

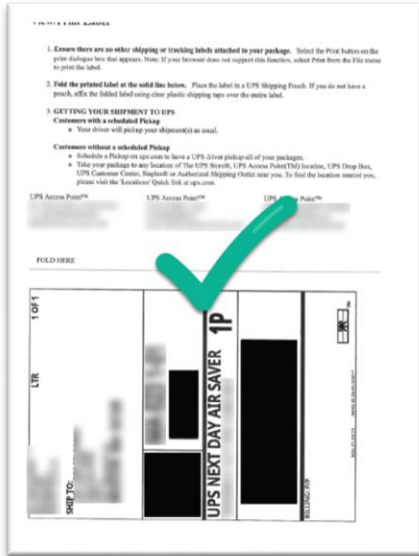
Providing a Pre-Paid Return Shipping Label

VEHCS Quick Reference Guide

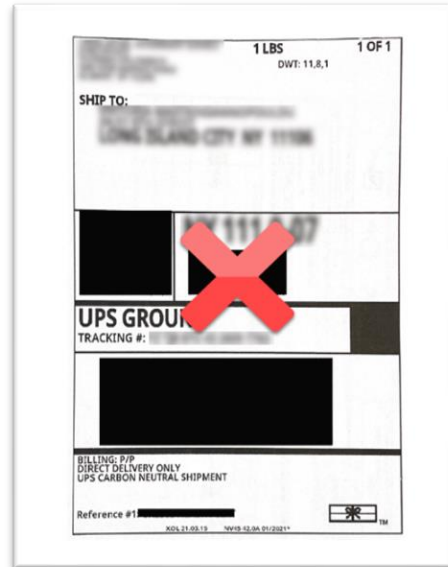
For countries that do not accept USDA's digital endorsement, you are required to upload a pre-paid shipping label in the "Shipping Label" step of the submission to return the endorsed health certificate to you or your client. The hardcopy endorsed health certificate must travel with the animal to the destination country.

The label can be purchased from the courier of your choice (e.g., FedEx or UPS). Use a courier that provides a tracking number. It is your responsibility to keep a record of the tracking information. **The USDA address should not appear anywhere on your return label.** Use your own or another NON-USDA address as the "from" address. USDA does not process payments for shipping labels.

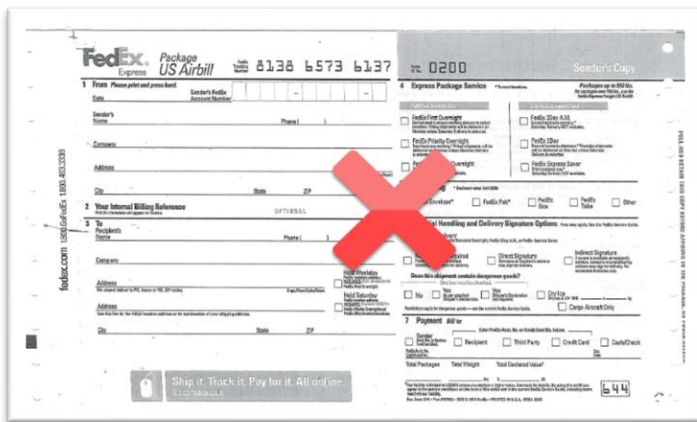
The accepted file types are .gif, .jpg, and .pdf; the uploaded file should be the one received directly from the shipping courier. **Scans or resized images can result in rejection of your package by the shipping courier.**



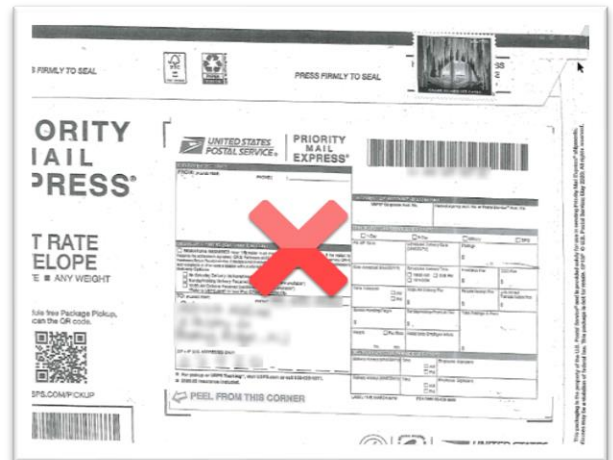
This shipping label can be used because it is paid for and the original file from the shipping courier.



*This shipping label **cannot** be used because the file was resized; the courier would reject this package.*



*This shipping label **cannot** be used because it is not an original shipping label.*



*This mailing label **cannot** be used because the postage is non-original.*

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.



Certificate Content

[Step-By-Step Guide](#)

Step 1: Upload the pre paid return shipping label

1. In "Shipping Label," select "Choose File" to upload the pre-paid return shipping label from your computer's saved files. The acceptable file types are .gif, .jpg, and .pdf.
2. Once the file is uploaded, you may enter additional instructions about the use of the shipping label, if applicable. For example, if a shipping label should be used for multiple health certificate submissions.
NOTE: instructions will not be saved if a file is not uploaded.
3. Click the "Next" button to save your information and advance to the next step in creation of your health certificate submission.

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: 1 Chosen
(.gif, .jpg, .pdf)

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

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(255 characters maximum)

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