

IMPORTANT:

- You should avoid uploading a scanned health certificate. Rather, you should complete the health certificate in Adobe Acrobat and upload that PDF, preferably still in its fillable form, if the health certificate was originally a fillable form.
- When submitting a PDF health certificate, it is preferred that the USDA Accredited Veterinarian (AV) sign the document using either AdobeAcrobat or by typing the text "Electronically Signed" in the signature box (see below), rather than printing, signing and scanning the health certificate for uploading into VEHCS. This allows for optimal quality resolution and prevents delays in endorsement.

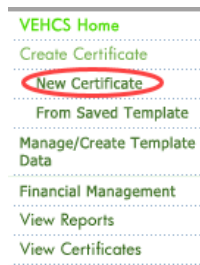
Name of Accredited Veterinarian Jane Smith, DVM
Signature of Accredited Veterinarian/ <i>Assir credenciado</i> Electronically Signed
Date (day/month/year/ <i>Data (día/mês/ano)</i>) 19/05/2023

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

	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)

Step 1: Create Certificate

I. Log in to VEHCS (<https://vehcs.aphis.usda.gov/>). Then from the left navigation menu, under "Create Certificate," click "New Certificate."



II. Alternatively, if you would like to use a certificate template, it simplifies creating a new certificate by reusing existing information, such as consignors and consignees. You can create a new template, update an existing template, or delete a template at any time. To start a new certificate based on an existing template, click "From Saved Template" find the applicable template, and click the "Start New Cert" button.

List of Certificate Templates Show All				
Template Name ▲	Consignor ↓	Consignee ↓		<input type="button" value="Delete"/> <input type="button" value="Select All"/>
Adult Poultry to Canada	Animal Farm of Florida	Poultry Farm of Canada	<input type="button" value="Start New Cert"/>	<input type="button" value="Update"/> <input type="checkbox"/>
Aqua Animal Germ Culture			<input type="button" value="Start New Cert"/>	<input type="button" value="Update"/> <input type="checkbox"/>

Step 2: Certificate Content

The process to upload a health certificate appears when "...not Listed" is selected for either the "Destination Country," "Commodity Type," or "Intended Use."

NOTE: If "...not Listed" does not appear, the health certificate upload function is not an option for that country/commodity/intended use. This function is either not allowed by the importing country or the health certificate must be generated/created **WITHIN** the system.

I. Select the Destination Country from the drop-down list.

- a. If your destination country is not listed, select "Country Not Listed."

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:

Click Next to begin. To complete this process, you will need the completed PDF health certificate, supporting documentation, payment, and (when applicable) a pre-paid return shipping label.

- b. If you select a named country in the "Destination Country" drop-down, the page will load "Commodity Type," "Intended Use," and "Type of Admission" drop-downs.

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 the [USDA Endorsement Office](#) serving your state.

*Commodity Type:

*Type of Admission: [Help](#)

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

II. If applicable, select the "Commodity Type," "Intended Use," and/or "Type of Admission."

- a. If your commodity type, intended use, and/or type of admission is not listed, select "...not Listed." The "Next" button will appear.

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 the [USDA Endorsement Office](#) serving your state.

*Commodity Type:

Click Next to begin. To complete this process, you will need the completed PDF health certificate, supporting documentation, payment, and (when applicable) a pre-paid return shipping label.

III. Once you have entered your selection(s), click the "Next" button.

NOTE: On most screens you will see a link for "Step-By-Step Guide" in the top right corner. At any point, you can click this link for detailed instructions on completing the process.

Step 3: Enter Certificate Content

I. Enter information about the certificate on the "Certificate Content" page. You must complete all the fields; click on the "help" links for additional guidance. If the exporter organization initiates the certificate request, then there is a choice between using an internal or external AV organization.

- a. The internal AV dropdown will only be populated with applicable choices after the state of origin is selected.
- b. If using an external AV organization, you must search for and select the organization. Search by the exact VEHCS Organization ID or VEHCS organization name of the external Accredited Veterinarian. Wildcards can be used when searching by name; click on "Search Tips" for additional guidance.

