NOTE: Only the USDA Accredited Veterinarian may re-issue a health certificate; however, Exporter organizations may initiate the re-issue request for those certificates initially started by the exporter. The re-issue request must be completed during the same session or it will be cancelled.

Step 1: Find the certificate you need to re-issue in VEHCS

I.   From the left navigation menu, click "**View Certificates**" and search for the certificate you need to re-issue.

II.   Select "**Manage**" in the right column associated with the certificate you need to re-issue.

List of Certificates [Show All]							
Tracking / Certificate Number ▲	Status ⬍	Est. Date of Shipment ⬍	Endorsed Date ⬍	Species ⬍	Destination Country ⬍		
12075	Work in Progress	06/15/2019		Equine	India	View/Edit	Delete
12076	Work in Progress			Bovine	India	View/Edit	Delete
12077	Work in Progress	06/06/2019		Dogs and/or Cats	Republic of Korea	View/Edit	Delete
12163	Submitted	06/10/2019		Cattle	Canada	View	
12202	Submitted	06/14/2019		Dogs and/or Cats	Colombia	View	
12207	Work in Progress			Horses	Canada	View/Edit	Delete
9019196931	Completed	06/11/2019	06/10/2019	Dogs and/or Cats	Barbados	View	Manage
9019481472	Endorsement in Progress	06/11/2019	06/10/2019	Dogs and/or Cats	Barbados	View	

Step 2: Request a Re-issue of the certificate

I.   In the "Process" drop-down menu, select "**Request Re-issue Certificate**." Enter the reason for your re-issue, and click "**Select**."

Current Status: Completed
Certificate Number: 1242412264
Endorsed By: ██████ ██████, DVM
Process: Request Re-issue Certificate ⌄
*Reissue Reason: Type your reason for requesting a re-issue in this box, then click "Select" below.

Verify you have enough funds BEFORE starting the re-issue process. Go to Financial Management in VEHCS to add funds.

Cancel   Select

Step 3a: Make the necessary corrections to the health certificate

AV PDF Upload process   [for VEHCS Defined process skip to Step 3b below]

I.   The "Certificate Content" screen appears. Make any corrections if needed and select "**Next**."

- Note that you will need to select the Accredited Veterinarian.

Note: If the shipment has already left the United States, you can select an Estimated Date of Shipment that is in the past. If you select an Estimated Date of Shipment that is in the past, you will receive a warning message. Please confirm that you selected the correct Estimated Date of Shipment.

Certificate Content   Step-By-Step Guide

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: Taiwan

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 the USDA Endorsement Office serving your state.

*Commodity Type: Dogs
*Intended Use: Select ⌄
*Type of Admission: Permanent Import ⌄   Help
*State of Origin: Maryland ⌄   Help
*Consignor Name: Test
*Accredited Veterinarian: ◉ Internal Accredited Veterinarian ○ External Accredited Veterinarian Organization
Select ⌄   Help
License Number:
Accreditation Number:
*Estimated Date of Shipment: 01/29/2022 📅 WARNING: Past date entered. Please ensure this is correct.
mm/dd/yyyy
*Number of Animals/Units: 1

Cancel   Next

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II. If your health certificate was created using the AV PDF Upload process, the "Upload Filled PDF Health Certificate" screen appears. Select "**Add/Replace Certificate**."

III. The "File Upload" screen appears. Select "**Browse**" or "**Choose File**" (text varies depending on browser) and then select the new health certificate PDF from your files. Once you have selected the appropriate file, click "**Upload**."
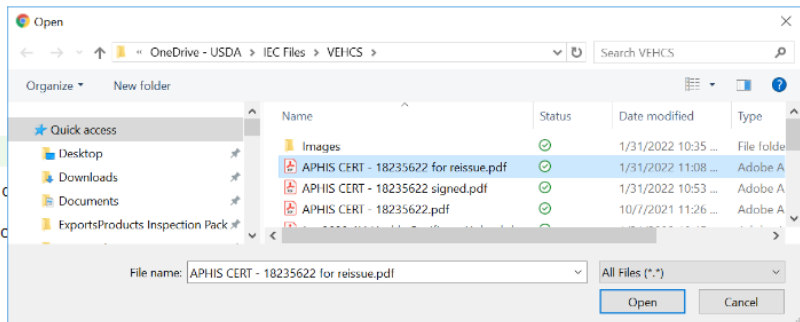
Step 3b: Make the necessary corrections to the health certificate

VEHCS Defined process   [for AV PDF Upload process go to Step 3a above]

I.   The "Certificate Content" screen appears. Make any corrections if needed and select "**Next**."

II.   If your health certificate was created using the VEHCS Defined process, proceed through the following steps. All the fields are prefilled per the original certificate. Make any updates in the "General" screen and click "**Next**."

Note that you will need to select the Accredited Veterinarian.

