note” appears in the Attachments’ instructions to state additional pages must be uploaded for incorporation into the endorsed health certificate.** Your USDA Endorsement Office will incorporate the additional pages into the health certificate during endorsement.



The screenshot shows the USDA VEHCS (Veterinary Export Health Certification System) interface. The main heading is "Creation of an International Animal Export Health Certificate". The tracking number is 11479, and the certificate content is "Equine to India". The left sidebar shows the navigation menu with "Attachments" selected. The main content area shows the "Attachments" section with a note about required documents for equine exports. Below the note is a table titled "List of Attachments" with columns for File Name, Description, Statement Attachment, and Date Added. The table currently shows "No attachments have been added." and there is an "Add Attachment" button.

Attachments

Attachments can be added to your submission. Examples of attachments include import permits, lab results, shipping labels, rabies certificates, etc. There is a 20 megabyte total for all attachments with a 10 megabyte limit per attachment and a 300 kilobyte limit per image.

Note: In addition to the attachments listed above, the following documents are required to be uploaded as addendums/additional health certificate pages. These documents will be incorporated into the final endorsed health certificate: [Silhouette For Identification of Equine Exported From the United States of America](#)

File Name	Description	Statement Attachment	Date Added
No attachments have been added.			

[Add Attachment](#)

[Previous](#) [Save as Work in Progress](#) [Next](#)

Attachments

34. Once all required documents are attached to the submission by uploading, select “**Next.**”



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Veterinary Export Health Certification System (VEHCS)

Creation of an International Animal Export Health Certificate

Tracking #: 11477
Certificate Content: Cats to India

Save as Work in Progress Save as Template View Certificate Draft Close Delete

Attachments

Attachments can be added to your submission. Examples of attachments include import permits, lab results, shipping labels, rabies certificates, etc. There is a 20 megabyte total for all attachments with a 10 megabyte limit per attachment and a 300 kilobyte limit per image.

File Name	Description	Statement Attachment	Date Added		
Rabies certificate.pdf	Rabies Certificate	N	03/28/2019	Delete	Download

Add Attachment

Previous Save as Work in Progress **Next**

Shipping Label

35. **not applicable to this India example**. For orange, and some yellow and purple, banner countries, you will be prompted to upload a prepaid return label. Follow the steps on screen to upload and attach the label.

Creation of an International Animal Export Health Certificate

Need Help ?

Save as Work in Progress

Save as Template

View Certificate Draft

Close

Delete

Shipping Label

[Step-By-Step Guide](#)

Digital endorsement of your health certificate is not accepted by the destination country at this time. Your health certificate will be physically endorsed by your USDA Endorsement Office. The hardcopy endorsed health certificate must accompany the animal(s) when shipped. You must make arrangements for the return of the endorsed health certificate to you or the animal owner/exporter.

There is a 20 megabyte total for all attachments with a 10 megabyte limit per attachment and a 300 kilobyte limit per image.

Uploaded Shipping Label: No Label Uploaded [Help](#)

File Location: No file chosen
(.gif, .jpg, or .pdf)

Additional Return Shipping Instructions:
(instructions will not be saved unless a file is uploaded)

(255 characters maximum)

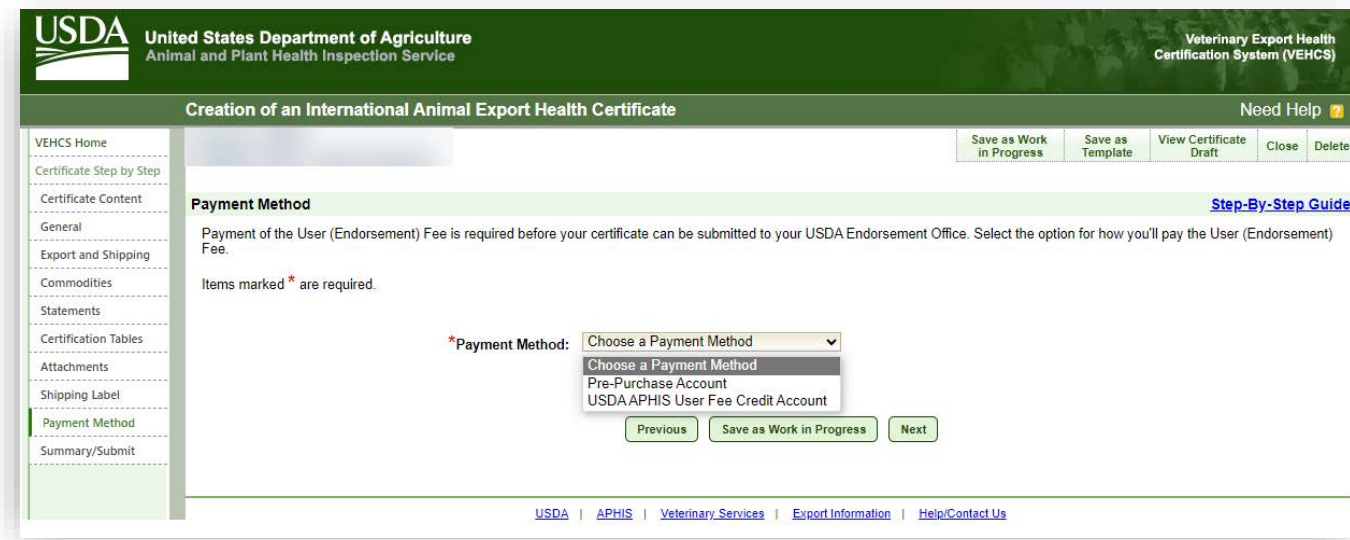
Previous

Save as Work in Progress

Next

Payment Method

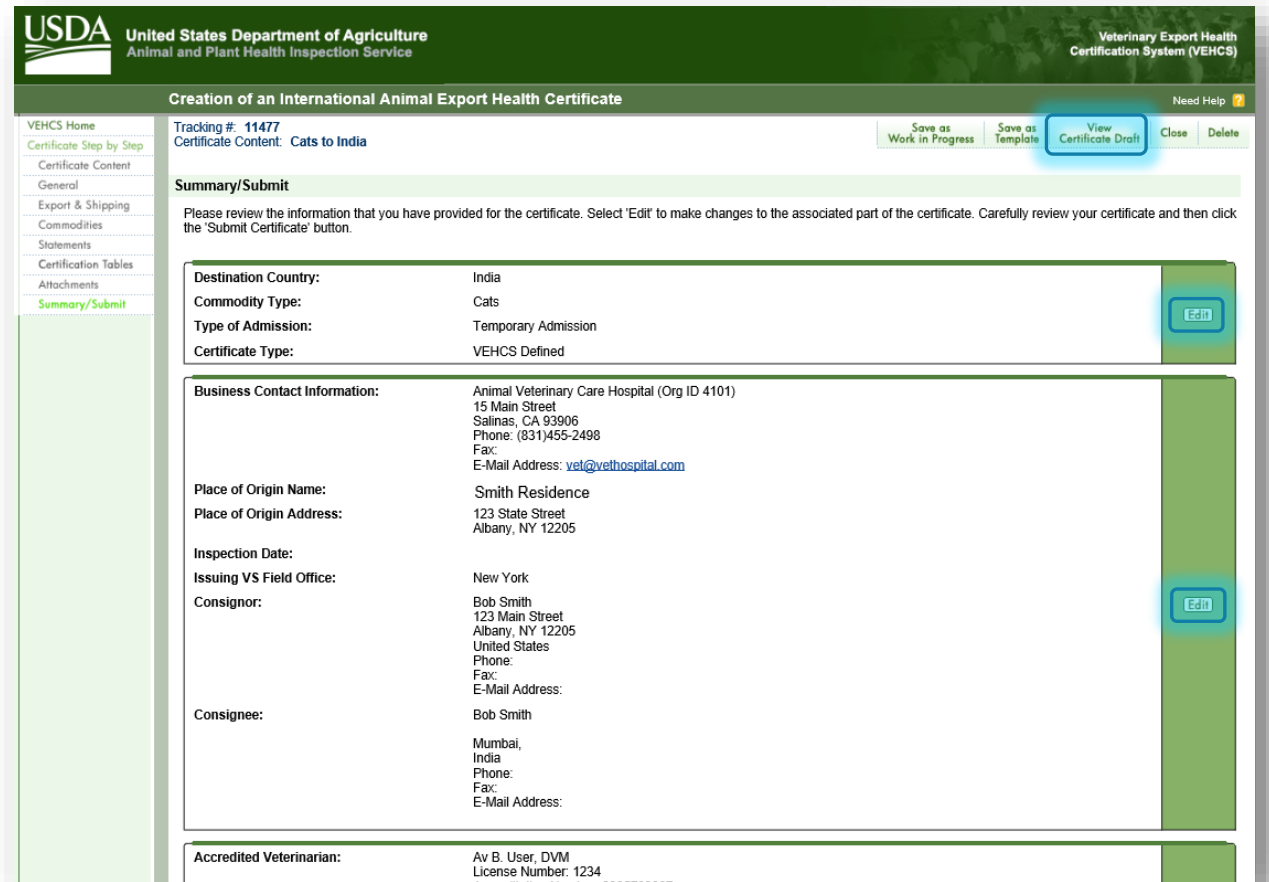
36. Payment of the User (Endorsement) Fee is required before your certificate can be submitted to your USDA Endorsement Office. Select the option for how you'll pay the User (Endorsement) Fee.



The screenshot shows the 'Payment Method' screen within the 'Creation of an International Animal Export Health Certificate' workflow. The left sidebar contains a navigation menu with options: VEHCS Home, Certificate Step by Step, Certificate Content, General, Export and Shipping, Commodities, Statements, Certification Tables, Attachments, Shipping Label, Payment Method (highlighted), and Summary/Submit. The main content area is titled 'Payment Method' and includes a 'Step-By-Step Guide' link. It contains the following text: 'Payment of the User (Endorsement) Fee is required before your certificate can be submitted to your USDA Endorsement Office. Select the option for how you'll pay the User (Endorsement) Fee.' and 'Items marked * are required.' Below this is a dropdown menu for '*Payment Method:' with the following options: 'Choose a Payment Method', 'Pre-Purchase Account', and 'USDAAPHIS User Fee Credit Account'. At the bottom of the form are three buttons: 'Previous', 'Save as Work in Progress', and 'Next'. The top of the page features the USDA logo, the text 'United States Department of Agriculture Animal and Plant Health Inspection Service', and the 'Veterinary Export Health Certification System (VEHCS)' title. A 'Need Help?' link is also present in the top right corner.

Summary/Submit

37. The information entered in the previous pages is summarized here. You must review the information to ensure it is accurate and complete. If you need to correct any information, select **“Edit”** on the right side of the section. An alternative way to view the health certificate is by clicking **“View Certificate Draft.”**



The screenshot shows the 'Creation of an International Animal Export Health Certificate' page in the VEHCS system. The page is titled 'Summary/Submit' and includes a sidebar with navigation links. The main content area displays the certificate details for 'Cats to India' with tracking number 11477. The details are organized into sections with 'Edit' buttons on the right. The sections include: Destination Country (India), Commodity Type (Cats), Type of Admission (Temporary Admission), Certificate Type (VEHCS Detained), Business Contact Information (Animal Veterinary Care Hospital), Place of Origin Name (Smith Residence), Inspection Date (New York), Issuing VS Field Office (New York), Consignor (Bob Smith), Consignee (Bob Smith), and Accredited Veterinarian (Av B. User, DVM).

Creation of an International Animal Export Health Certificate																																				
VEHCS Home Certificate Step by Step Certificate Content General Export & Shipping Commodities Statements Certification Tables Attachments Summary/Submit	Tracking #: 11477 Certificate Content: Cats to India Save as Work in Progress Save as Template View Certificate Draft Close Delete Summary/Submit Please review the information that you have provided for the certificate. Select 'Edit' to make changes to the associated part of the certificate. Carefully review your certificate and then click the 'Submit Certificate' button. <table border="1"> <tr> <td>Destination Country:</td> <td>India</td> <td rowspan="4">Edit</td> </tr> <tr> <td>Commodity Type:</td> <td>Cats</td> </tr> <tr> <td>Type of Admission:</td> <td>Temporary Admission</td> </tr> <tr> <td>Certificate Type:</td> <td>VEHCS Detained</td> </tr> <tr> <td>Business Contact Information:</td> <td colspan="2"> Animal Veterinary Care Hospital (Org ID 4101) 15 Main Street Salinas, CA 93906 Phone: (831)455-2498 Fax: E-Mail Address: vet@vethospital.com </td> <td rowspan="4">Edit</td> </tr> <tr> <td>Place of Origin Name:</td> <td colspan="2">Smith Residence</td> </tr> <tr> <td>Place of Origin Address:</td> <td colspan="2">123 State Street Albany, NY 12205</td> </tr> <tr> <td>Inspection Date:</td> <td colspan="2">New York</td> </tr> <tr> <td>Issuing VS Field Office:</td> <td colspan="2">New York</td> <td rowspan="4">Edit</td> </tr> <tr> <td>Consignor:</td> <td colspan="2"> Bob Smith 123 Main Street Albany, NY 12205 United States Phone: Fax: E-Mail Address: </td> </tr> <tr> <td>Consignee:</td> <td colspan="2"> Bob Smith Mumbai, India Phone: Fax: E-Mail Address: </td> </tr> <tr> <td>Accredited Veterinarian:</td> <td colspan="2"> Av B. User, DVM License Number: 1234 </td> </tr> </table>	Destination Country:	India	Edit	Commodity Type:	Cats	Type of Admission:	Temporary Admission	Certificate Type:	VEHCS Detained	Business Contact Information:	Animal Veterinary Care Hospital (Org ID 4101) 15 Main Street Salinas, CA 93906 Phone: (831)455-2498 Fax: E-Mail Address: vet@vethospital.com		Edit	Place of Origin Name:	Smith Residence		Place of Origin Address:	123 State Street Albany, NY 12205		Inspection Date:	New York		Issuing VS Field Office:	New York		Edit	Consignor:	Bob Smith 123 Main Street Albany, NY 12205 United States Phone: Fax: E-Mail Address:		Consignee:	Bob Smith Mumbai, India Phone: Fax: E-Mail Address:		Accredited Veterinarian:	Av B. User, DVM License Number: 1234	
Destination Country:	India	Edit																																		
Commodity Type:	Cats																																			
Type of Admission:	Temporary Admission																																			
Certificate Type:	VEHCS Detained																																			
Business Contact Information:	Animal Veterinary Care Hospital (Org ID 4101) 15 Main Street Salinas, CA 93906 Phone: (831)455-2498 Fax: E-Mail Address: vet@vethospital.com		Edit																																	
Place of Origin Name:	Smith Residence																																			
Place of Origin Address:	123 State Street Albany, NY 12205																																			
Inspection Date:	New York																																			
Issuing VS Field Office:	New York		Edit																																	
Consignor:	Bob Smith 123 Main Street Albany, NY 12205 United States Phone: Fax: E-Mail Address:																																			
Consignee:	Bob Smith Mumbai, India Phone: Fax: E-Mail Address:																																			
Accredited Veterinarian:	Av B. User, DVM License Number: 1234																																			

Summary/Submit

38. Also review the "Notification Email Addresses" section. Enter email addresses to receive certificate status email notifications. The recipients will receive email updates when this health certificate is submitted to VS, endorsed by VS or returned by VS.

Notification Email Addresses

The following email addresses will receive email updates when this health certificate is submitted to VS, endorsed by VS or returned by VS. You can edit the recipients for this health certificate.

Note: Use Manage Account located on the VEHCS Home Page to edit default email addresses for future health certificates.

Email Address (1):	@gmail.com
Email Address (2):	
Email Address (3):	
Email Address (4):	
Email Address (5):	

Summary/Submit

39. Before the AV can submit the certificate to the USDA Endorsement Office, the two statements must be read and selected to certify that the information is accurate, that laboratory test reports were uploaded as attachments (when applicable), that you acknowledge fees will be charged upon endorsement of the certificate, and that by submitting the certificate, you are legally signing the certificate.

- AV Support Staff and Exporters are not able to select these statements.

40. Select “Submit Certificate.”

- AV Support Staff and Exporters cannot submit a certificate for endorsement. Instead, they are given the option to “Save as Work in Progress” for an “Internal Accredited Veterinarian” or “Submit to Accredited Veterinarian” for an “External Accredited Veterinarian” to complete the certificate and submit it for endorsement.

Name of USDA Accredited Veterinarian: Dr. Scott E. Kim
National Accreditation Number (NAN 6 digits): 123456
Address, Phone #, and Email of Accredited Veterinarian: 1 Main Street Albany, NY 12205 (555) 123 - 4567 youremailaddress@vethospitalname.com

Certification Tables:

Rabies vaccination information:						
Row	Microchip Number	Date of Rabies Vaccination	Name of Vaccine	Batch Number	Period of Validity From	Period of Validity To
1	123456789123456	02/01/2019	Purevax	12345A	02/01/2019	02/01/2020

Attachments: 1 attachment(s) added to this certificate.

Additional Information:
(Will be printed on the certificate)

Comments:
(Will NOT be printed on the certificate)

☒ By submission of this certificate, I certify that the information presented is accurate and I legally sign this document. I also acknowledge that any applicable fees will be charged upon endorsement and completion of this certificate.

☒ I have uploaded the appropriate lab results on the Attachments screen as applicable.