II. Once you have entered your selections, click the "Next" button.

Step 4: Upload the Completed PDF Health Certificate

I. A tracking number will be generated for your certificate and displayed in the upper left-hand corner of the screen.

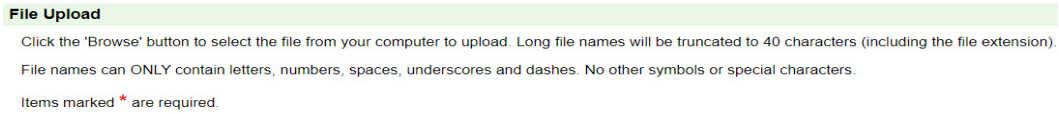
II. If the health certificate was not already completed and signed by the AV, click "Link to IRegs" to open the USDA APHIS International Regulations for Animal Exports (IREgs). From there, you can review the import requirements on the IRegs for non-pet animals and the Pet Travel Website (PTW) for pet animals, and download the required health certificate, if USDA APHIS is officially aware of the import regulations for that country and animal commodity.

- a. When using a health certificate from the IRegs and PTW, you should save the file to your computer and then open the PDF in Adobe Acrobat before completing it. This will avoid technical issues that may delay endorsement of your health certificate.

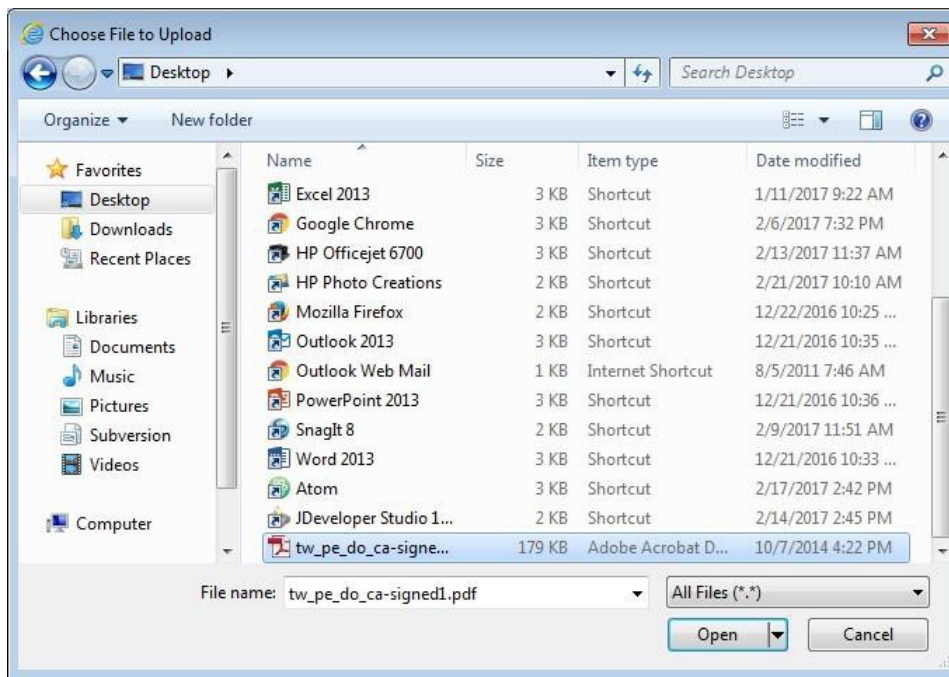
III. Click the "Add/Replace Certificate" button to select the health certificate for upload.

NOTE: Only the health certificate to be endorsed should be uploaded. You will have the opportunity to upload other required documents in the next step(s).

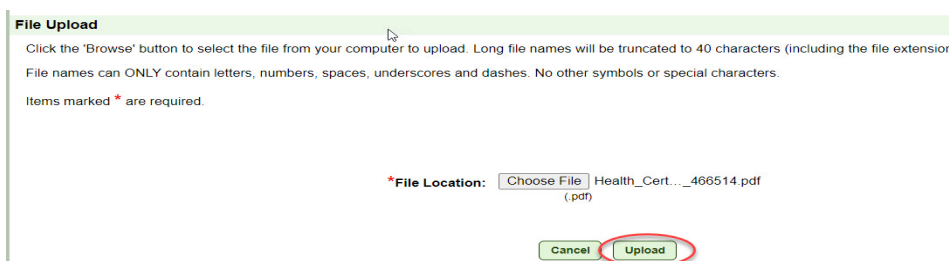
a. On the "File Upload" page, click the "Browse" or "Choose File" button (text varies depending on browser).



b. Locate the health certificate on your computer and select it.



c. Click the "Upload" button to attach the health certificate.



IV. Your uploaded health certificate now appears as a link in the "Upload Filled PDF Health Certificate" page. You can click the link (opens in a new window) to confirm the correct file was uploaded. If you need to replace the uploaded health certificate, click the "Add/Replace Certificate" button and select a new certificate.