III. The "Export and Shipping" screen appears. All the fields are prefilled per the original certificate. Make any updates to the health certificate and click "Next."

Note: If the shipment has already left the United States, you can select an Estimated Date of Shipment that is in the past. If you select an Estimated Date of Shipment that is in the past, you will receive a warning message. Please confirm that you selected the correct Estimated Date of Shipment.

Export and Shipping

Items marked * are required.

*U.S. Port of Departure:	CA - Los Angeles - Airport ▾
	If Other, More Details:
*Estimated Date Of Shipment:	02/21/2022 📅 WARNING: Past date entered. Please ensure this is correct.
	mm/dd/yyyy
*Means of Transport:	Airplane ▾
Means of Transport Identification:	
Number of Containers:	1
Container Description:	Boxes ▾
	If Other, More Details:
Identification/Seal Numbers:	[ ] Add

List of Identification/Seal Numbers	
Identification/Seal Number ▲	Delete Select All
No Identification/Seal Numbers have been added.	

Previous   Next

IV. The "Commodities" screen appears. All the fields are prefilled per the original certificate. Make any updates to the health certificate and click "**Next**."

Commodities   Step-By-Step Guide

Description of Commodity: Hatching Eggs

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

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:	[ ] Note: You may only add 100 rows at a time.
Default Variety/Strain/Trade Name:	
Default Lay Start Date:	📅 mm/dd/yyyy
Default Lay End Date:	📅 mm/dd/yyyy
Default Sex:	Select ▾
Default Additional Description:	

Generate Rows

Items marked * are required.

	Commodities						
Row	Variety/Strain/Trade Name	ID	Lay Start Date mm/dd/yyyy	Lay End Date mm/dd/yyyy	Sex	*Quantity	Additional Description	Delete Select All
1	RI White		02/01/2022 📅	02/08/2022 📅	Straight-Run ▾	100		☐

Total Quantity: 100

Previous   Next

V.   The "Certification Statements" screen appears. Make any updates to the health certificate, recheck all of the certification statements, and click "**Next**." Note: only the AV can make edits to this screen.

Certification Statements   Step-By-Step Guide

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. At least one test statement must be selected for each disease before submitting the certificate.

☐ United States is free of velogenic viscerotropic Newcastle disease as defined by the OIE standards. The United States is free from Newcastle disease as defined by OIE standards.

☐ The flock of origin is free of highly pathogenic avian influenza, velogenic viscerotropic Newcastle disease (as defined by OIE standards), and egg drop syndrome (EDS 76). The source flock is free from highly pathogenic avian influenza, velogenic viscerotropic Newcastle disease as defined by OIE standards and egg drop syndrome (EDS 76) on commercial farms.

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Check the appropriate certification (select one):

◉ **A. Certificate for Hatching Eggs and Newly Hatched Poultry, which have not been fed or watered.** This is to certify that: (1) the flock or flocks and the hatchery or hatcheries from which hatching eggs or newly hatched poultry originated were inspected by me or another accredited veterinarian within 30 days prior to shipment of above hatching eggs or setting of eggs for above shipment of day old chicks and found free from evidence of communicable diseases and insofar as can be determined have not been exposed to Newcastle disease, fowl plague, fowl typhoid, ornithosis, and pullorum disease; (2) during the usual routine inspection of the flock or flocks there was no visible evidence of communicable diseases observed on the inspection dates; (3) the National Poultry Improvement Plan classification is as indicated; and (4) the prospective exporter has been advised that the hatching eggs must be clean and that the shipment must be made in new, A. Certificate for fertile eggs of poultry and newborns, which have not been fed or provided with drinking water. This is to certify that: (1) the flock or flocks and the incubator or incubators from which the hatching eggs or hatched chicks originate were inspected by me or another licensed veterinarian within 30 days prior to shipment of hatching eggs or at the time of commencement of incubation for the above shipment of day-old chicks and found to be free of evidence of communicable disease and to the extent that it can be determined that they have not been exposed to Newcastle disease, fowl plague, typhoid avian, ornithosis, and pullorosis.

◯ **B. Certificate for Poultry other than Newly Hatched Poultry Specified in Certificate A.** This is to certify that: (1) on this date all poultry shown, including all other poultry maintained in the flock, were inspected by me on the premises of origin within the past 30 days and found free from evidence of infectious and contagious diseases and insofar as can be determined have not been exposed to Newcastle disease, fowl plague, fowl typhoid, ornithosis, and pullorum disease; and (2) the prospective exporter has been advised that shipment must be made in new containers or clean containers which have been properly cleaned and disinfected. B. Certificate of poultry other than hatchling birds specified on certificate A. It is certified that: (1) on this date all birds described, including all other poultry kept in the flock, were inspected by my in the places of origin within the last 30 days and were found free of evidence of infectious-contagious diseases and, to the extent that it can be determined, have not been exposed to Newcastle disease, fowl plague, fowl typhoid, ornithosis, and pullorosis, and (2) the prospective exporter has been informed that the shipment must be in new containers or clean containers that have been properly cleaned and disinfected.