Previous Save as Work in Progress **Submit Certificate**

Successful submission

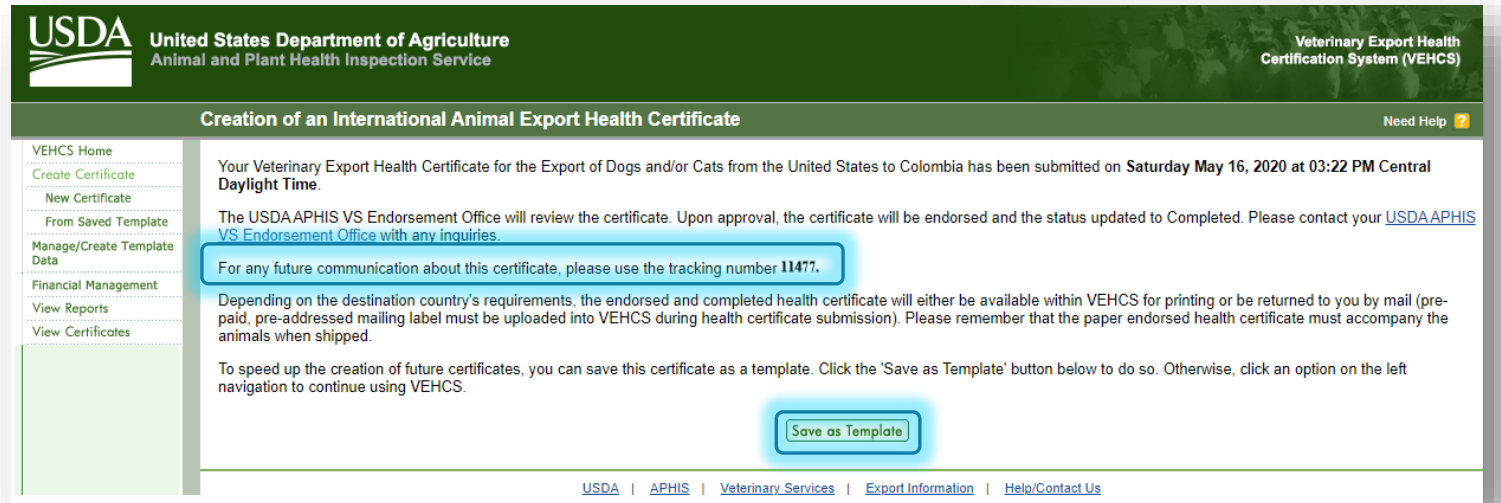
If VEHCS identifies that required information was not provided, you will receive an error message to correct the missing information. The certificate cannot be submitted until all required information is provided.

If all required information was provided, the certificate is submitted to your USDA Endorsement Office.

Make a note of the tracking number VEHCS assigned to the certificate. You will need to provide this information (and the state you are located in) to your USDA Endorsement Office if you need to communicate with them about your certificate. When the certificate is endorsed, the tracking number will be replaced by the certificate number.

If you want to save the Consignor, Consignee, and Commodity Table (when applicable) information for future exports, select **"Save as Template."**

Otherwise, periodically check VEHCS each business day to monitor the status of your submission. VEHCS will also notify the notification email addresses entered on the certificate when the certificate is returned for correction or endorsed.



The screenshot displays the USDA Animal and Plant Health Inspection Service (APHIS) VEHCS interface. The page title is "Creation of an International Animal Export Health Certificate". The main content area shows a confirmation message: "Your Veterinary Export Health Certificate for the Export of Dogs and/or Cats from the United States to Colombia has been submitted on **Saturday May 16, 2020 at 03:22 PM Central Daylight Time.**" It states that the USDAAPHIS VS Endorsement Office will review the certificate and that upon approval, the status will be updated to Completed. A tracking number, **11477**, is highlighted in a blue box. Below this, it explains that the endorsed and completed health certificate will be available within VEHCS for printing or returned by mail. A "Save as Template" button is highlighted in a blue box. The footer includes links for USDA, APHIS, Veterinary Services, Export Information, and Help/Contact Us.

Your USDA Endorsement Office

Your USDA Endorsement Office will review your certificate and supporting documentation.

If everything is in order, the certificate will be endorsed.

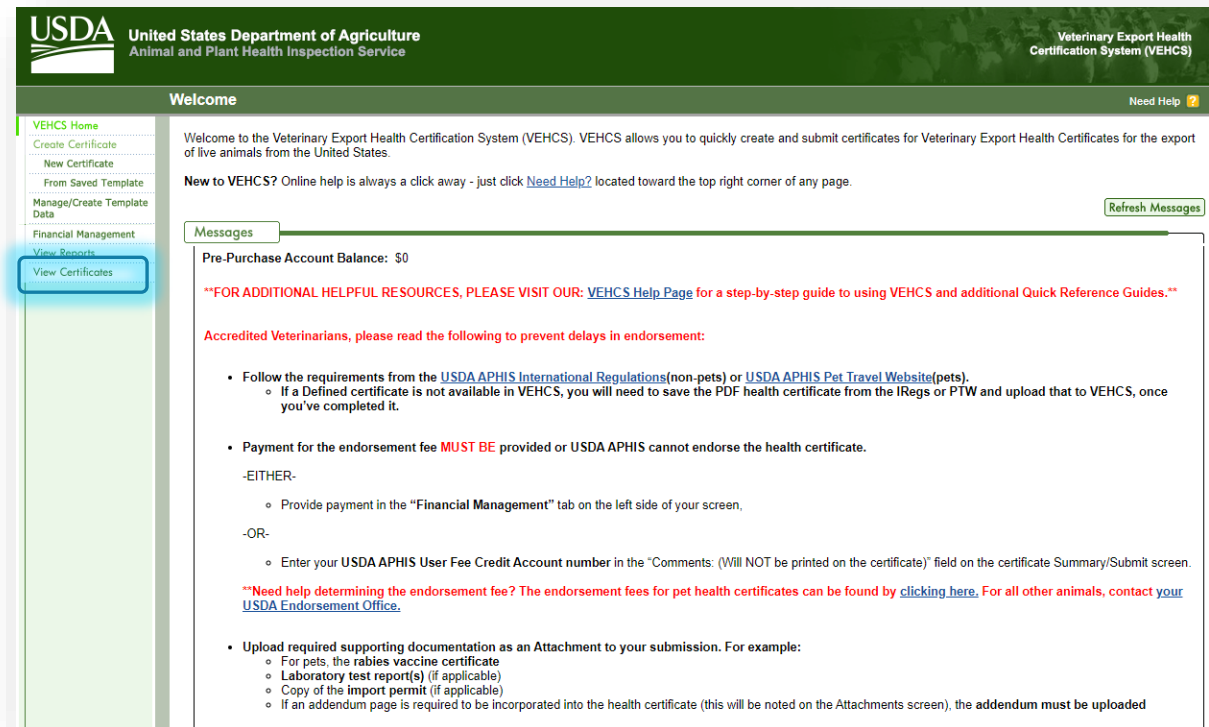
Once the certificate is endorsed, as noted by a VEHCS status of “**Completed**,” it will either be:

- **Mailed with the pre-paid shipping label provided in VEHCS if the destination country does not accept USDA APHIS’s digital endorsement.**
 - This is when USDA APHIS must wet ink sign and physically emboss the printed paper health certificate (for orange, and some commodities for yellow and purple banner countries).
- **Ready for you to view and print if the destination country accepts USDA APHIS’s digital endorsement. This applies to green, and some commodities for yellow and purple, banner countries.**
 - *Ensure the printed hardcopy does **not** contain a “COPY” watermark.*

Regardless of whether or not the certificate is digitally or physically endorsed, a printed, paper hardcopy of the endorsed health certificate must accompany the animal(s) during travel!

Steps for printing digitally endorsed certificates

To print the digitally endorsed health certificate, click “**View Certificates.**”



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

Veterinary Export Health Certification System (VEHCS)

Welcome

Need Help ?

VEHCS Home
Create Certificate
New Certificate
From Saved Template
Manage/Create Template Data
Financial Management
View Reports
View Certificates

Welcome to the Veterinary Export Health Certification System (VEHCS). VEHCS allows you to quickly create and submit certificates for Veterinary Export Health Certificates for the export of live animals from the United States.

New to VEHCS? Online help is always a click away - just click [Need Help?](#) located toward the top right corner of any page.

Refresh Messages

Messages

Pre-Purchase Account Balance: \$0

****FOR ADDITIONAL HELPFUL RESOURCES, PLEASE VISIT OUR: [VEHCS Help Page](#) for a step-by-step guide to using VEHCS and additional Quick Reference Guides.****

Accredited Veterinarians, please read the following to prevent delays in endorsement:

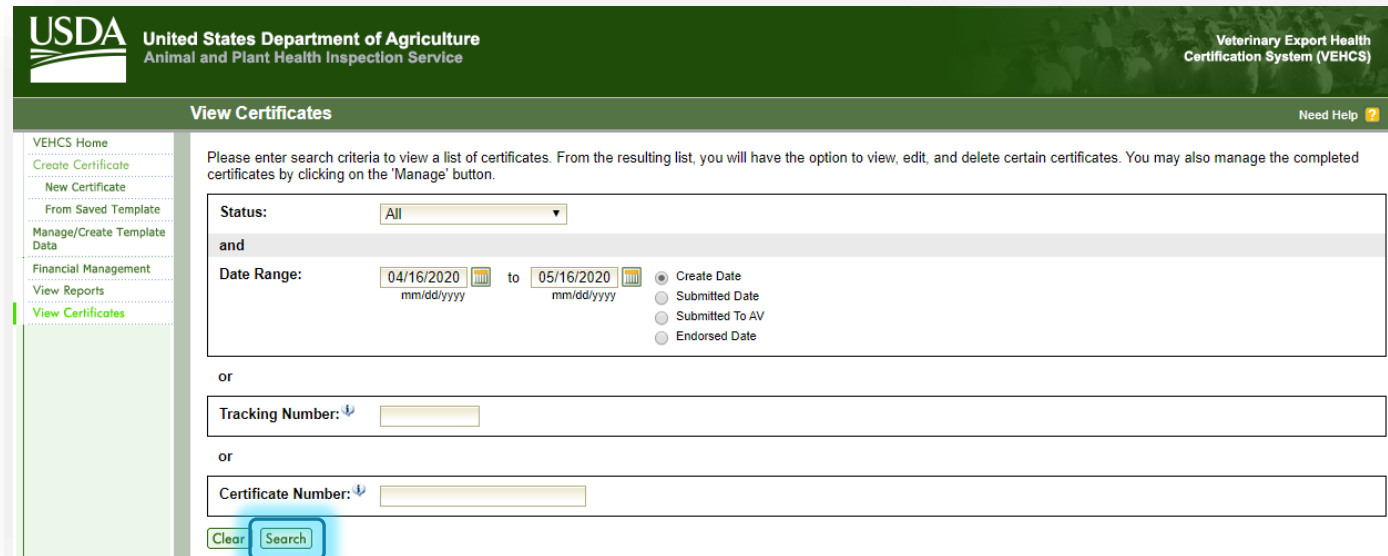
- Follow the requirements from the [USDA APHIS International Regulations \(non-pets\)](#) or [USDA APHIS Pet Travel Website \(pets\)](#).
 - If a Defined certificate is not available in VEHCS, you will need to save the PDF health certificate from the IRegs or PTW and upload that to VEHCS, once you've completed it.
- Payment for the endorsement fee **MUST BE** provided or USDA APHIS cannot endorse the health certificate.
 - EITHER-
 - Provide payment in the "Financial Management" tab on the left side of your screen.
 - OR-
 - Enter your USDA APHIS User Fee Credit Account number in the "Comments: (Will NOT be printed on the certificate)" field on the certificate Summary/Submit screen.

****Need help determining the endorsement fee? The endorsement fees for pet health certificates can be found by [clicking here](#). For all other animals, contact your [USDA Endorsement Office](#).**

- Upload required supporting documentation as an Attachment to your submission. For example:
 - For pets, the rabies vaccine certificate
 - Laboratory test report(s) (if applicable)
 - Copy of the import permit (if applicable)
 - If an addendum page is required to be incorporated into the health certificate (this will be noted on the Attachments screen), the addendum must be uploaded

Steps for printing digitally endorsed certificates

The certificate should appear in the table below, but if you want to narrow your search results, you can search for the certificate by the “**Status**,” “**Date Range**” for either its creation, submission, or endorsement date, tracking number, or certificate number.



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

Veterinary Export Health Certification System (VEHCS)

View Certificates [Need Help ?](#)

Please enter search criteria to view a list of certificates. From the resulting list, you will have the option to view, edit, and delete certain certificates. You may also manage the completed certificates by clicking on the 'Manage' button.

Status:

and

Date Range: to
mm/dd/yyyy mm/dd/yyyy

☒ Create Date
☐ Submitted Date
☐ Submitted To AV
☐ Endorsed Date

or

Tracking Number:

or

Certificate Number:

[Clear](#) [Search](#)

Steps for printing digitally endorsed certificates

When you find the certificate you need to print, click **“Manage.”**

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

Veterinary Export Health Certification System (VEHCS)

View Certificates [Need Help ?](#)

Please enter search criteria to view a list of certificates. From the resulting list, you will have the option to view, edit, and delete certain certificates. You may also manage the completed certificates by clicking on the 'Manage' button.

Status:

and

Date Range: to
mm/dd/yyyy mm/dd/yyyy

☒ Create Date
☐ Submitted Date
☐ Submitted To AV
☐ Endorsed Date

or

Tracking Number:

or

Certificate Number:

Tracking / Certificate Number	Status	Est. Date of Shipment	Endorsed Date	Species	Destination Country		
14304	Submitted	05/16/2020		Dogs and/or Cats	Colombia	View	
	Completed	05/22/2020	05/16/2020	Cats	India	View	Manage

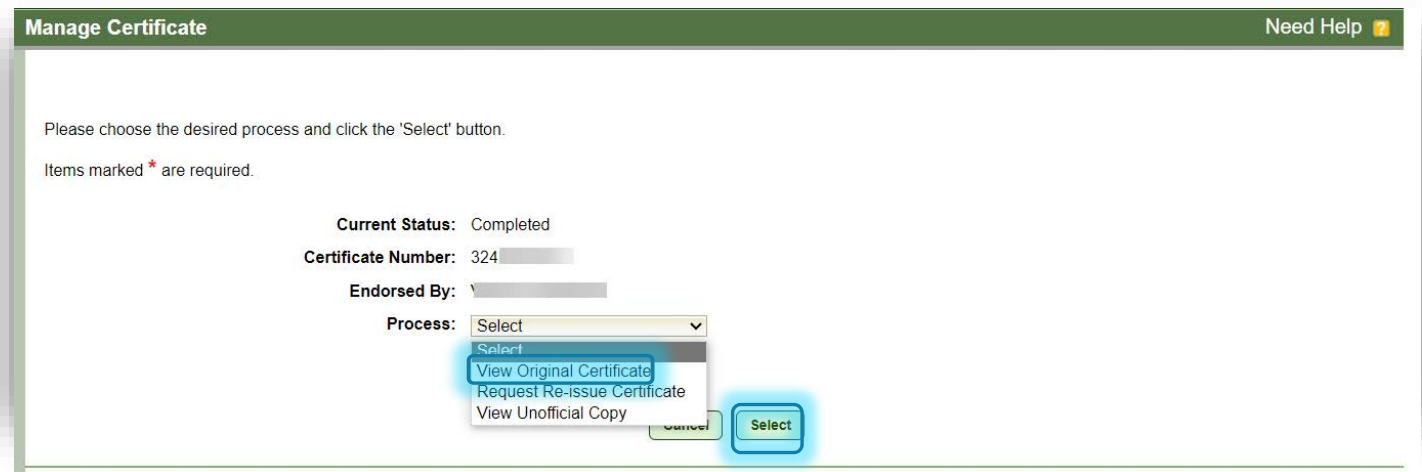
[USDA](#) | [APHIS](#) | [Veterinary Services](#) | [Export Information](#) | [Help/Contact Us](#)

Steps for printing digitally endorsed certificates

In the “**Process**” dropdown menu, select “**View Original Certificate**” and click “**Select**.” You will be prompted to then open/download the PDF certificate.

NOTE: If you select **View Unofficial Copy**, the certificate will be printed with a copy watermark. If this is presented to the destination country, they may reject the shipment.

Regardless of whether or not the certificate is digitally or physically endorsed, a printed, paper hardcopy of the endorsed health certificate must accompany the animal(s) during travel!



The screenshot shows a web interface titled "Manage Certificate" with a "Need Help ?" link in the top right corner. The main content area contains the following text and form elements:

- Instruction: "Please choose the desired process and click the 'Select' button."
- Note: "Items marked * are required."
- Form fields:
 - Current Status:** Completed
 - Certificate Number:** 324
 - Endorsed By:** [Redacted]
 - Process:** A dropdown menu with the following options:
 - Select
 - View Original Certificate (highlighted with a blue box)
 - Request Re-Issue Certificate
 - View Unofficial Copy
- Buttons: A "Cancel" button and a "Select" button (highlighted with a blue box).

AV PDF Upload Certificates

HOW TO DETERMINE WHEN AN AV PDF UPLOAD CERTIFICATE IS REQUIRED, HOW TO ISSUE AND SUBMIT FOR ENDORSEMENT, AND HOW TO EITHER PRINT OR PROVIDE A PRE-PAID EXPRESS SHIPPING LABEL TO OBTAIN THE ENDORSED CERTIFICATE

AV PDF Upload certificates

In the next slides, we will walk you through how an AV PDF Upload certificate is issued and submitted for endorsement, including where to upload a pre-paid return shipping label if USDA APHIS's digital endorsement is not accepted or how to print the endorsed health certificate if USDA APHIS's digital endorsement is accepted.

The walk-through is via the USDA Accredited Veterinarian role.

While the example is for a dog traveling to Chile, the premise is the same for other types of animals traveling to other countries and can still be used as a guide.

If you require assistance with issuing an AV PDF Upload certificate beyond what is provided here, please see the VEHCS Quick Reference Guide on the AV PDF Upload certificate:

<https://vehcs.aphis.usda.gov/vehcs/faces/support/userguides.html>

A dog traveling to Chile

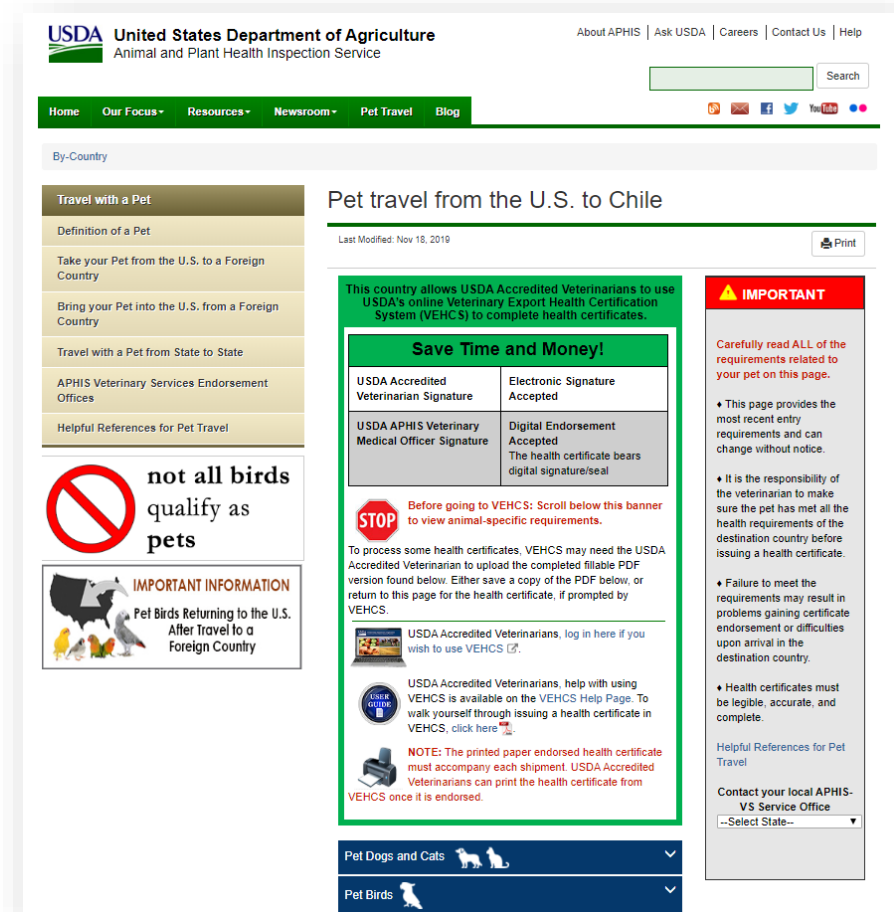
One of your clients called to set up an appointment for an international export health certificate. She will be travelling with her dog to Chile.