Tracking #: 22716
 Certificate Content: Other to Taiwan

Save as Work in Progress Close Delete

Upload Filled PDF Health Certificate [Step-By-Step Guide](#)

File names can ONLY contain letters, numbers, spaces, underscores and dashes. No other symbols or special characters. Long file names will be truncated to 40 characters (including the file extension).

Items marked * are required.

Review Export Requirements

Download the PDF certificate from the [IRegs](#) Or the [Pet Travel Website](#)

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_466514.pdf](#)

Add/Replace Certificate

Previous Next

V. Once you have uploaded your health certificate, click the "Next" button.

Step 5: Attachments

I. If your health certificate included a rabies vaccination, laboratory testing, or import permit, you will attach the corresponding document(s) here. To add an attachment, click the "Add Attachment" button.

Tracking #: 22716
 Certificate Content: Other to Taiwan

Save as Work in Progress Close Delete

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

Attachments can be added to your submission. Examples of attachments include import permits, lab results, 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 names can ONLY contain letters, numbers, spaces, underscores and dashes. No other symbols or special characters. Long file names will be truncated to 40 characters (including the file extension).

List of Attachments			
File Name ↑	Description ↑↓	Date Added ↑↓	
No attachments have been added.			

Add Attachment

Previous Save as Work in Progress Next

II. Click "Choose File" to select the file you need to upload. The allowed files types are: .gif, .jpg, or .pdf. Then select the applicable file description from the drop-down list and click the "Browse" or "Choose File" button (text varies depending on browser).

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).

File names can ONLY contain letters, numbers, spaces, underscores and dashes. No other symbols or special characters.

Items marked * are required.

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

*File Description: Select

If Other, More Details: Select
 Import Permit
 Lab Results (rs max)
 Rabies Certificate
 Other

Cancel Upload

III. Once you have added all required attachments, click the "Next" button.

Step 6: Shipping Label

NOTE: This step is not applicable to all commodities.

- I. For destination countries that do not accept USDA’s digital endorsement, you are required to upload a pre-paid shipping label to return the endorsed health certificate to you or the animal owner/exporter. Select **“Browse”** or **“Choose File”** (text varies depending on browser) to upload the shipping label purchased from the courier of your choice (e.g., FedEx, UPS). The allowed file types are: .gif, .jpg, or .pdf.
- II. You can add additional instructions about the return shipping by typing in the “Additional Return Shipping Instructions” box. Note that instructions entered in the box will not be saved unless a shipping label is uploaded to the submission.

Tracking #: 22716
Certificate Content: Other to Taiwan

Save as Work in Progress 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)

- III. For additional instructions on return shipping labels, please read the VEHCS Quick Reference Guide on How to Provide a Pre-Paid Return Shipping Label.
- IV. Select **“Next”** to proceed to the next step.

Step 7: Payment Method

- I. Payment for the endorsement fee must be provided or your USDA Endorsement Office cannot endorse the health certificate. Payment can be provided from funds you deposit into your VEHCS pre-purchase account **or** with a USDA APHIS User Fee Credit Account number. Select your applicable payment method from the drop-down list.
 - a. Pre-Purchase Account: If your account balance is less than the amount required to pay the endorsement fee, select **“Add to Balance”** to add the required funds. Please read the VEHCS Quick Reference Guide on How to Pay the USDA Endorsement Fee for your Health certificate for instructions on adding funds.
 - b. USDA APHIS User Fee Credit Account: enter your seven-digit Credit Account number.

Tracking #: 22716
Certificate Content: Other to Taiwan

Save as Work in Progress Close Delete

Payment Method [Step-By-Step Guide](#)

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.

Items marked * are required.

*Payment Method:

Choose a Payment Method
 Pre-Purchase Account
 USDA APHIS User Fee Credit Account

- II. Select **“Next.”**

Step 8: Summary/Submit

- I. Carefully review your certificate content.
- II. If you need to change any provided information or files, click the corresponding "Edit" button next to the applicable section.
- III. If you need to communicate with your USDA Endorsement Office about the submission, type a message in the "Comments" box.
- IV. If you are the AV, review and select the acknowledgement statements, then select the "Submit Certificate" button to submit the certificate to your USDA Endorsement Office.
- V. If you are the exporter and utilizing an external AV, review the certificate content and then select the "Submit to Accredited Veterinarian" button. That external AV will need to review and submit the certificate by logging into VEHCS.
- VI. Enter up to five email addresses to receive email notifications regarding the submitted, completed or returned status of this certificate.

