

As part of the U.S. Department of Agriculture's (USDA) overall eGovernment initiative to transform and enhance the delivery of its programs, services, and information, the Animal and Plant Health Inspection Service (APHIS) launched its new electronic permitting system (ePermits) in April 2006. ePermits is a web-based tool that gives customers the ability to apply for a permit, check its status, and view it online. Initial capability within the system allows applicants to submit an application, track the status of an application, and receive a permit online. All PPQ permits are processed through this system. You can submit a PPQ application two ways:

1. Apply online (preferred method)

- In order to access to the online applications, you need a Level 2 eAuthentication account – this is a registration process which confirms your identity.
- In order to obtain a Level 2 account, go to <http://www.eauth.egov.usda.gov/>, click on “Create an Account” and then “Level 2 access.” A form will come up that you need to fill out and submit – the information you provide should match the information on your government-issued photo ID (e.g. a driver's license). Remember that you, as an individual, are being certified – later, when you submit an ePermit, you can add your organization's name and change the address to your organization's address.
- You will need to create a user ID, password, and four-digit PIN.
- You will also be requested to choose six security questions.
- You will be given the opportunity to print the form – add your password and keep the form in a secure place for future reference.
- Next, click on “Service Centers” in the upper right hand corner on the gray menu bar. An interactive map of the U.S. will appear (give it some time, it is a large file). Click on your state, then your county and surrounding counties, to find the service center closest to you.
- Call and make arrangements to have a Local Registration Authority (LRA) look at your ID and verify your identity. They will go into the eAuthentication system and find the Level 1 account that was created when you submitted the online form. After confirming your identity, they add information to the account which brings your account up to Level 2. You should receive an email shortly thereafter.
- Read all correspondence from eAuthentication carefully and follow the instructions.

- You are ready to log into ePermits. Click on the PPQ permit page link at http://www.aphis.usda.gov/permits/ppq_epermits.shtml and click on the PPQ application that applies to your situation, fill it out submit.
- Your personal ePermits “homepage” will contain all your permits and applications. We will communicate with you through this site.
- If you do not login to ePermits at least once in a six-month period, your account will be deactivated and you will have to work with the eAuthentication help desk to be reinstated.

Or

2. Apply on paper

- Click on this link:
http://www.aphis.usda.gov/permits/ppq_epermits.shtml
- Scroll down and click on the PPQ form you need to submit under the section "**Click on options listed below to print form (pdf) and send by mail.**"
- You can fill the form out online, Print and send (fax, mail or email) the form.
- Although you do not need an eAuthentication account, you will **not** have electronic access to your application/permit.
- Please make sure to put your name under “Name of Applicant” and sign the form.
- When you print and send the application form, a clerk at the permit unit must enter the information into the electronic ePermit system. Using this method of submission **can delay the process up to 30 days.**

If you need assistance, contact the Customer Support Center at 301.734.0841 or permits@aphis.usda.gov