What should you do first?



First, check the PTW for pet dogs to Chile

1. Visit the USDA APHIS PTW.
2. Select Chile from the Export dropdown menu.
3. Note the **green banner** indicating health certificates submitted by the AV through VEHCS will be digitally endorsed by USDA APHIS.
4. Follow the import regulations in the dropdown bar for “Pet Dogs and Cats.”



The screenshot shows the USDA APHIS Pet Travel website for Chile. The header includes the USDA logo, the text "United States Department of Agriculture Animal and Plant Health Inspection Service", and navigation links: "About APHIS", "Ask USDA", "Careers", "Contact Us", and "Help". A search bar is also present.

The main navigation bar includes links for "Home", "Our Focus", "Resources", "Newsroom", "Pet Travel", and "Blog". Below this is a "By-Country" section with a dropdown menu.

The "Pet travel from the U.S. to Chile" page is displayed. It includes a "Travel with a Pet" sidebar with links for "Definition of a Pet", "Take your Pet from the U.S. to a Foreign Country", "Bring your Pet into the U.S. from a Foreign Country", "Travel with a Pet from State to State", "APHIS Veterinary Services Endorsement Offices", and "Helpful References for Pet Travel".

The main content area features a green banner stating: "This country allows USDA Accredited Veterinarians to use USDA's online Veterinary Export Health Certification System (VEHCS) to complete health certificates." Below this is a table titled "Save Time and Money!" with two columns: "USDA Accredited Veterinarian Signature" and "Electronic Signature Accepted". The table lists "USDA APHIS Veterinary Medical Officer Signature" and "Digital Endorsement Accepted" with the note "The health certificate bears digital signature/seal".

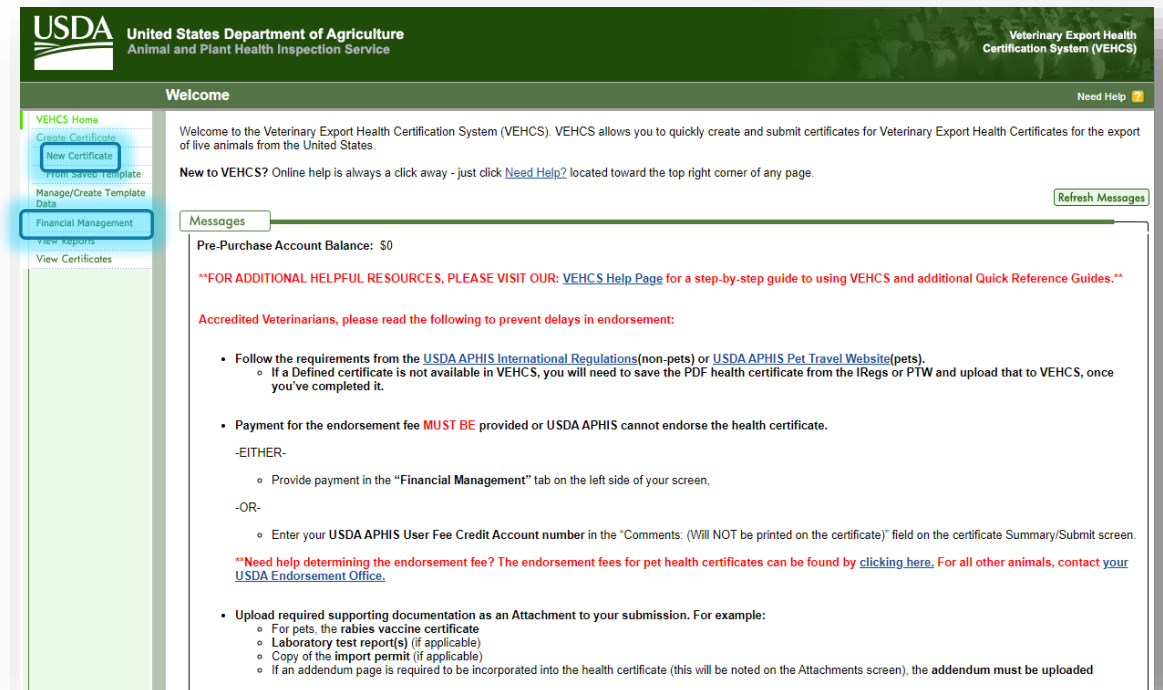
A red "STOP" sign icon is followed by the text: "Before going to VEHCS: Scroll below this banner to view animal-specific requirements." Below this, it states: "To process some health certificates, VEHCS may need the USDA Accredited Veterinarian to upload the completed fillable PDF version found below. Either save a copy of the PDF below, or return to this page for the health certificate, if prompted by VEHCS." Links are provided for "USDA Accredited Veterinarians, log in here if you wish to use VEHCS" and "USDA Accredited Veterinarians, help with using VEHCS is available on the VEHCS Help Page. To walk yourself through issuing a health certificate in VEHCS, click here".

A note states: "NOTE: The printed paper endorsed health certificate must accompany each shipment. USDA Accredited Veterinarians can print the health certificate from VEHCS once it is endorsed." Below this is a dropdown menu for "Pet Dogs and Cats" and "Pet Birds".

An "IMPORTANT" section on the right side of the page contains several bullet points: "Carefully read ALL of the requirements related to your pet on this page.", "This page provides the most recent entry requirements and can change without notice.", "It is the responsibility of the veterinarian to make sure the pet has met all the health requirements of the destination country before issuing a health certificate.", "Failure to meet the requirements may result in problems gaining certificate endorsement or difficulties upon arrival in the destination country.", and "Health certificates must be legible, accurate, and complete." Below this is a link for "Helpful References for Pet Travel" and a dropdown menu for "Contact your local APHIS-VS Service Office".

Once you're ready to start the certificate

5. Once the dog is compliant with Chile's import regulations and it's time to issue the health certificate, access the VEHCS website and login to your account. The link to the VEHCS website is available within the PTW's VEHCS banner.
6. If you are not paying by a USDA APHIS User Fee Credit Account, select "**Financial Management**" to first deposit money in VEHCS to pay the endorsement fee.
7. Select "**New Certificate**" under "**Create Certificate**."



Creating the certificate

8. In the “**Certificate Content**” screen, select “Chile” from the “**Destination Country**” dropdown menu.
9. The “**Commodity Type**” and “**Type of Admission**” dropdown menus will then appear. There is not an option for dogs in the “**Commodity Type**” so select “**Commodity not Listed**” from the dropdown.
10. By selecting “**Commodity not Listed**,” the page updates with the message “**Click on the Upload button to upload a Filled PDF**” to indicate the health certificate will be issued and submitted by the AV PDF Upload certificate type.



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

Veterinary Export Health Certification System (VEHCS)

Creation of an International Animal Export Health Certificate

VEHCS Home
Certificate Step by Step
Certificate Content
General
Export & Shipping
Commodities
Statements
Attachments
Summary/Submit

Certificate Content

Please enter the required information on each of the Certificate Step by Step pages. When complete, go to Summary/Submit to submit the certificate. If you would like to finish the certificate at a later time, you may save the certificate as a work in progress. You may also save the certificate as a template.

Items marked * are required.

First, select your Destination Country.

* Destination Country: Chile

Then, choose your Commodity Type, Intended Use, and Type of Admission selection and click the 'Next' button. If "Commodity not Listed" is not an option, OR the desired Commodity Type, Intended Use, or Type of Admission is not listed, please refer to the [Regs for Animal Exports](#) website or contact your local [Service Center](#).

* Commodity Type: Commodity not Listed

Click on the Upload button to upload a Filled PDF.

Upload

Creating the certificate

11. In a separate tab or browser window, return to the PTW page for Chile to download the PDF of the health certificate.

Pet travel from the U.S. to Chile

Last Modified: Nov 18, 2019 [Print](#)

This country allows USDA Accredited Veterinarians to use USDA's online Veterinary Export Health Certification System (VEHCS) to complete health certificates.

Save Time and Money!

USDA Accredited Veterinarian Signature	Electronic Signature Accepted
USDA APHIS Veterinary Medical Officer Signature	Digital Endorsement Accepted The health certificate bears digital signature/seal

STOP Before going to VEHCS: Scroll below this banner to view animal-specific requirements.

To process some health certificates, VEHCS may need the USDA Accredited Veterinarian to upload the completed fillable PDF version found below. Either save a copy of the PDF below, or return to this page for the health certificate, if prompted by VEHCS.

USDA Accredited Veterinarians, log in here if you wish to use VEHCS [\[?\]](#).

USDA Accredited Veterinarians, help with using VEHCS is available on the VEHCS Help Page. To walk yourself through issuing a health certificate in VEHCS, click here [\[?\]](#).

NOTE: The printed paper endorsed health certificate must accompany each shipment. USDA Accredited Veterinarians can print the health certificate from VEHCS once it is endorsed.

IMPORTANT

Carefully read ALL of the requirements related to your pet on this page.

- This page provides the most recent entry requirements and can change without notice.
- It is the responsibility of the veterinarian to make sure the pet has met all the health requirements of the destination country before issuing a health certificate.
- Failure to meet the requirements may result in problems gaining certificate endorsement or difficulties upon arrival in the destination country.
- Health certificates must be legible, accurate, and complete.

Helpful References for Pet Travel

Contact your local APHIS-VS Service Office

--Select State--

Pet Dogs and Cats

Requirements for Dogs and Cats

The animals must be accompanied by the health certificate provided below that is completed by a USDA-Accredited Veterinarian and endorsed by USDA-APHIS.

[International Health Certificate](#)

Other information:

- Upon arrival in Chile, the animals may be required to be under official observation for a period of at least 30 days.
- Consulate endorsement of the International Health Certificate is not required for personal dogs or cats.
- If your pet is too young to receive rabies vaccination, please

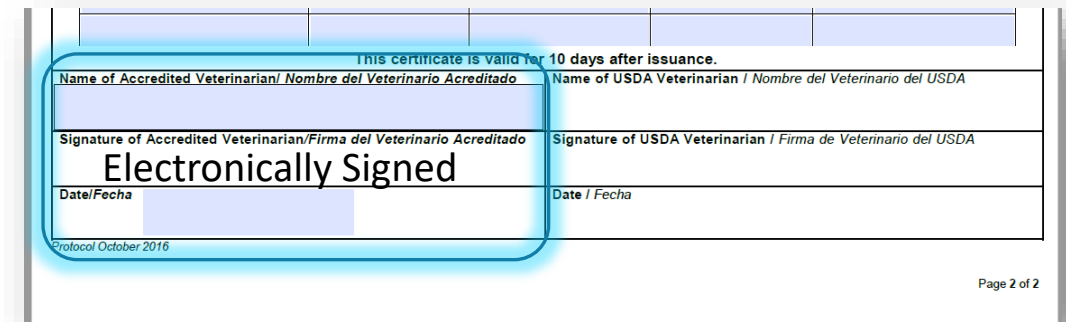
Creating the certificate

11. After saving the PDF to your computer and opening the saved file in Adobe, complete the health certificate just as you would when issuing a hardcopy health certificate.
 - Remember, it is USDA APHIS's preference that the health certificate is typed using Adobe so it is legible.

[illegible]

Creating the certificate

12. Once the health certificate is fully and accurately completed, finish issuing the PDF health certificate by signing your name with one of the four acceptable options for electronically signing an AV PDF Upload certificate.
 - As a reminder, you may either:
 - Electronically sign the signature field of the health certificate with Adobe's electronic signature
 - Type "Electronically signed" in the signature field of the health certificate
 - Type your name in a cursive type font
 - or-
 - Print the completed health certificate to wet-ink sign the signature field and then scan the health certificate back into a PDF.
13. Save the completed and signed certificate.

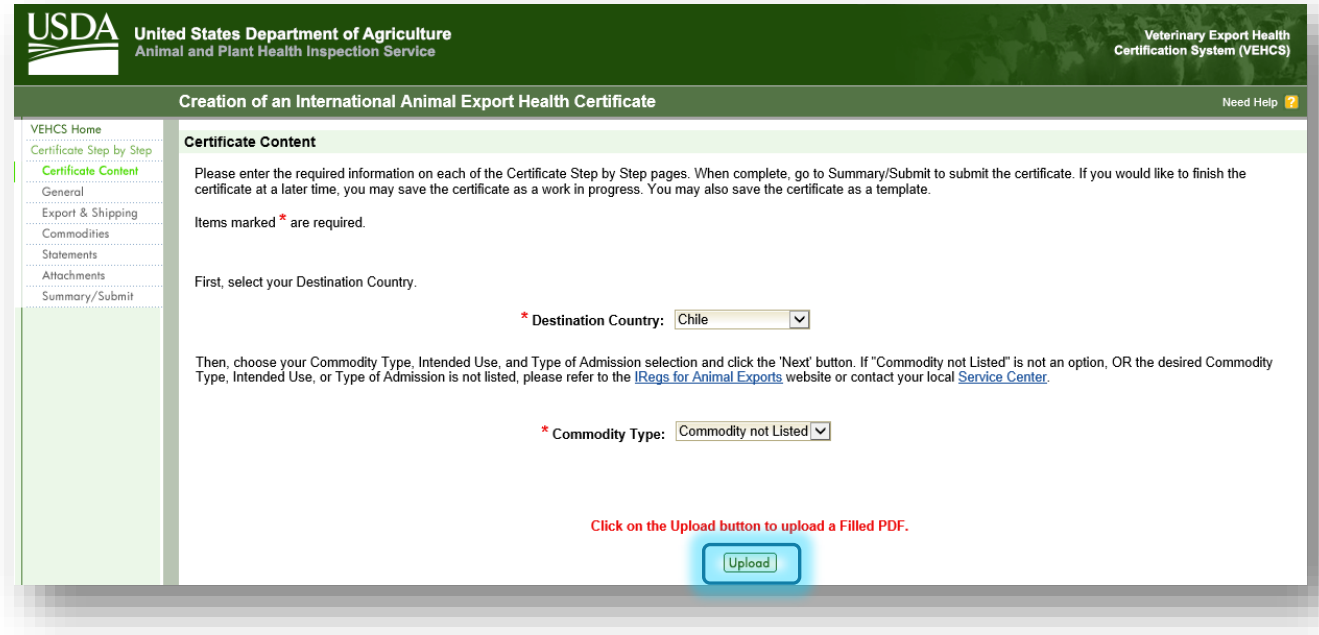


This certificate is valid for 10 days after issuance.	
Name of Accredited Veterinarian/ Nombre del Veterinario Acreditado	Name of USDA Veterinarian / Nombre del Veterinario del USDA
Signature of Accredited Veterinarian/Firma del Veterinario Acreditado	Signature of USDA Veterinarian / Firma de Veterinario del USDA
Electronically Signed	
Date/Fecha	Date / Fecha
Protocol October 2016	

Page 2 of 2

Creating the certificate

14. Return to your open VEHCS page and click **“Upload”** to begin uploading the completed and signed PDF health certificate.



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

Veterinary Export Health Certification System (VEHCS)

Creation of an International Animal Export Health Certificate Need Help ?

VEHCS Home
Certificate Step by Step
Certificate Content
General
Export & Shipping
Commodities
Statements
Attachments
Summary/Submit

Certificate Content

Please enter the required information on each of the Certificate Step by Step pages. When complete, go to Summary/Submit to submit the certificate. If you would like to finish the certificate at a later time, you may save the certificate as a work in progress. You may also save the certificate as a template.

Items marked * are required.

First, select your Destination Country.

* Destination Country:

Then, choose your Commodity Type, Intended Use, and Type of Admission selection and click the 'Next' button. If "Commodity not Listed" is not an option, OR the desired Commodity Type, Intended Use, or Type of Admission is not listed, please refer to the [IRegs for Animal Exports](#) website or contact your local [Service Center](#).

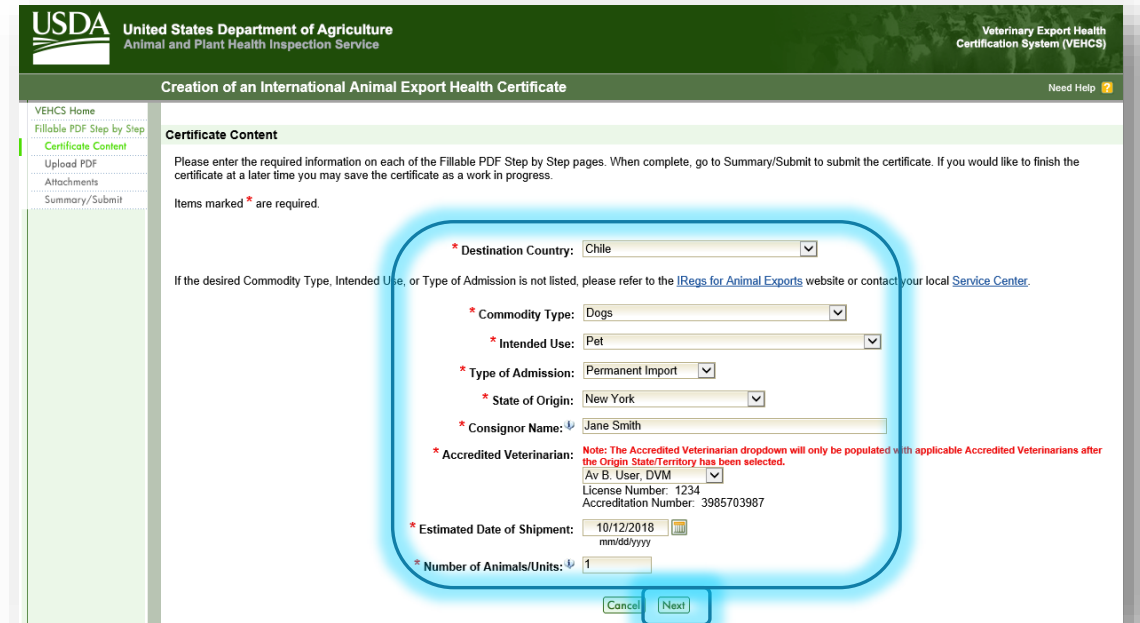
* Commodity Type:

Click on the Upload button to upload a Filled PDF.