NOTE: Only the AV selected in the creation of the certificate can submit the certificate.

VEHCS Home
Tracking #: 22716
Certificate Content: Other to Taiwan
Save as Work in Progress | Close | Delete

- Fillable PDF Step by Step
- Certificate Content
- Upload PDF
- Attachments
- Shipping Label
- Payment Method
- Summary/Submit

Summary/Submit [Step-By-Step Guide](#)

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:	Taiwan	<input type="button" value="Edit"/>
Commodity Type:	Other	
Intended Use:	N/A	
Type of Admission:	Permanent Import	
Certificate Type:	AV Uploaded HC	
Consignor Name:	rodents	
State of Origin:	Maryland	
Accredited Veterinarian:	Dr. Accredited Vet (exporter internal AV) License Number: qe32323 Accreditation Number: 35454542	
Clinic/Hospital Information:	VEHCS CAB Exporter Org Testing 4700 River Rd Riverdale, Maryland 20737 Phone: 3018513325 Fax: Email Address:	
Estimated Date of Shipment:	05/29/2023	
Number of Animals/Units:	2	

Uploaded PDF: PDF File Uploaded.

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

Shipping Label: No Shipping Label Uploaded.

Payment Method: USDA APHIS User Fee Credit Account: 1234567

Comments:
(Will NOT be printed on the certificate)

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; only enter one email address per field.
Note: Use Manage Account located on the VEHCS Home Page to edit default email addresses for future health certificates.

Email Address (1):

Email Address (2):

Email Address (3):

Email Address (4):

Email Address (5):

Enter up to five email addresses to receive email notifications regarding the submitted, endorsed or returned status of this 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.

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

Step 9: Submission Confirmation

- I. Once the certificate is successfully submitted, the confirmation page will display. Make a note of the tracking number since you will need to reference it if you need to communicate with your USDA Endorsement Office about the certificate.

Creation of an International Animal Export Health Certificate Need Help ?

Your Veterinary Export Health Certificate for the Export of Other from the United States to Taiwan has been submitted on **Wednesday May 31, 2023 at 01:18 PM Central Daylight Time**.

The USDA APHIS VS Endorsement Office will review the certificate. Upon approval, the certificate will be endorsed and the status updated to Completed. Please contact your [USDA APHIS VS Endorsement Office](#) with any inquiries.

For any future communication about this certificate, please use the tracking number **22716**.

Depending on the destination country's requirements, the endorsed and completed health certificate will either be available within VECHS for printing or be returned to you by mail (pre-paid, pre-addressed mailing label must be uploaded into VECHS during health certificate submission). Please remember that the paper endorsed health certificate must accompany the animals when shipped.

- II. After submission, the Accredited Veterinarian has the option to recall the certificate. Recall a certificate to put the certificate back into "work in progress" status so you can make corrections/changes before submitting again to your USDA Endorsement Office.

*Note that a certificate will have the "recall" button available only if the USDA Endorsement Office has not started reviewing the certificate. If they have started reviewing, please contact the office directly and they will return the certificate to you in VECHS.

To recall a certificate:

1. Use the left-hand menu to navigate to "view certificates"
2. Use the search options to search for the certificate
3. click "recall" and if successful, you will see a red success message at the top of the page. If not successful, you will also see a message.

*Note: A successfully recalled certificate is back to "work in progress" with the AV and is no longer with the USDA Endorsement Office.

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: All

and

Date Range: 07/15/2023 to 08/14/2023

and

Destination Country: All

and optionally

Consignor: [] Can use wildcards: *

and optionally

Exporter: [] Can use wildcards: *

or

Tracking Number: []

or

Certificate Number: []

Clear Search

Tracking / Certificate Number	Status	Est. Date of Shipment	Endorsed Date	Species	Destination Country	View	Recall
19808	Submitted	08/31/2022		Other	Afghanistan	View	Recall
20413	Submitted	12/16/2022		Cattle	Canada	View	Recall
20414	Submitted	12/23/2022		Day Old Chicks	Guatemala	View	Recall
20415	Submitted	12/17/2022		Horses	Canada	View	Recall
20453	Work in Progress	12/23/2022		Equine Semen	Costa Rica	View/Edit	Delete

View Certificates

The certificate 19808 has been successfully recalled.

Step 10: Return to VEHCS Home

I. Click "VEHCS Home" in the left navigation menu to continue using VEHCS.