Creating the certificate

15. Enter the required information for the certificate content.

- a. The available list of AVs is based on the State/Territory chosen for the animal's origin state.
- b. After checking the state selection, if the name of the AV does not appear here, the AV must check that his/her license and accreditation information is current in his/her profile from the VEHCS "Welcome" screen's "Manage Account."
- c. Since this certificate is being issued by an AV, there is not an option to select an "Internal Accredited Veterinarian" or "External Accredited Veterinarian," but if this is certificate was being issued by an AV Support Staff or Exporter, this is where those options would appear.



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

Veterinary Export Health Certification System (VEHCS)

Creation of an International Animal Export Health Certificate

Need Help ?

VEHCS Home
Fillable PDF Step by Step
Certificate Content
Upload PDF
Attachments
Summary/Submit

Certificate Content

Please enter the required information on each of the Fillable PDF Step by Step pages. When complete, go to Summary/Submit to submit the certificate. If you would like to finish the certificate at a later time you may save the certificate as a work in progress.

Items marked * are required.

If the desired Commodity Type, Intended Use, or Type of Admission is not listed, please refer to the [IRegs for Animal Exports](#) website or contact your local [Service Center](#).

* Destination Country: Chile

* Commodity Type: Dogs

* Intended Use: Pet

* Type of Admission: Permanent Import

* State of Origin: New York

* Consignor Name: Jane Smith

* Accredited Veterinarian: Note: The Accredited Veterinarian dropdown will only be populated with applicable Accredited Veterinarians after the Origin State/Territory has been selected.
Av B. User, DVM
License Number: 1234
Accreditation Number: 3985703987

* Estimated Date of Shipment: 10/12/2018
mm/dd/yyyy

* Number of Animals/Units: 1

Cancel Next

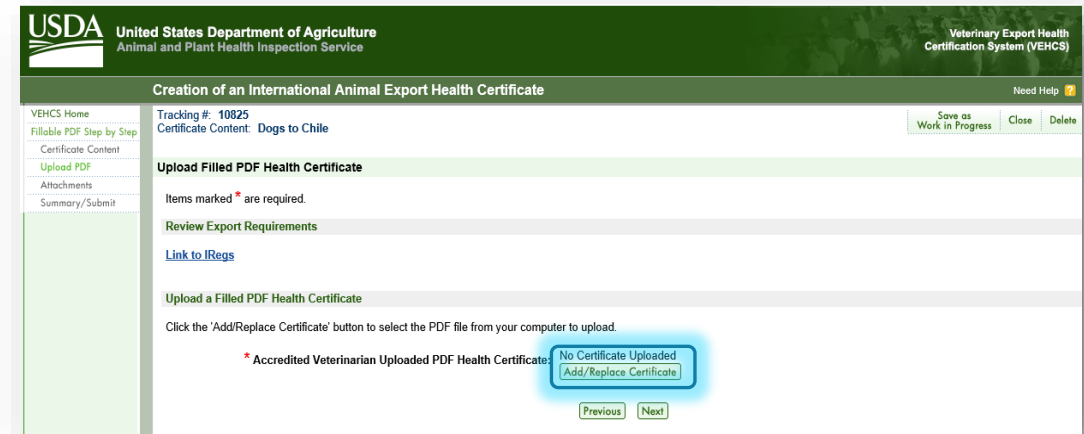
16. Select "Next."

All fields marked with a red * are required to be completed.

[Table of Contents](#)

Uploading the PDF health certificate

17. In the next page, select “**Add/Replace Certificate.**”

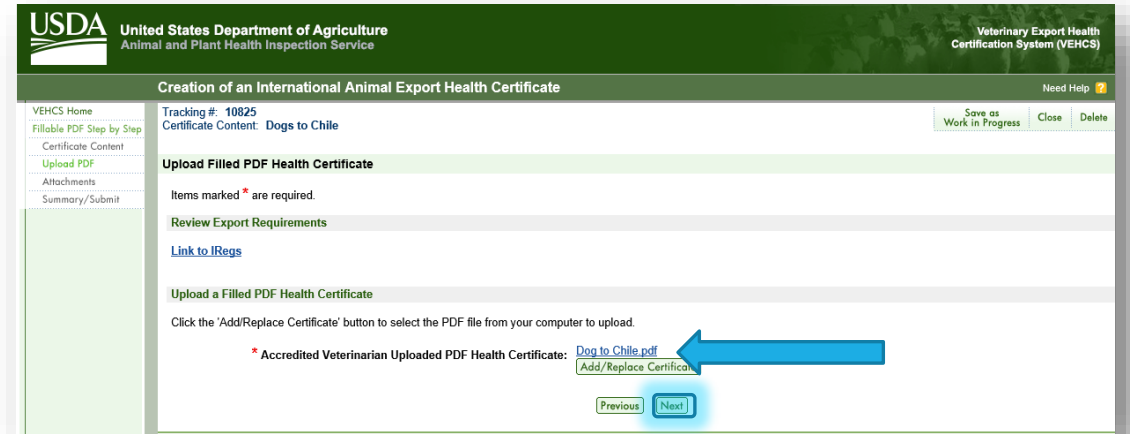


18. Then, select “**Browse**” to select the PDF of the completed health certificate from your files. Once the file is selected, click “**Upload.**”



Uploading the PDF health certificate

19. If the PDF file successfully uploads, you will return to this page and see the file name now appears here.
20. Click **“Next.”**



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

Veterinary Export Health Certification System (VEHCS)

Creation of an International Animal Export Health Certificate

Tracking #: 10825
Certificate Content: Dogs to Chile

Need Help ?

Save as Work in Progress Close Delete

Upload Filled PDF Health Certificate

Items marked * are required.

Review Export Requirements

[Link to IRegs](#)

Upload a Filled PDF Health Certificate

Click the 'Add/Replace Certificate' button to select the PDF file from your computer to upload.

* Accredited Veterinarian Uploaded PDF Health Certificate: [Dog to Chile.pdf](#)

Add/Replace Certificate

Previous Next

Upload attachments

21. Select **“Add Attachment”** to upload the rabies vaccine certificate that supports the rabies vaccination entered in the PDF health certificate.
22. Select **“Rabies Certificate”** from the dropdown menu to describe the file as the rabies vaccine certificate.
 - For uploading other types of required documentation, such as laboratory reports or import permits, you’ll select the applicable description from the dropdown menu. If there is not a pre-populated description, you’ll select “Other” and then enter the description in “If Other, More Details.”
23. Select **“Upload.”**
24. In this example, because Chile does not require laboratory testing or an import permit, and because the certificate will be digitally endorsed by USDA APHIS, no other documents are uploaded. But **if a laboratory test report or import permit were required to be uploaded, this is where they would be attached.**
25. Once all required documents are attached to the submission by uploading, select **“Next.”**

Shipping Label

26. For orange, and some yellow and purple, banner countries, you will be prompted to upload a prepaid return label. Follow the steps on screen to upload and attach the label.

Creation of an International Animal Export Health Certificate

Need Help ?

Save as Work in Progress

Save as Template

View Certificate Draft

Close

Delete

Shipping Label

[Step-By-Step Guide](#)

Digital endorsement of your health certificate is not accepted by the destination country at this time. Your health certificate will be physically endorsed by your USDA Endorsement Office. The hardcopy endorsed health certificate must accompany the animal(s) when shipped. You must make arrangements for the return of the endorsed health certificate to you or the animal owner/exporter.

There is a 20 megabyte total for all attachments with a 10 megabyte limit per attachment and a 300 kilobyte limit per image.

Uploaded Shipping Label: No Label Uploaded [Help](#)

File Location: No file chosen
(.gif, .jpg, or .pdf)

Additional Return Shipping Instructions:
(instructions will not be saved unless a file is uploaded)

(255 characters maximum)

Previous

Save as Work in Progress

Next

Payment Method

27. Payment of the User (Endorsement) Fee is required before your certificate can be submitted to your USDA Endorsement Office. Select the option for how you'll pay the User (Endorsement) Fee.



The screenshot shows a web form titled "Creation of an International Animal Export Health Certificate". On the left is a sidebar with navigation links: VEHCS Home, Fillable PDF Step by Step, Certificate Content, Upload PDF, Attachments, Shipping Label, Payment Method (highlighted), and Summary/Submit. The main content area has a header with "Tracking #", "Certificate Content", and buttons for "Save as Work in Progress", "Close", and "Delete". Below this is the "Payment Method" section, which includes a "Step-By-Step Guide" link and explanatory text: "Payment of the User (Endorsement) Fee is required before your certificate can be submitted to your USDA Endorsement Office. Select the option for how you'll pay the User (Endorsement) Fee." and "Items marked * are required." The form contains a required field "*Payment Method:" with a dropdown menu currently showing "Choose a Payment Method". The dropdown menu is open, displaying three options: "Choose a Payment Method", "Pre-Purchase Account", and "USDAAPHIS User Fee Credit Account". At the bottom of the form are three buttons: "Previous", "Save as Work in Progress", and "Next".

Summary/Submit

28. The information entered in the previous pages is summarized here. You must review the information to ensure it is accurate and complete. If you need to correct any information, select “Edit” on the right side of the section.

Also review the "Notification Email Addresses" section. Enter email addresses to receive certificate status email notifications. The recipients will receive email updates when this health certificate is submitted to VS, endorsed by VS or returned by VS.

Notification Email Addresses

The following email addresses will receive email updates when this health certificate is submitted to VS, endorsed by VS or returned by VS. You can edit the recipients for this health certificate.

Note: Use Manage Account located on the VEHCS Home Page to edit default email addresses for future health certificates.

Email Address (1):	@gmail.com
Email Address (2):	
Email Address (3):	
Email Address (4):	
Email Address (5):	

Submitting for endorsement

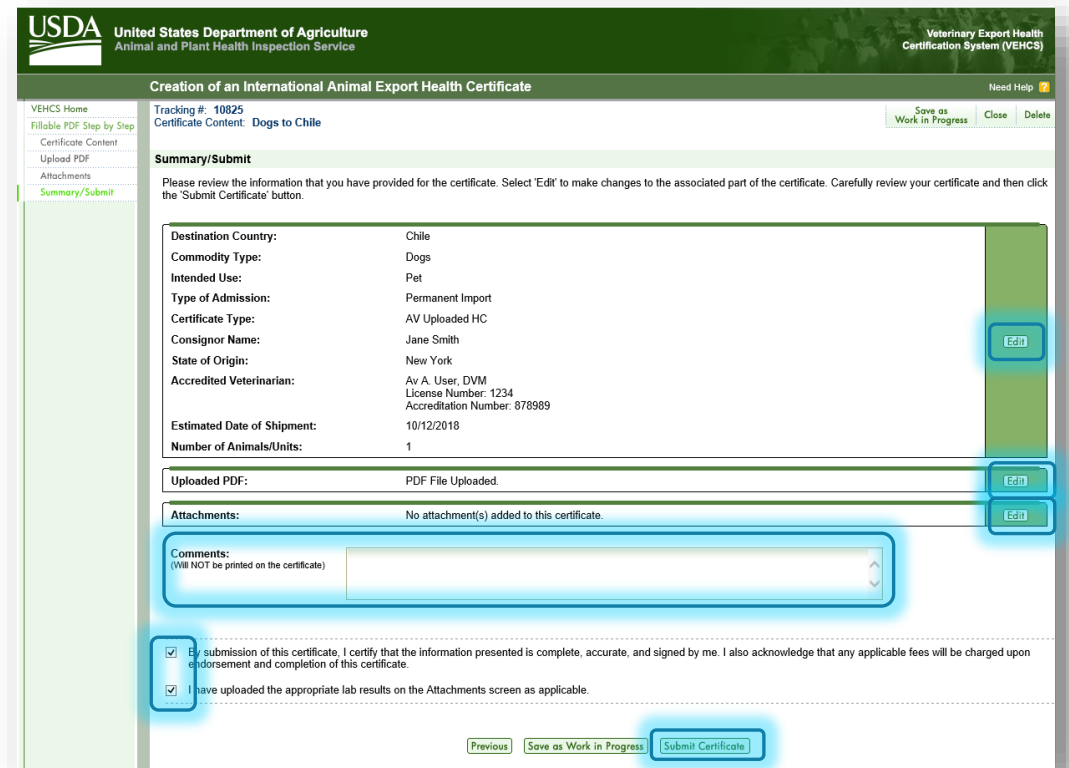
The information entered in the previous pages is summarized here. You must review the information to ensure it is accurate and complete. If you need to correct any information, select “Edit” on the right side of the section.

29. Before the AV can submit the certificate to the USDA Endorsement Office, the two statements must be read and selected to certify that the information is accurate, that laboratory test reports were uploaded as attachments (when applicable), that you acknowledge fees will be charged upon endorsement of the certificate, and that by submitting the certificate, you are legally signing the certificate.

AV Support Staff and Exporters are not able to select these statements.

30. Select “Submit Certificate.”

AV Support Staff and Exporters cannot submit a certificate for endorsement. Instead, they are given the option to “Save as Work in Progress” for an “Internal Accredited Veterinarian.”



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

Veterinary Export Health Certification System (VEHCS)

Creation of an International Animal Export Health Certificate

Tracking #: 10825
Certificate Content: Dogs to Chile

Save as Work in Progress Close Delete

Summary/Submit

Please review the information that you have provided for the certificate. Select 'Edit' to make changes to the associated part of the certificate. Carefully review your certificate and then click the 'Submit Certificate' button.

Destination Country:	Chile	Edit
Commodity Type:	Dogs	
Intended Use:	Pet	
Type of Admission:	Permanent Import	
Certificate Type:	AV Uploaded HC	
Consignor Name:	Jane Smith	
State of Origin:	New York	
Accredited Veterinarian:	Av A. User, DVM License Number: 1234 Accreditation Number: 878989	Edit
Estimated Date of Shipment:	10/12/2018	
Number of Animals/Units:	1	

Uploaded PDF: PDF File Uploaded. Edit

Attachments: No attachment(s) added to this certificate. Edit

Comments:
(Will NOT be printed on the certificate)

☒ By submission of this certificate, I certify that the information presented is complete, accurate, and signed by me. I also acknowledge that any applicable fees will be charged upon endorsement and completion of this certificate.

☒ I have uploaded the appropriate lab results on the Attachments screen as applicable.

Previous Save as Work in Progress Submit Certificate

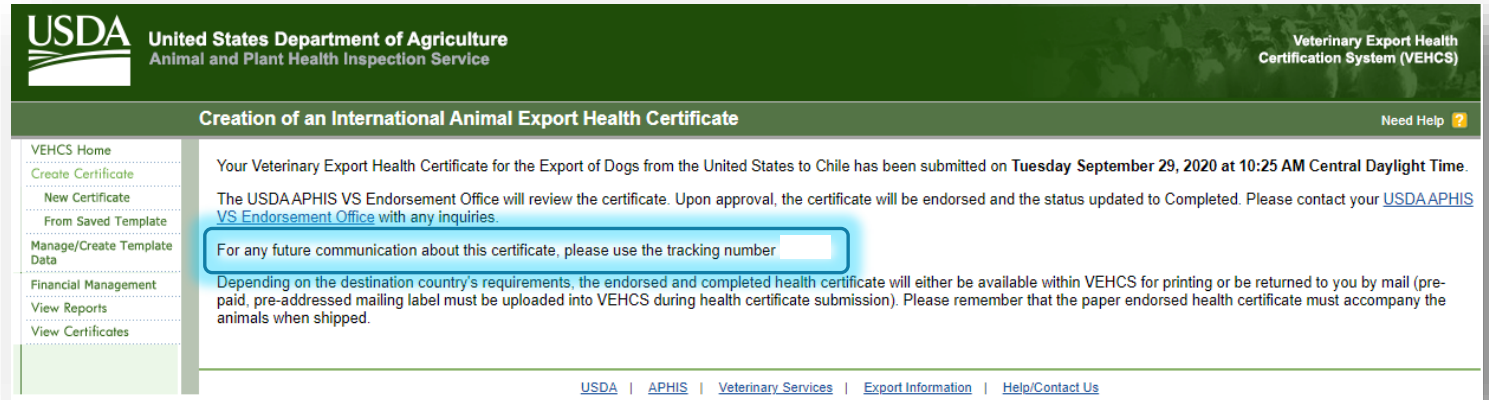
Successful submission

If VEHCS identifies that required information was not provided, you will receive an error message to correct the missing information. The certificate cannot be submitted until all required information is provided.

If all required information was provided, the certificate is submitted to your USDA Endorsement Office.

Make a note of the tracking number VEHCS assigned to the certificate. You will need to provide this information (and the state you are located in) to your USDA Endorsement Office if you need to communicate with them about your certificate. When the certificate is endorsed, the tracking number will be replaced by the certificate number.

Otherwise, periodically check VEHCS each business day to monitor the status of your submission. VEHCS will also notify the notification email addresses entered on the certificate when the certificate is returned for correction or endorsed.



The screenshot displays the USDA Animal and Plant Health Inspection Service (APHIS) VEHCS interface. The page title is "Creation of an International Animal Export Health Certificate". A green banner at the top contains the USDA logo and the text "United States Department of Agriculture Animal and Plant Health Inspection Service" and "Veterinary Export Health Certification System (VEHCS)". A "Need Help" link is visible in the top right. The main content area shows a confirmation message: "Your Veterinary Export Health Certificate for the Export of Dogs from the United States to Chile has been submitted on Tuesday September 29, 2020 at 10:25 AM Central Daylight Time. The USDAAPHIS VS Endorsement Office will review the certificate. Upon approval, the certificate will be endorsed and the status updated to Completed. Please contact your [USDAAPHIS VS Endorsement Office](#) with any inquiries." Below this, a text box prompts the user to use a tracking number for future communication. A final paragraph states: "Depending on the destination country's requirements, the endorsed and completed health certificate will either be available within VEHCS for printing or be returned to you by mail (pre-paid, pre-addressed mailing label must be uploaded into VEHCS during health certificate submission). Please remember that the paper endorsed health certificate must accompany the animals when shipped." A footer contains links to USDA, APHIS, Veterinary Services, Export Information, and Help/Contact Us.

Your USDA Endorsement Office

Your USDA Endorsement Office will review your certificate and supporting documentation.

If everything is in order, the certificate will be endorsed.

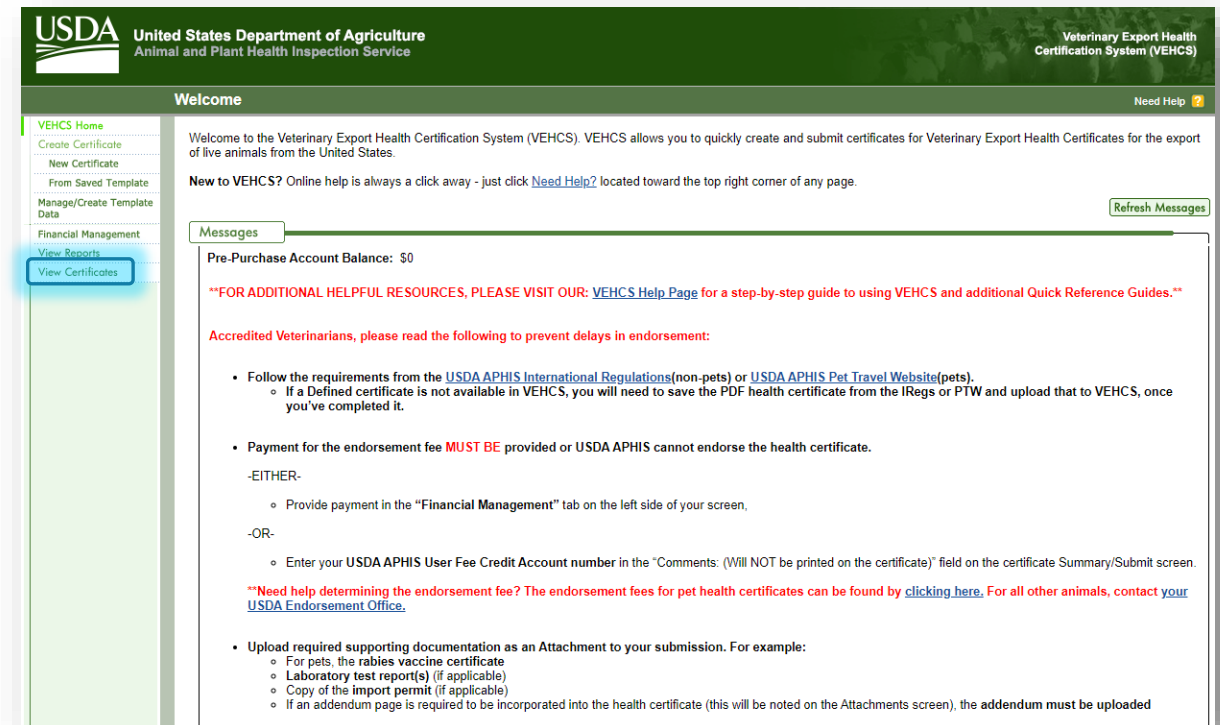
Once the certificate is endorsed, as noted by a VEHCS status of “**Completed**,” it will either be:

- **Mailed with the pre-paid shipping label provided in VEHCS if the destination country does not accept USDA APHIS’s digital endorsement.**
 - This is when USDA APHIS must wet ink sign and physically emboss the printed paper health certificate (for orange, and some commodities for yellow and purple banner countries).
- **Ready for you to view and print if the destination country accepts USDA APHIS’s digital endorsement. This applies to green, and some commodities for yellow and purple, banner countries.**
 - *Ensure the printed hardcopy does **not** contain a “COPY” watermark.*

Regardless of if the certificate is digitally or physically endorsed, a printed, paper hardcopy of the endorsed health certificate must accompany the animal(s) during travel!

Steps for printing digitally endorsed certificates

To print the digitally endorsed health certificate, click “**View Certificates.**”



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

Veterinary Export Health Certification System (VEHCS)

Welcome Need Help ?

VEHCS Home
Create Certificate
New Certificate
From Saved Template
Manage/Create Template Data
Financial Management
View Reports
View Certificates

Welcome to the Veterinary Export Health Certification System (VEHCS). VEHCS allows you to quickly create and submit certificates for Veterinary Export Health Certificates for the export of live animals from the United States.

New to VEHCS? Online help is always a click away - just click [Need Help?](#) located toward the top right corner of any page.

[Refresh Messages](#)

Messages

Pre-Purchase Account Balance: \$0

****FOR ADDITIONAL HELPFUL RESOURCES, PLEASE VISIT OUR: [VEHCS Help Page](#) for a step-by-step guide to using VEHCS and additional Quick Reference Guides.****

Accredited Veterinarians, please read the following to prevent delays in endorsement:

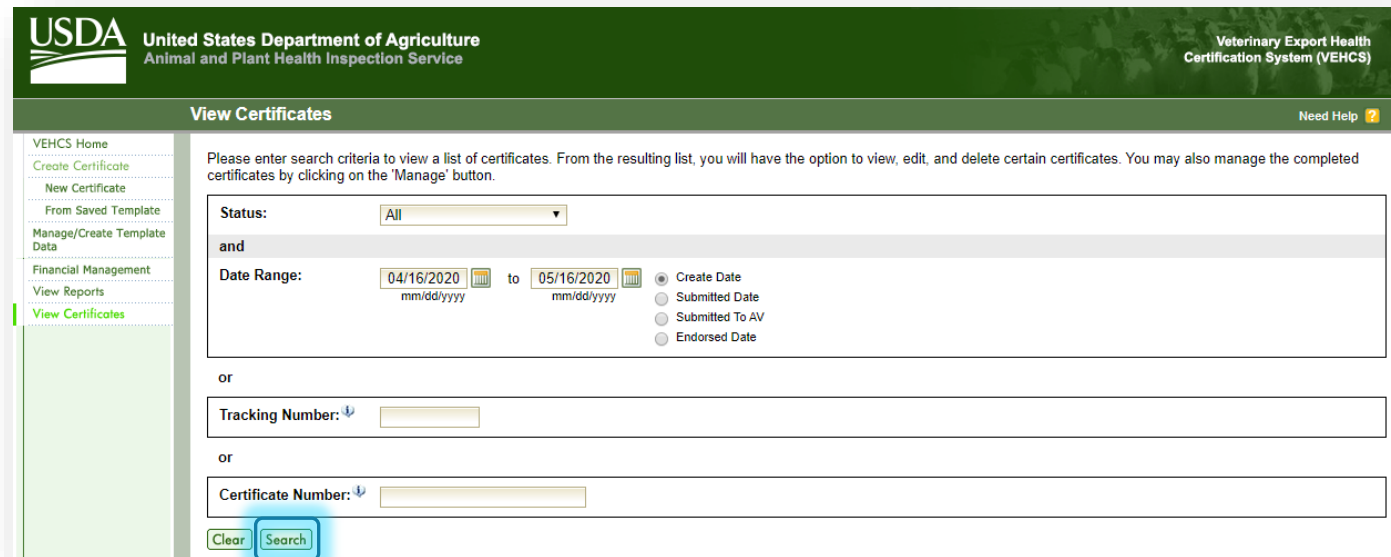
- Follow the requirements from the [USDA APHIS International Regulations](#)(non-pets) or [USDA APHIS Pet Travel Website](#)(pets).
 - If a Defined certificate is not available in VEHCS, you will need to save the PDF health certificate from the IRegs or PTW and upload that to VEHCS, once you've completed it.
- Payment for the endorsement fee **MUST BE** provided or USDA APHIS cannot endorse the health certificate.
 - EITHER-
 - Provide payment in the "Financial Management" tab on the left side of your screen.
 - OR-
 - Enter your USDA APHIS User Fee Credit Account number in the "Comments: (Will NOT be printed on the certificate)" field on the certificate Summary/Submit screen.

****Need help determining the endorsement fee? The endorsement fees for pet health certificates can be found by [clicking here](#). For all other animals, contact your [USDA Endorsement Office](#).**

- Upload required supporting documentation as an Attachment to your submission. For example:
 - For pets, the rabies vaccine certificate
 - Laboratory test report(s) (if applicable)
 - Copy of the import permit (if applicable)
 - If an addendum page is required to be incorporated into the health certificate (this will be noted on the Attachments screen), the addendum must be uploaded

Steps for printing digitally endorsed certificates

The certificate should appear in the table below, but if you want to narrow your search results, you can search for the certificate by the “**Status**,” “**Date Range**” for either its creation, submission, or endorsement date, tracking number, or certificate number.



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

Veterinary Export Health Certification System (VEHCS)

View Certificates [Need Help ?](#)

VEHCS Home
Create Certificate
New Certificate
From Saved Template
Manage/Create Template Data
Financial Management
View Reports
View Certificates

Please enter search criteria to view a list of certificates. From the resulting list, you will have the option to view, edit, and delete certain certificates. You may also manage the completed certificates by clicking on the 'Manage' button.

Status:

and

Date Range: to
mm/dd/yyyy mm/dd/yyyy

☒ Create Date
☐ Submitted Date
☐ Submitted To AV
☐ Endorsed Date

or

Tracking Number:

or

Certificate Number:

Steps for printing digitally endorsed certificates

When you find the certificate you need to print, click **“Manage.”**

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

Veterinary Export Health Certification System (VEHCS)

View Certificates [Need Help ?](#)

VEHCS Home
[Create Certificate](#)
[New Certificate](#)
[From Saved Template](#)
[Manage/Create Template Data](#)
[Financial Management](#)
[View Reports](#)
[View Certificates](#)

Please enter search criteria to view a list of certificates. From the resulting list, you will have the option to view, edit, and delete certain certificates. You may also manage the completed certificates by clicking on the 'Manage' button.

Status:

and

Date Range: to
mm/dd/yyyy mm/dd/yyyy

☒ Create Date
☐ Submitted Date
☐ Submitted To AV
☐ Endorsed Date

or

Tracking Number:

or

Certificate Number:

Tracking / Certificate Number	Status	Est. Date of Shipment	Endorsed Date	Species	Destination Country		
14304	Submitted	05/16/2020		Dogs and/or Cats	Colombia	View	
	Completed	05/22/2020	05/16/2020	Cats	India	View	Manage

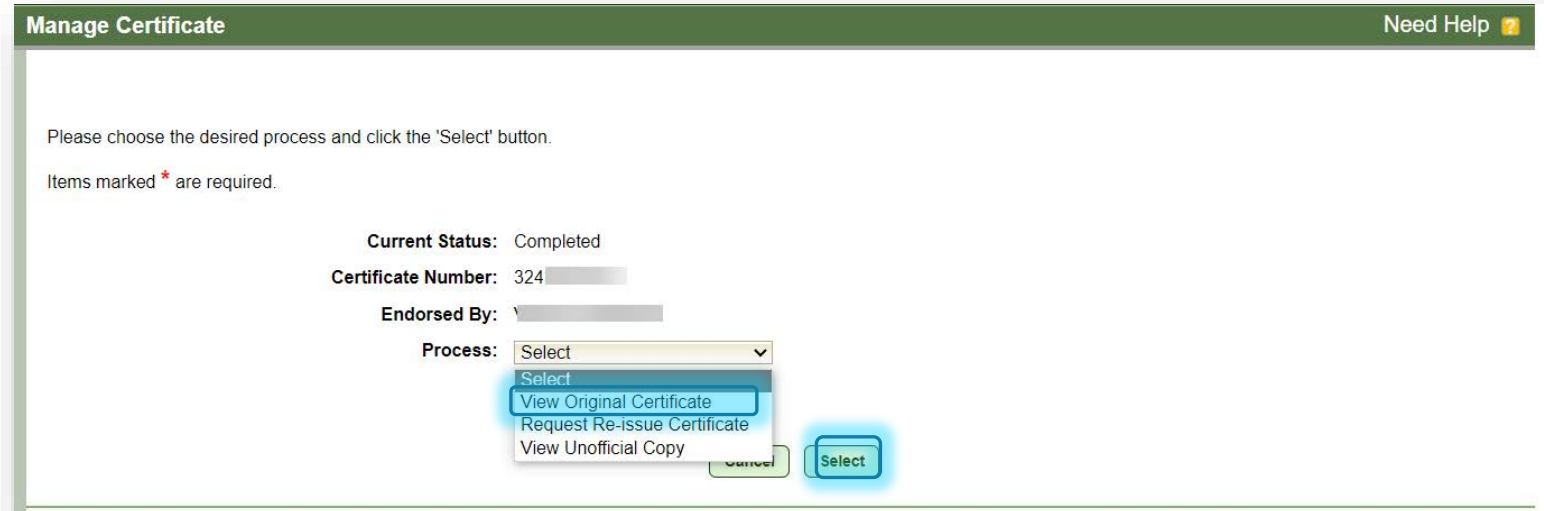
[USDA](#) | [APHIS](#) | [Veterinary Services](#) | [Export Information](#) | [Help/Contact Us](#)

Steps for printing digitally endorsed certificates

In the “**Process**” dropdown menu, select “**View Original Certificate**” and click “**Select.**” You will be prompted to then open/download the PDF certificate.

NOTE: If you select View Unofficial Copy, the certificate will be printed with a copy watermark. If this is presented to the destination country, they may reject the shipment.

Regardless of whether or not the certificate is digitally or physically endorsed, a printed, paper hardcopy of the endorsed health certificate must accompany the animal(s) during travel!



The screenshot shows a web interface titled "Manage Certificate" with a "Need Help" link. The main content area contains the following text and form elements:

- Please choose the desired process and click the 'Select' button.
- Items marked * are required.
- Current Status: Completed
- Certificate Number: 324 [input field]
- Endorsed By: [input field]
- Process: [dropdown menu]

The dropdown menu for "Process" is open, showing the following options:

- Select
- View Original Certificate
- Request Re-issue Certificate
- View Unofficial Copy

The "View Original Certificate" option is highlighted. Below the dropdown menu, there are two buttons: "Cancel" and "Select". The "Select" button is highlighted with a blue glow.



Transiting another country

WHEN AN ANIMAL TRAVELS THROUGH ANOTHER COUNTRY BEFORE
ARRIVING IN THE DESTINATION COUNTRY

Transits: issuing multiple certificates

If an animal stops in one country (e.g., for a layover) before immediately traveling on to the destination country, and the country the animal stops in requires the animal meet their import regulations, more than one health certificate may need to be issued and endorsed in VEHCS.

For animals who require a separate health certificate for the country they transit, the transit health certificate must be submitted separately in VEHCS from the health certificate for the destination country.

- The Consignee field for the transit certificate should list the address in the *destination* country and end in “via [insert name of the country transited].”

To link the two health certificates together in VEHCS to ensure your USDA Endorsement Office processes them in tandem, you must include a note in the “Comments: (Will NOT be printed on the certificate)” of each submission to explain the relationship between the submissions.

Once endorsed, the health certificate for the country transited and the final destination country will have different certificate numbers.



If Your USDA Endorsement Office Returns a Submission for Correction

Returned certificates

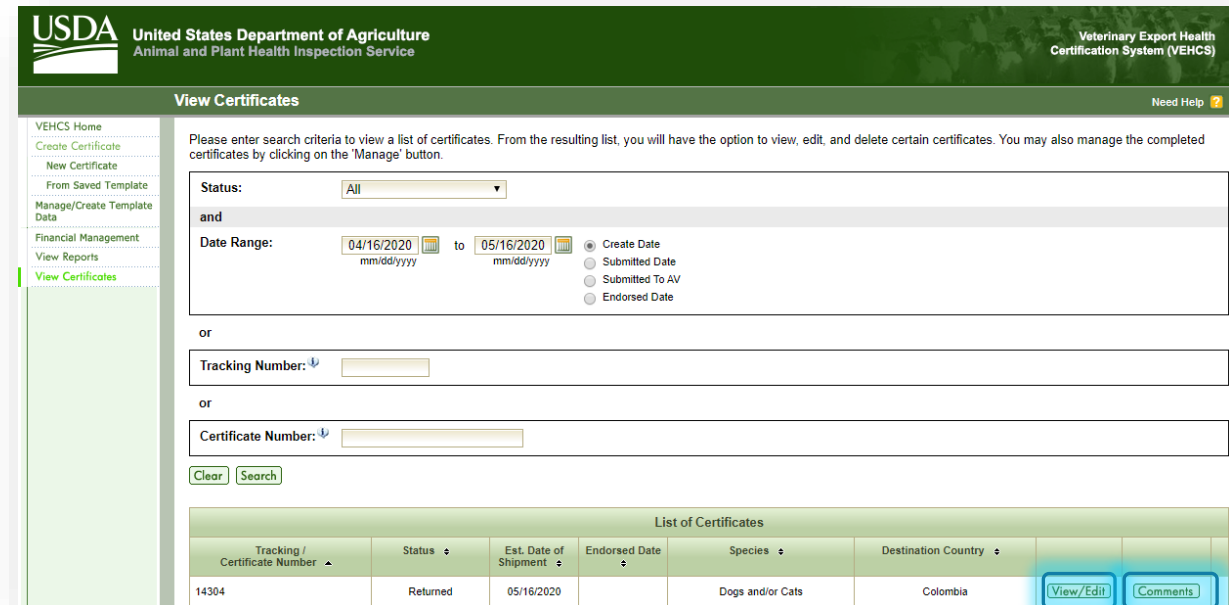
If you realize there's an error after you submit your health certificate, contact [your USDA Endorsement Office](#) immediately, noting the state you are located in and the tracking number. If possible, your USDA Endorsement Office will return your submission to you for correction before they begin reviewing the submission for endorsement.

If your USDA Endorsement Office finds an error with your submission, they will notify you that a correction needs to be made, and the certificate will be returned to you in VEHCS.

- USDA APHIS is unable to make changes to electronically submitted documents.
- Remember to keep your contact information up to date in VEHCS since this is how your USDA Endorsement Office will contact you.

Returned certificates

- When returning the certificate to you in VEHCS, your USDA Endorsement Office may include comments on the reason for return. If so, the remarks will be available in **“Comments.”**
- DO NOT** start a new submission as a means of submitting a corrected health certificate. By doing so, the re-submission will appear to your USDA Endorsement Office as a brand new submission, which may result in a further delay in endorsement and duplicate charges.



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

Veterinary Export Health Certification System (VEHCS)

View Certificates [Need Help](#)

Please enter search criteria to view a list of certificates. From the resulting list, you will have the option to view, edit, and delete certain certificates. You may also manage the completed certificates by clicking on the 'Manage' button.

Status:

and

Date Range: to
mm/dd/yyyy mm/dd/yyyy

☒ Create Date
☐ Submitted Date
☐ Submitted To AV
☐ Endorsed Date

or

Tracking Number:

or

Certificate Number:

Tracking / Certificate Number	Status	Est. Date of Shipment	Endorsed Date	Species	Destination Country	
14304	Returned	05/16/2020		Dogs and/or Cats	Colombia	View/Edit Comments



Reissuing endorsed health certificates

Reissuing endorsed health certificates

If information within the health certificate needs to be changed after endorsement, the health certificate may be reissued in VEHCS. Endorsement fees may apply.

- You **cannot** make corrections to an endorsed health certificate. To do so could be considered a criminal offense.

Before you reissue the health certificate in VEHCS, contact your USDA Endorsement Office to discuss the reason for reissuing the health certificate, especially if an animal is held in another country.

Reissuing endorsed health certificates

Only the AV may reissue an endorsed health certificate. AV Support Staff and Exporters cannot initiate a request to reissue an endorsed health certificate.

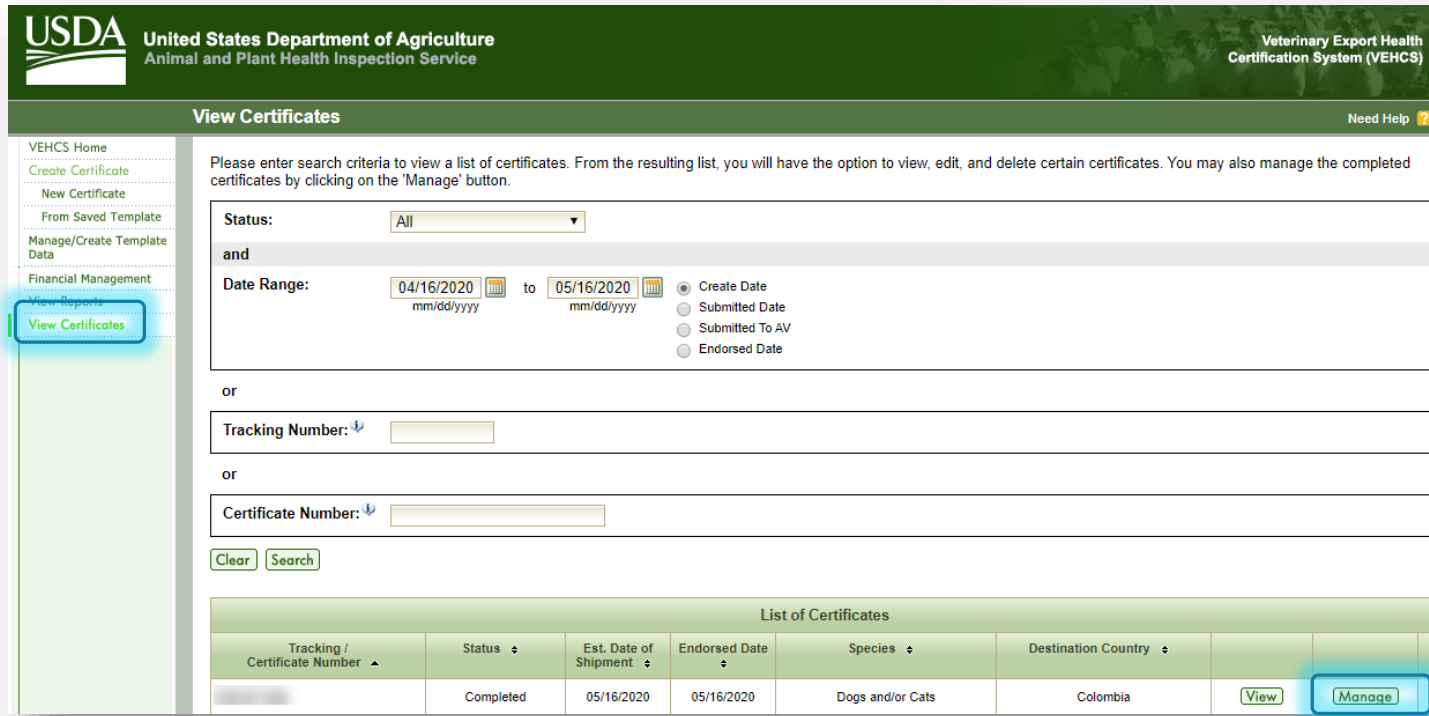
Saving as a work in progress is not available for reissue requests. The AV must complete the reissue during the current session or it will be cancelled and the AV will have to begin again.

Once your USDA Endorsement Office endorses the reissued health certificate:

- The original health certificate is voided in VEHCS (i.e., no longer available).
- The reissued health certificate will have a new certificate number, but it will reference the original health certificate by declaring “This certificate replaces certificate # (original certificate #).”

Reissuing endorsed health certificates

To initiate the reissue, select **“Manage”** in the **“View Certificates”** screen for the health certificate you need reissued.



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

Veterinary Export Health Certification System (VEHCS)

View Certificates [Need Help ?](#)

VEHCS Home
Create Certificate
New Certificate
From Saved Template
Manage/Create Template Data
Financial Management
View Reports
View Certificates

Please enter search criteria to view a list of certificates. From the resulting list, you will have the option to view, edit, and delete certain certificates. You may also manage the completed certificates by clicking on the 'Manage' button.

Status:

and

Date Range: to ☒ Create Date
☐ Submitted Date
☐ Submitted To AV
☐ Endorsed Date

or

Tracking Number:

or

Certificate Number:

List of Certificates						
Tracking / Certificate Number	Status	Est. Date of Shipment	Endorsed Date	Species	Destination Country	
[REDACTED]	Completed	05/16/2020	05/16/2020	Dogs and/or Cats	Colombia	View <input checked="" type="button" value="Manage"/>

Reissuing endorsed health certificates

Then, select “**Request Re-issue Certificate**” in the “**Process**” dropdown menu, and enter the reason for the reissue in the “**Reissue Reason**” field, including what information you will change in the health certificate.

The screenshot shows the 'Manage Certificate' interface of the USDA Veterinary Export Health Certification System (VEHCS). The header includes the USDA logo and the text 'United States Department of Agriculture Animal and Plant Health Inspection Service' and 'Veterinary Export Health Certification System (VEHCS)'. The main heading is 'Manage Certificate' with a 'Need Help ?' link. The form contains the following fields and instructions:

- Instruction: 'Please choose the desired process and click the 'Select' button.'
- Instruction: 'Items marked * are required.'
- Field: 'Current Status: Completed'
- Field: 'Certificate Number: [redacted]'
- Field: 'Endorsed By: USDA APHIS Veterinary Medical Officer'
- Field: 'Process: Request Re-issue Certificate' (dropdown menu)
- Field: '*Reissue Reason: Wrong signalment for the animal. Changed sex and age.'
- Buttons: 'Cancel' and 'Select'

Reissuing endorsed Defined certificates

For Defined certificates, correct the information you need to change.

- Before submitting the reissued certificate, **you will also need to select yourself as the AV in the “General” screen and reselect the certification statements in the “Certification Statements” screen.**
- The reason for the reissue, and the original VEHCS certificate number, are displayed at the bottom of the “Summary/Submit” screen.
 - If you need to correct the “Reissue Reason” field, you may do so here.

Then, submit the certificate as you normally would.

- Note: you must review each page and select “Next” before VEHCS will let you submit.

Reissuing endorsed health certificates

Reissue Request Details

Reissue Reason:

(Will NOT be printed on the certificate)

Wrong signalment for the animal. Changed sex and age.

Reissue will replace certificate number:

☐ By submission of this certificate, I certify that the information presented is accurate and I legally sign this document. I also acknowledge that any applicable fees will be charged upon endorsement and completion of this certificate.

☐ I have uploaded the appropriate lab results on the Attachments screen as applicable.

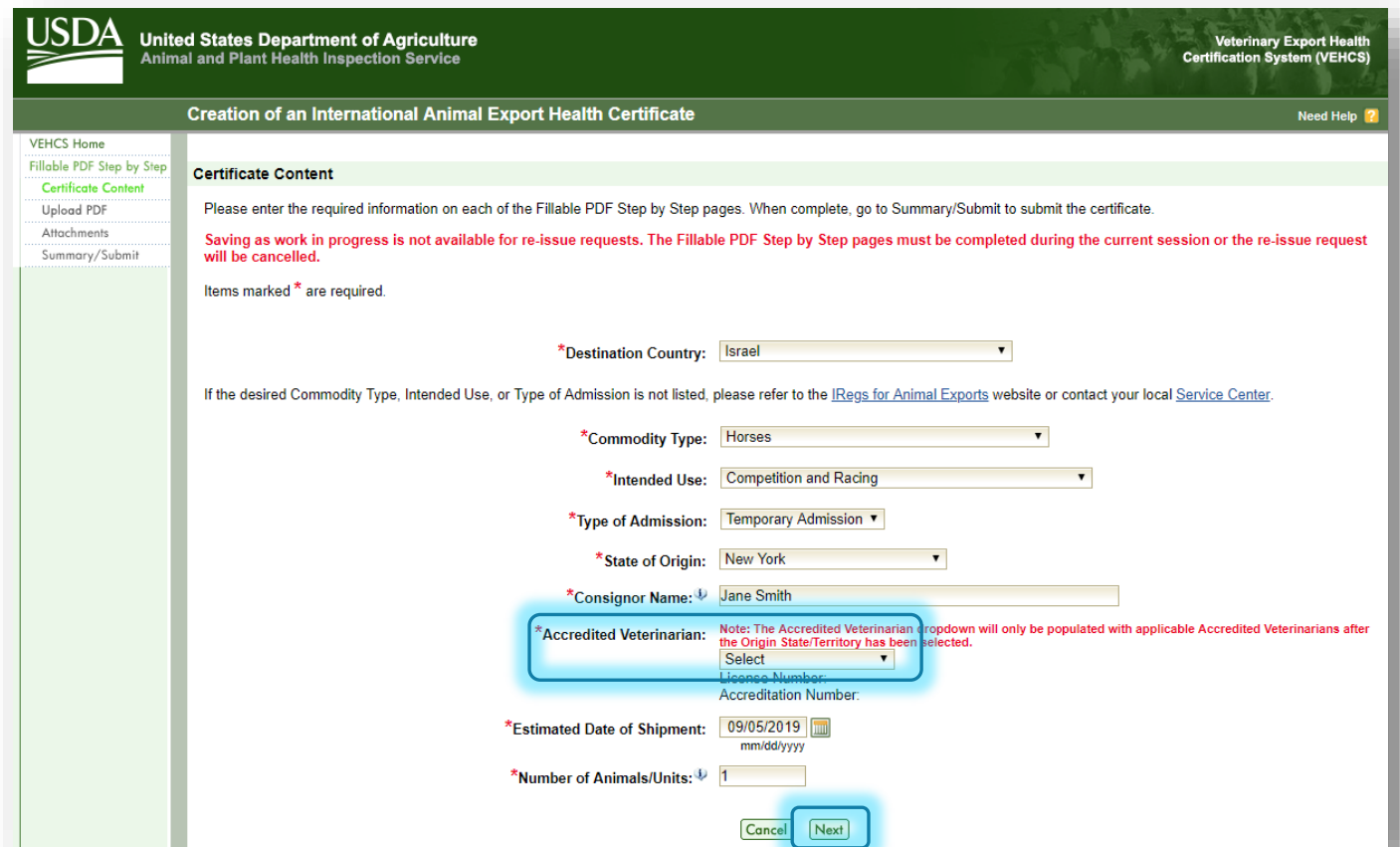
Previous

Submit Certificate

Reissuing endorsed AV PDF Upload

For AV PDF Upload certificates, once you've initiated the reissue, the **"Certificate Content"** screen will appear.

- If any of this information needs to be changed, do so here.
- Otherwise, select yourself as the AV and select **"Next."**



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

Veterinary Export Health Certification System (VEHCS)

Creation of an International Animal Export Health Certificate

VEHCS Home
Fillable PDF Step by Step
Certificate Content
Upload PDF
Attachments
Summary/Submit

Certificate Content

Please enter the required information on each of the Fillable PDF Step by Step pages. When complete, go to Summary/Submit to submit the certificate.

Saving as work in progress is not available for re-issue requests. The Fillable PDF Step by Step pages must be completed during the current session or the re-issue request will be cancelled.

Items marked * are required.

*Destination Country: Israel

If the desired Commodity Type, Intended Use, or Type of Admission is not listed, please refer to the [IRegs for Animal Exports](#) website or contact your local [Service Center](#).

*Commodity Type: Horses

*Intended Use: Competition and Racing

*Type of Admission: Temporary Admission

*State of Origin: New York

*Consignor Name: Jane Smith

*Accredited Veterinarian: Select
Note: The Accredited Veterinarian dropdown will only be populated with applicable Accredited Veterinarians after the Origin State/Territory has been selected.
License Number:
Accreditation Number:

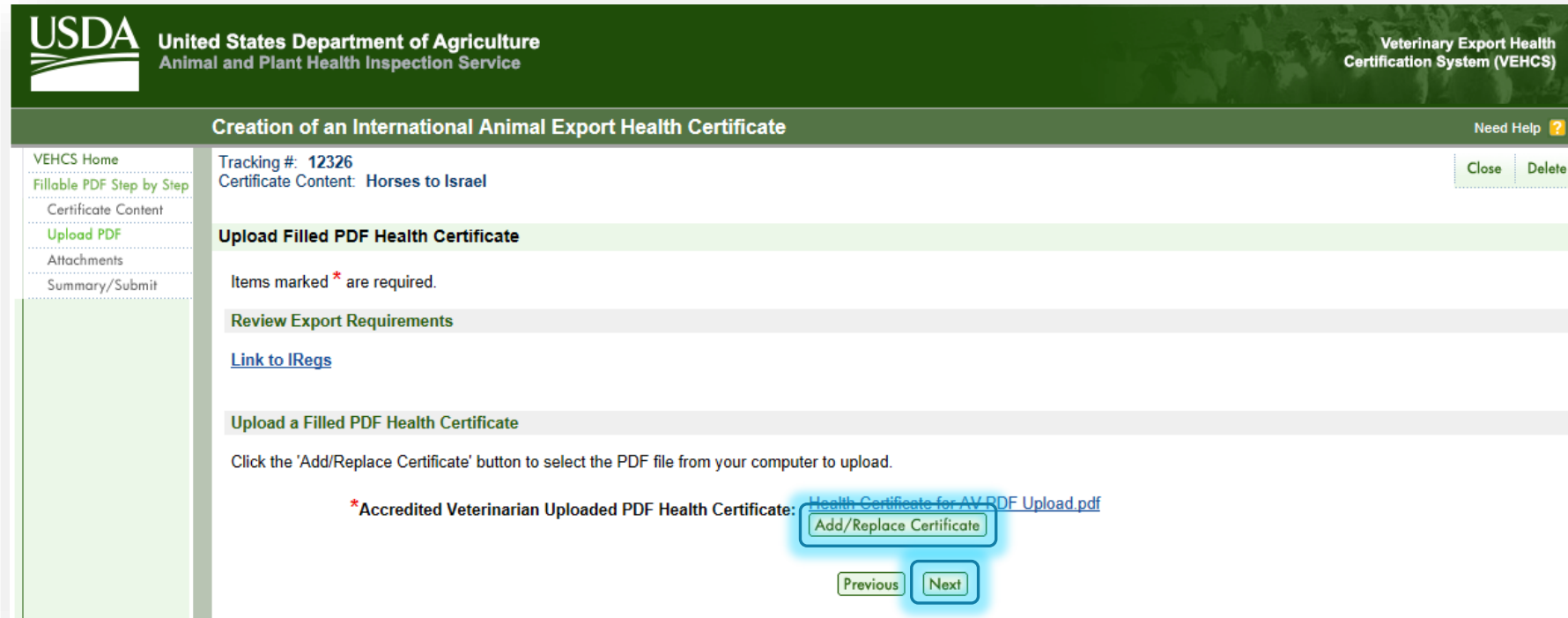
*Estimated Date of Shipment: 09/05/2019
mm/dd/yyyy

*Number of Animals/Units: 1

Cancel Next

Reissuing endorsed AV PDF Upload

In the “**Upload Filled PDF Health Certificate**” screen, upload the reissued health certificate as you normally would for an AV PDF Upload certificate.



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

Veterinary Export Health Certification System (VEHCS)

Creation of an International Animal Export Health Certificate Need Help ?

Tracking #: 12326
Certificate Content: Horses to Israel Close Delete

Upload Filled PDF Health Certificate

Items marked * are required.

[Review Export Requirements](#)

[Link to IRegs](#)

Upload a Filled PDF Health Certificate

Click the 'Add/Replace Certificate' button to select the PDF file from your computer to upload.

*Accredited Veterinarian Uploaded PDF Health Certificate: [Health Certificate for AV PDF Upload.pdf](#)

Add/Replace Certificate

Previous Next

Reissuing endorsed AV PDF Upload

In the “**Summary/Submit**” screen, the reason for the reissue and the original certificate number, appear at the bottom of the screen.

- If you need to correct the “**Reissue Reason**” field, you may do so here.
- Otherwise, submit the reissued certificate as you normally would.

The screenshot shows a web form titled "Reissue Request Details". A blue highlight box encompasses the "Reissue Reason" section, which includes a label "Reissue Reason: (Will NOT be printed on the certificate)" and a text input field containing the text "Recorded wrong microchip number. Corrected microchip number.". Below this, the text "Reissue will replace certificate number:" is followed by a blurred area. At the bottom of the form, there are two checkboxes, each with a blue highlight box. The first checkbox is labeled "By submission of this certificate, I certify that the information presented is complete, accurate, and signed by me. I also acknowledge that any applicable fees will be charged upon endorsement and completion of this certificate." The second checkbox is labeled "I have uploaded the appropriate lab results on the Attachments screen as applicable." At the bottom right of the form, there are two buttons: "Previous" and "Submit Certificate", with the "Submit Certificate" button highlighted by a blue box.

Reissue Request Details

Reissue Reason:
(Will NOT be printed on the certificate)

Recorded wrong microchip number. Corrected microchip number.

Reissue will replace certificate number:

☐ By submission of this certificate, I certify that the information presented is complete, accurate, and signed by me. I also acknowledge that any applicable fees will be charged upon endorsement and completion of this certificate.

☐ I have uploaded the appropriate lab results on the Attachments screen as applicable.

[Previous](#) [Submit Certificate](#)

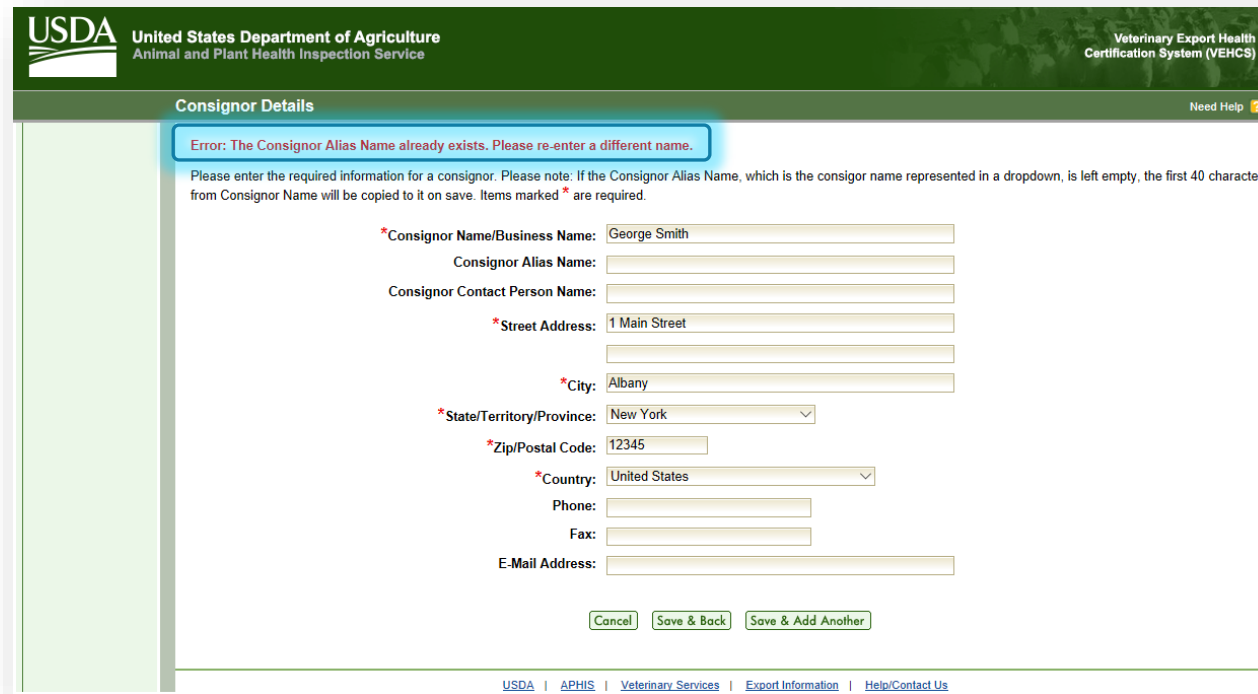


Reusing Consignor and Consignee information

ALIAS NAMES

Reusing Consignor and Consignee info

If you've previously issued a health certificate for your client under the exact same Consignor name you will use to create a new health certificate, you may see an error message that the Consignor Alias Name already exists in the **"Consignor Details"** screen:



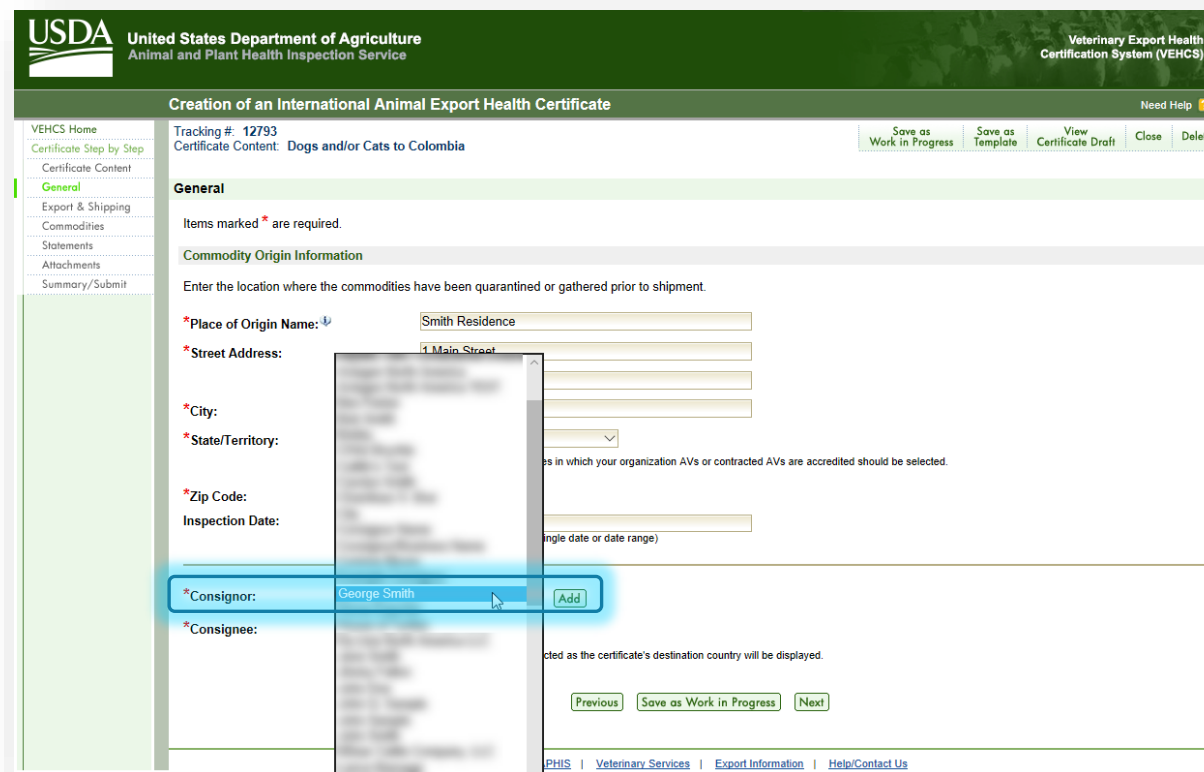
The screenshot shows the USDA Veterinary Export Health Certification System (VEHCS) interface. The header includes the USDA logo and the text "United States Department of Agriculture Animal and Plant Health Inspection Service" and "Veterinary Export Health Certification System (VEHCS)". The page title is "Consignor Details". A red error message box at the top states: "Error: The Consignor Alias Name already exists. Please re-enter a different name." Below the error message, a note reads: "Please enter the required information for a consignor. Please note: If the Consignor Alias Name, which is the consignor name represented in a dropdown, is left empty, the first 40 characters from Consignor Name will be copied to it on save. Items marked * are required." The form fields include:

- *Consignor Name/Business Name: George Smith
- Consignor Alias Name: (empty)
- Consignor Contact Person Name: (empty)
- *Street Address: 1 Main Street
- *City: Albany
- *State/Territory/Province: New York
- *Zip/Postal Code: 12345
- *Country: United States
- Phone: (empty)
- Fax: (empty)
- E-Mail Address: (empty)

 At the bottom of the form are buttons for "Cancel", "Save & Back", and "Save & Add Another". The footer contains links for "USDA", "APHIS", "Veterinary Services", "Export Information", and "Help/Contact Us".

Reusing Consignor and Consignee info

To workaround this error message, return to the previous **“General”** screen and select your client’s Consignor name from the dropdown menu.



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

Veterinary Export Health Certification System (VEHCS)

Creation of an International Animal Export Health Certificate

Tracking #: 12793
Certificate Content: Dogs and/or Cats to Colombia

Save as Work in Progress Save as Template View Certificate Draft Close Delete

Need Help ?

VEHCS Home
Certificate Step by Step
Certificate Content
General
Export & Shipping
Commodities
Statements
Attachments
Summary/Submit

General

Items marked * are required.

Commodity Origin Information

Enter the location where the commodities have been quarantined or gathered prior to shipment.

*Place of Origin Name: Smith Residence

*Street Address: 1 Main Street

*City:

*State/Territory:

*Zip Code:

Inspection Date:

*Consignor: George Smith (Add)

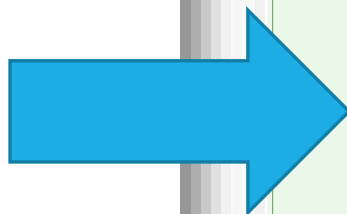
*Consignee:

Previous Save as Work in Progress Next

PHIS | Veterinary Services | Export Information | Help/Contact Us

Reusing Consignor and Consignee info

When the same thing happens for clients that are returning to a previous destination, you would select their previous entry in the Consignee dropdown menu in the “**General**” screen.



Reusing Consignor and Consignee info

If your client's home address has changed since the last time you issued a VEHCS health certificate (i.e., the previous Consignee information is out of date), you may either:

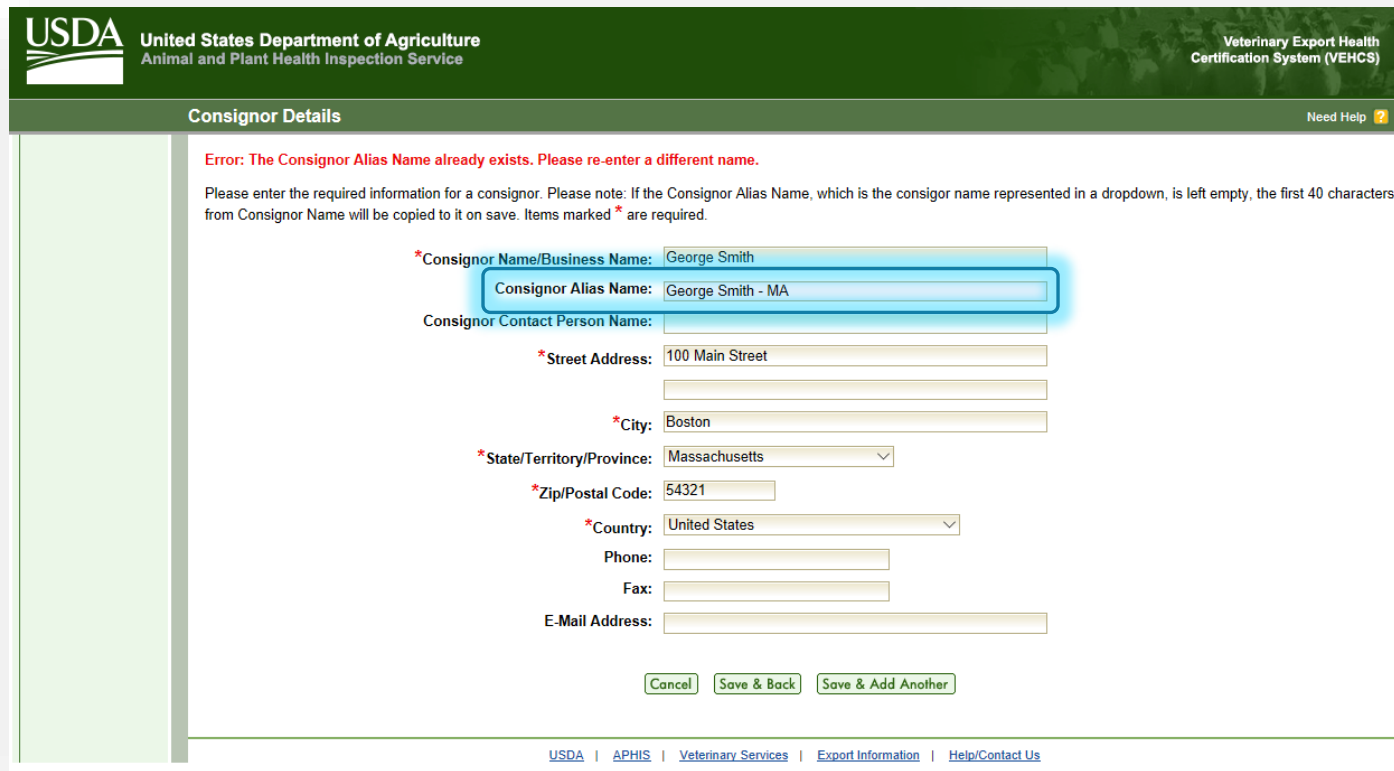
1. Make a new Consignor Name by recording a **"Consignor Alias Name"** in the **"Consignor Details"** screen

-or-

2. Edit your client's information under **"Manage Consignors"** under **"Manage/Create Template Data"**

Reusing Consignor and Consignee info

1. Make a new Consignor Name by recording a **“Consignor Alias Name”** in the **“Consignor Details”** screen



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

Veterinary Export Health Certification System (VEHCS)

Consignor Details [Need Help ?](#)

Error: The Consignor Alias Name already exists. Please re-enter a different name.

Please enter the required information for a consignor. Please note: If the Consignor Alias Name, which is the consignor name represented in a dropdown, is left empty, the first 40 characters from Consignor Name will be copied to it on save. Items marked * are required.

*Consignor Name/Business Name:

Consignor Alias Name:

Consignor Contact Person Name:

*Street Address:

*City:

*State/Territory/Province:

*Zip/Postal Code:

*Country:

Phone:

Fax:

E-Mail Address:

[Cancel](#) [Save & Back](#) [Save & Add Another](#)

[USDA](#) | [APHIS](#) | [Veterinary Services](#) | [Export Information](#) | [Help/Contact Us](#)

Reusing Consignor and Consignee info

2. Edit your client's information under **"Manage Consignors"** under **"Manage/Create Template Data"**

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

Veterinary Export Health Certification System (VEHCS)

Manage Consignors [Need Help ?](#)

VEHCS Home
Create Certificate
New Certificate
From Saved Template
Manage/Create Template Data
Manage Certificate Templates
Manage Consignors
Manage Consignees
Manage Commodity Table Templates
Financial Management
View Reports
View Certificates

Creating a list of consignors allows anyone in your organization to select an consignor from a list when creating a certificate, eliminating the need to type the consignor information for each certificate. You may add, update, or delete consignors at any time.

List of Consignors					
Consignor Name / Business Name ▲	Alias Name ▲	Location ▼	Country ▼		
George Smith	George Smith	Albany, NY	United States	Update	Delete Select All

[Add Consignor](#)

[USDA](#) | [APHIS](#) | [Veterinary Services](#) | [Export Information](#) | [Help/Contact Us](#)

Reusing Consignor and Consignee info

If your client is traveling to either a different address in a previously visited country or a new country, you will update their information in “**Manage Consignees**” under “**Manage/Create Template Data**”:

Consignee Details

Error: The Consignee Name you have entered already exists. Please re-enter a different name.

Please enter the required information for a consignee. Items marked * are required.

*Consignee Name/Business Name: George Smith

Consignee Contact Person Name:

Street Address:

*City: Bogota

State/Territory/Province:

Zip/Postal Code:

*Country: Colombia

Phone:

Fax:

E-Mail Address:

Cancel Save & Back Save & Add Another

Manage Consignees

Creating a list of consignees allows anyone in your organization to select a consignee from a list when creating a certificate, eliminating the need to type the consignee information for each certificate. You may add, update, or delete consignees at any time.

Consignee Name / Business Name	Location	Country		
George Smith	Bogota	Colombia	Update	Delete

Add Consignee

Additional VEHCS resources

WHERE TO FIND MORE HELP WITH USING VEHCS

If you need additional help with VEHCS

If you need help with VEHCS at any point, there are several VEHCS resources available to you:

- [VEHCS Help Page](#)
- [VEHCS Quick Reference Guides](#) (QRGs)
- **VEHCS Online Help Manual** (available within VEHCS)
- [Your USDA Endorsement Office](#). If you contact your USDA Endorsement Office about a submitted certificate, you must provide the state you are located in and the tracking number VEHCS assigned to your submission.
- **PCIT Help Desk for VEHCS IT troubleshooting** at pcithelpdesk@usda.gov or 1-866-HLP-PCIT (1-866-457-7248)
- **Support with login credentials** at [this helpdesk](#) or 1-866-794-2827

Where to find the VEHCS Help Page

Click the link in the non-red VEHCS banners:

This country allows USDA Accredited Veterinarians to use USDA's online Veterinary Export Health Certification System (VEHCS) to complete health certificates.

Save Time and Money!

USDA Accredited Veterinarian Signature	Electronic Signature Accepted
USDA APHIS Veterinary Medical Officer Signature	Digital Endorsement Accepted The health certificate bears digital signature/seal

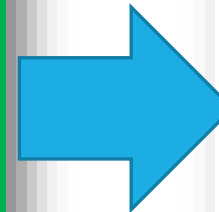
STOP Before going to VEHCS: Scroll below this banner to view animal-specific requirements.

To process some health certificates, VEHCS may need the USDA Accredited Veterinarian to upload the completed fillable PDF version found below. Either save a copy of the PDF below, or return to this page for the health certificate, if prompted by VEHCS.

USDA Accredited Veterinarians, log in here if you wish to use VEHCS.

USDA Accredited Veterinarians, help with using VEHCS is available on the VEHCS Help Page. To walk yourself through issuing a health certificate in VEHCS, click here.

NOTE: The printed paper endorsed health certificate must accompany each shipment. USDA Accredited Veterinarians can print the health certificate from VEHCS once it is endorsed.



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

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Helpful References for Pet Travel

Travel with a Pet

- Definition of a Pet
- Take your Pet from the U.S. to a Foreign Country
- Bring your Pet into the U.S. from a Foreign Country
- Travel with a Pet from State to State
- APHIS Veterinary Services Endorsement Offices
- Helpful References for Pet Travel

IMPORTANT INFORMATION
Pet Birds Returning to the U.S. After Travel to a Foreign Country

Veterinary Export Health Certification System (VEHCS) Help Page

Last Modified: Apr 10, 2020

Information about VEHCS for Owners and Exporters

References for Accredited Veterinarians on How to Use VEHCS

- Why should USDA Accredited Veterinarians use VEHCS?
- Country Acceptance List for VEHCS
- Step-by-step guide to using VEHCS (updated regularly!)
 - Learn about the different color coded VEHCS banners, the different types of VEHCS health certificates, including how to complete them, and updates to VEHCS!
- Quick Reference Guides for VEHCS users (including information on how to:
 - Create a VEHCS account
 - Manage an account in VEHCS
 - Add funds to your VEHCS pre-purchase account
 - Print a completed health certificate
 - Frequently asked questions

And more!

LOG IN TO VEHCS

VEHCS/PCIT Help Desk	eAuthentication Support
1-866-HLP-PCIT (1-866-457-7248) pcithelpdesk@usda.gov	For user ID/password assistance and technical support 1-866-794-2827 aehd@usda.gov

Where to find the VEHCS Help Page

Click the VEHCS icon on some pages of the IRegs and PTW:

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

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Travel with a Pet

Travel with a Pet

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- Helpful References for Pet Travel

APHIS Pet Travel

Last Modified: Jun 2, 2020

not all animals qualify as pets

Find out

When travelling with your pet(s), there may be animal health requirements specific for that destination. As soon as you know your travel details, contact your local veterinarian to assist with the pet travel process. Factors to consider may include meeting time frames for obtaining a health certificate, updating vaccinations, diagnostic testing, or administration of medications/ treatments.

Take your pet from the United States to a foreign country (Export)

Your destination country may have specific health requirements that must be met before your pet can enter.

Click here for more information about VEHCS

VEHCS
Veterinary Export Health Certification System

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

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Home Our Focus Resources Newsroom Pet Travel Blog

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IMPORTANT INFORMATION
Pet Birds Returning to the U.S. After Travel to a Foreign Country

Veterinary Export Health Certification System (VEHCS) Help Page

Last Modified: Apr 10, 2020

Information about VEHCS for Owners and Exporters

References for Accredited Veterinarians on How to Use VEHCS

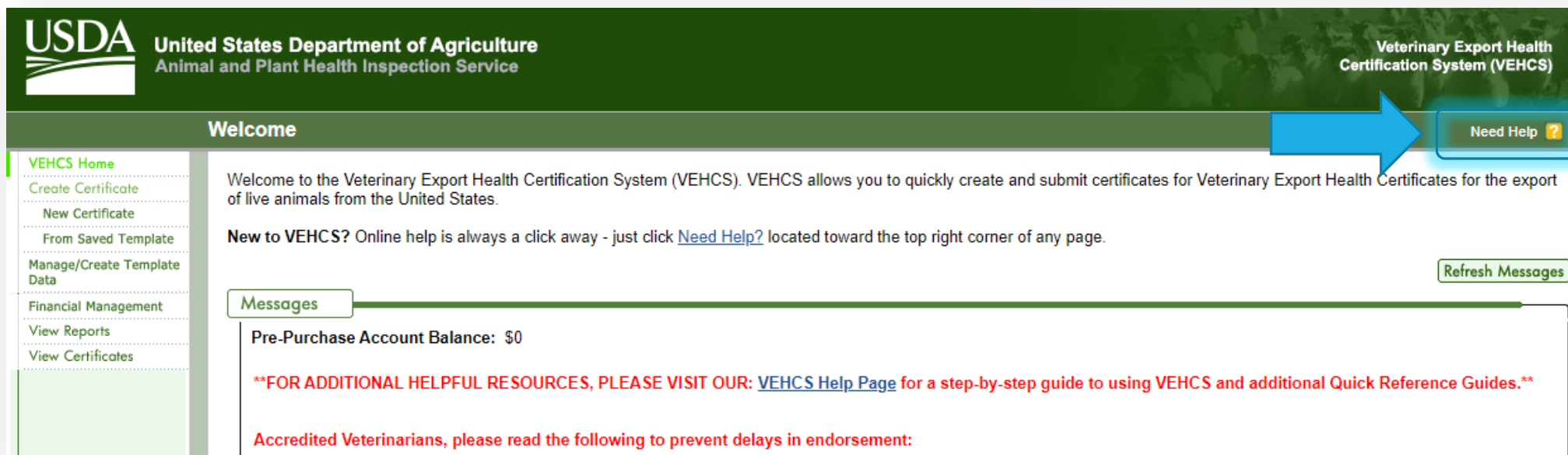
- Why should USDA Accredited Veterinarians use VEHCS?
- Country Acceptance List for VEHCS
- Step-by-step guide to using VEHCS (updated regularly)
 - Learn about the different color coded VEHCS banners, the different types of VEHCS health certificates, including how to complete them, and updates to VEHCS!
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 - Print a completed health certificate
 - Frequently asked questions

And more!

LOG IN TO VEHCS

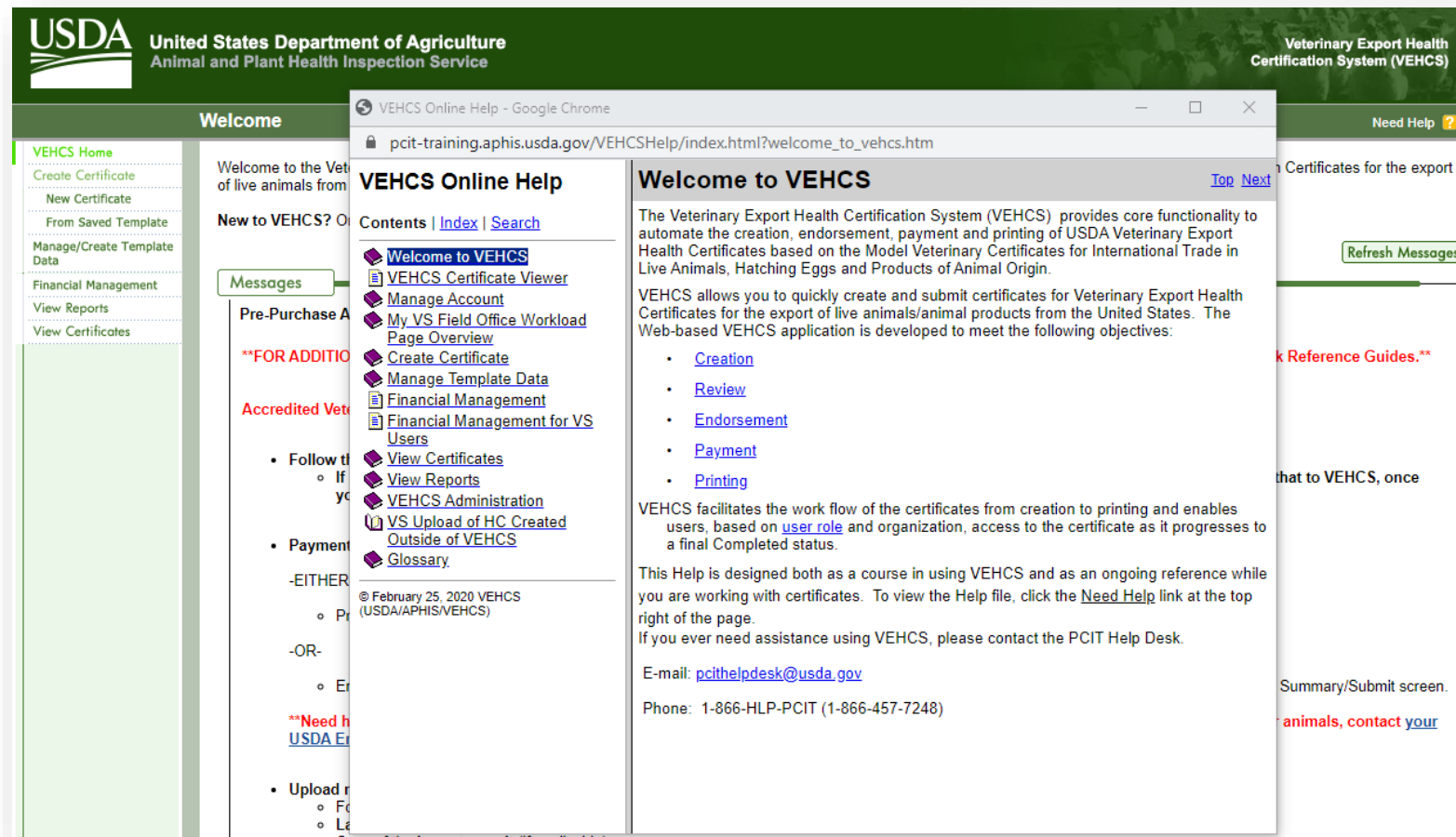
VEHCS/PCIT Help Desk	eAuthentication Support
1-866-HLP-PCIT (1-866-457-7248) poihelpdesk@usda.gov	For user ID/password assistance and technical support 1-866-794-2827 aehd@usda.gov

Where to find the Online Help Manual



The screenshot shows the VEHCS homepage. At the top, the USDA logo and 'United States Department of Agriculture Animal and Plant Health Inspection Service' are on the left, and 'Veterinary Export Health Certification System (VEHCS)' is on the right. Below the header is a 'Welcome' section. On the left is a sidebar menu with options: VEHCS Home, Create Certificate, New Certificate, From Saved Template, Manage/Create Template Data, Financial Management, View Reports, and View Certificates. The main content area contains a welcome message, a 'Need Help?' button (highlighted with a blue arrow), a 'Refresh Messages' button, and a 'Messages' section. The messages section displays the 'Pre-Purchase Account Balance: \$0' and a red text notice: '**FOR ADDITIONAL HELPFUL RESOURCES, PLEASE VISIT OUR: [VEHCS Help Page](#) for a step-by-step guide to using VEHCS and additional Quick Reference Guides.**' Below this, it says 'Accredited Veterinarians, please read the following to prevent delays in endorsement:'.

Where to find the Online Help Manual



The screenshot displays the VEHCS Online Help Manual interface. The top header features the USDA logo and the text "United States Department of Agriculture" and "Animal and Plant Health Inspection Service". The main content area is titled "Welcome to VEHCS" and provides an overview of the system's purpose: "The Veterinary Export Health Certification System (VEHCS) provides core functionality to automate the creation, endorsement, payment and printing of USDA Veterinary Export Health Certificates based on the Model Veterinary Certificates for International Trade in Live Animals, Hatching Eggs and Products of Animal Origin." It lists the objectives of the system: Creation, Review, Endorsement, Payment, and Printing. The interface also includes a "Contents" section with links to various help topics, a "Need Help" link, and contact information for the PCIT Help Desk (E-mail: pcithelpdesk@usda.gov, Phone: 1-866-HLP-PCIT (1-866-457-7248)).

Where to find the Quick Reference Guides



United States Department of Agriculture
Animal and Plant Health Inspection Service

Veterinary Export Health
Certification System (VEHCS)



****Notice**:** All APHIS systems use the USDA eAuthentication security portal for application access. If you have problems logging in, you must call the APHIS eAuthentication Help Desk at [eAuthentication Contact Us](#) for assistance.

Welcome to VEHCS

Log In


[New to this site? Click here.](#)
[Click here to add this page to your favorites.](#)

Veterinary Export Health Certification System (VEHCS)

Animal and Plant Health Inspection Service (APHIS) is responsible for safeguarding agriculture and natural resources from the risks associated with the entry, establishment, or spread of animal and plant pests and noxious weeds. VEHCS system facilitates creation and endorsement of animal health certificates for export. It helps APHIS/VS to certify compliance with importing countries requirements, and to automate tracking and reporting of exported live animals.

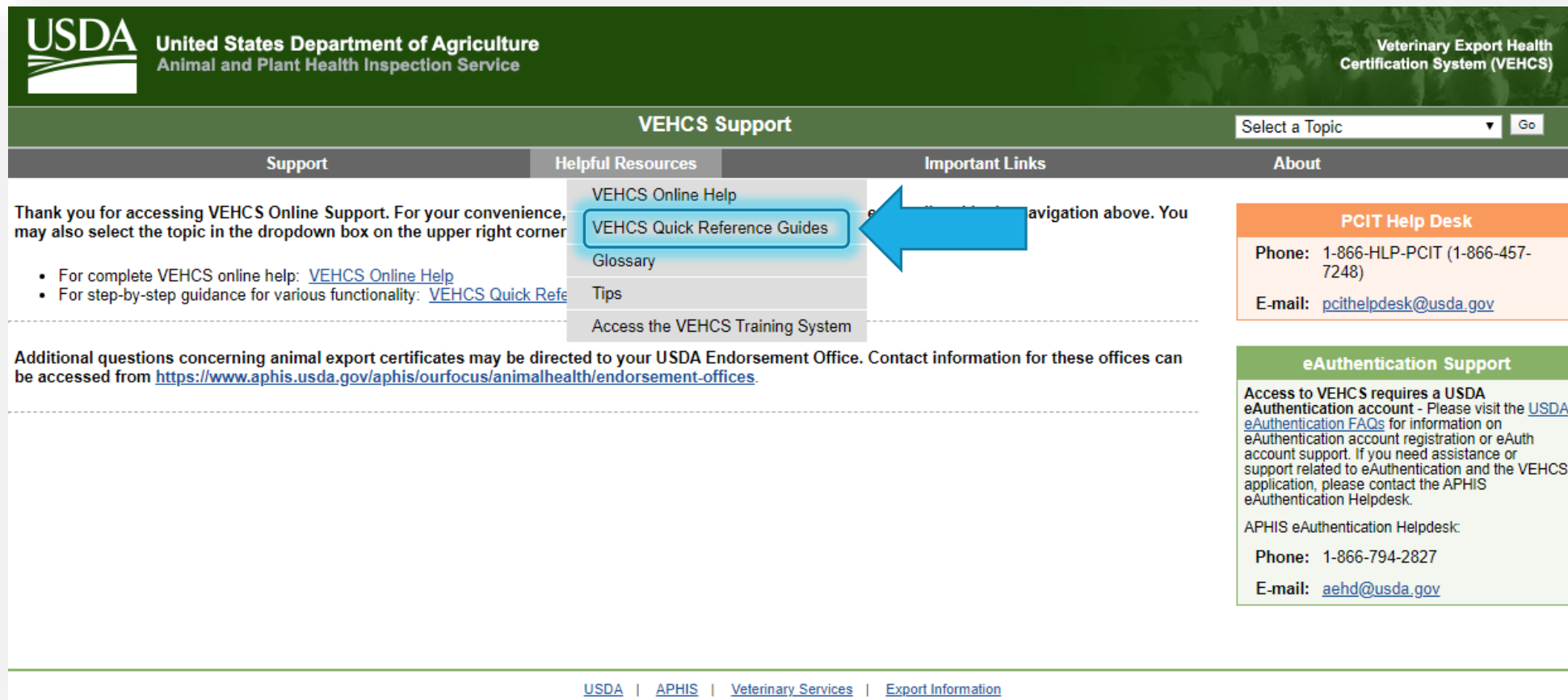
VEHCS Certificate Viewer

USDA | APHIS | V



VEHCS Help/Contact Us

Where to find the Quick Reference Guides



The screenshot shows the 'VEHCS Support' page. At the top, there is a green header with the USDA logo and the text 'United States Department of Agriculture Animal and Plant Health Inspection Service' and 'Veterinary Export Health Certification System (VEHCS)'. Below the header is a navigation bar with four tabs: 'Support', 'Helpful Resources', 'Important Links', and 'About'. The 'Helpful Resources' tab is active, and a blue arrow points to the 'VEHCS Quick Reference Guides' link in the dropdown menu. The 'Support' tab contains a welcome message and two links: 'VEHCS Online Help' and 'VEHCS Quick Reference Guides'. The 'Important Links' tab contains a message about navigation. The 'About' tab contains contact information for the PCIT Help Desk and eAuthentication Support. At the bottom, there is a footer with links to 'USDA', 'APHIS', 'Veterinary Services', and 'Export Information'.

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

Veterinary Export Health Certification System (VEHCS)

VEHCS Support Select a Topic Go

Support Thank you for accessing VEHCS Online Support. For your convenience, you may also select the topic in the dropdown box on the upper right corner.

- For complete VEHCS online help: [VEHCS Online Help](#)
- For step-by-step guidance for various functionality: [VEHCS Quick Reference Guides](#)

Helpful Resources

- VEHCS Online Help
- VEHCS Quick Reference Guides**
- Glossary
- Tips
- Access the VEHCS Training System

Important Links For more information, please visit the navigation above. You

About

PCIT Help Desk

Phone: 1-866-HLP-PCIT (1-866-457-7248)

E-mail: pcithelpdesk@usda.gov

eAuthentication Support

Access to VEHCS requires a USDA eAuthentication account - Please visit the [USDA eAuthentication FAQs](#) for information on eAuthentication account registration or eAuth account support. If you need assistance or support related to eAuthentication and the VEHCS application, please contact the APHIS eAuthentication Helpdesk.

APHIS eAuthentication Helpdesk:

Phone: 1-866-794-2827

E-mail: aeht@usda.gov

USDA | APHIS | Veterinary Services | Export Information

Where to find the Quick Reference Guides



United States Department of Agriculture
Animal and Plant Health Inspection Service

Veterinary Export Health
Certification System (VEHCS)

VEHCS Support

Select a Topic

Go

Support

Training

Important Links

About

VEHCS Quick Reference Guides

These guides are provided in [Adobe Reader PDF](#) format.

VEHCS Quick Reference Guides

Simple guides, broken down by topic and user, to help you quickly understand the basics of using VEHCS.

For Accredited Veterinarians, AV Support Staff, and Exporters Frequently Asked Questions (FAQ) December 2019 Accessing VEHCS for the First Time September 2019 Creating a Health Certificate January 2018 How To Utilize VEHCS - For Exporters, Accredited Veterinarians and AV Support Staff December 2019 Manage Account for AV Users January 2018 Accredited Veterinarian Health Certificate Upload August 2018 Re-issuing a Health Certificate August 2019 Printing a Completed Health Certificate September 2018 Accessing the Debit Transaction Report November 2018 Adding Funds to a Pre-purchase Account March 2020	For VS Personnel and Offices Internal VS Upload PDF Certificate January 2018 Manage Account and Access VEHCS for VS Users January 2018 Processing a Health Certificate August 2018 VMO Processing an AV Uploaded Health Certificate August 2018 Processing a Re-issued Health Certificate August 2019 Processing Payments in VEHCS August 2018 Searching for Certificates, Generating Copies, and How to Void a Certificate August 2018 Updating Certificate Fees November 2018 Accessing the Debit Transaction Report November 2018
For All VEHCS Users VEHCS External Certificate Viewer January 2018	

USDA APHIS Resources

USDA APHIS Pet Travel Website (PTW)

- Requirements for exporting and importing pets from and into the U.S., and interstate
- <https://www.aphis.usda.gov/aphis/pet-travel>

USDA APHIS International Regulations for Live Animal Exports (IRegs)

- For international movement requirements for non-pets
- <https://www.aphis.usda.gov/animalhealth/animal-exports>

USDA APHIS Import: Bring Live Animals into the United States

- For importing non-pet animals into the U.S.
<https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/animal-and-animal-product-import-information/imports/live-animal-imports>

VEHCS

- Log in to VEHCS here
<https://www.aphis.usda.gov/vehcs>

USDA APHIS National Veterinary Accreditation Program

- For USDA Accredited Veterinarians to check their accreditation status
<https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/nvap>
- To find a USDA Accredited Veterinarian
 - <https://vsapps.aphis.usda.gov/vsps/public/VetSearch.do>

Do you still have questions?



Contact us!

USDA Endorsement Offices

<https://www.aphis.usda.gov/animalhealth/endorsement-offices>