[Previous] [Next]

VI.   The "Attachment" screen appears. If new attachments are needed, select "**Add Attachment**." If a current attachment no longer applies, select "**Delete**." Select "**Next**" to proceed to the next step.

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 ⬥		
VEHCS - addendum.pdf	Lab Results	04/14/2021	[Delete]	[Download]
VEHCS - rabies vaccine certificate.pdf	Rabies Certificate	04/14/2021	[Delete]	[Download]
VEHCS - rabies vaccine certificate.pdf	Rabies Certificate	04/14/2021	[Delete]	[Download]

[Add Attachment]

[Previous] [Next]

Step 4: 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.

Shipping Label

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 heath 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

File Location: [Choose File] 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]

Step 5: 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, you must cancel the re-issue request to return to the VEHCS "Welcome" screen to add the required funds via "Financial Management." 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.

Payment Method

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 p
Fee.

Items marked * are required.

*Payment Method: [Choose a Payment Method ▼]
Choose a Payment Method
Pre-Purchase Account
USDA APHIS User Fee Credit Account

[Previous] [Next]

NOTE: Even if the original health certificate was paid for by an Exporter Organization, the Accredited Veterinarian must provide the payment since the re-issue process can only be completed by an Accredited Veterinarian.

II. Select "**Next**."

Step 6: Review and submit the health certificate for re-issue

I.   The "Summary/Submit" screen appears. If the information displayed is incorrect, select "Edit" on the right to make corrections. If the information is correct, then proceed.

For exporters, use the buttons at the bottom of the screen to save the certificate (if using an internal AV) or submit to the external AV.

For AVs, read and check the two buttons at the bottom of the screen, and click "Submit Certificate."

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:	Guatemala	Edit
Commodity Type:	Hatching Eggs	
Type of Admission:	Permanent Import	
Certificate Type:	VEHCS Defined	

Business Contact Information:	VEHCS CAB Exporter Org Testing 4700 River Rd Riverdale, MD 20737 Phone: 3018513325 Fax: E-Mail Address:	Edit
Exporter:	VEHCS CAB Exporter Org Testing 4700 River Rd Riverdale, MD 20737 Phone: 3018513325 Fax: E-Mail Address:	
Place of Origin Name:	Deb's Farm	
Place of Origin Address:	111 Any Street Any Town, MD 21076	
NPIP Code:	123	
Accredited Veterinarian:	Dr. Accredited Vet (exporter internal AV) License Number: Accreditation Number:	
Inspection Date:	2/22/2022	
Consignor:	Deb's Horse Farm 111 Horsey Lane Columbia, MD 20737 United States Phone: Fax: E-Mail Address:	
Consignee:	test consignee test consignee test consignee, Guatemala Phone: Fax: E-Mail Address:	

U.S. Port of Departure:	CA - Los Angeles - Airport	Edit
Estimated Date Of Shipment:	02/23/2022	
Means of Transport:	Airplane	
Means of Transport Identification:		
Number of Containers:	1	
Container Description:	Boxes	
Identification/Seal Numbers:		

Description of Commodity:	Hatching Eggs	Edit
Total Quantity:	100	

Commodities						
Variety/Strain/Trade Name	ID	Lay Start Date	Lay End Date	Sex	Quantity	Additional Description
RI White		02/01/2022	02/08/2022	Straight-Run	100	

Certification Statements:

1. United States is free of velogenic viscerotropic Newcastle disease as defined by the OIE standards.
    Estados Unidos está libre de la enfermedad de Newcastle como está definida por los estándares de OIE.

2. The flock of origin is free of highly pathogenic avian influenza, velogenic viscerotropic Newcastle disease (as defined by OIE standards), and egg drop syndrome (EDS 76).
    La parvada de origen está libre de influenza aviar altamente patógena, enfermedad de Newcastle velogénica viscerotrópica como está definida por los estándares de OIE y síndrome de caída de la postura (EDS 76) en explotaciones comerciales.

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

Payment Method:	Pre-Purchase Account (VEHCS CAB Exporter Org Testing (Org ID 9102))	Edit

Additional Information:
(Will be printed on the certificate)

Comments:
(Will NOT be printed on the certificate)

Reissue Request Details

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

Your reason for requesting a reissue will appear here.

Reissue will replace certificate number: 2249887177

☐ 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 to Accredited Veterinarian] [Submit Certificate]

Step 7: 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.

Your Veterinary Export Health Certificate for the Export of Hatching Eggs from the United States to Guatemala has been submitted on **Tuesday February 22, 2022 at 11:58 AM Central Standard 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 18655.

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.

To speed up the creation of future certificates, you can save this certificate as a template. Click the 'Save as Template' button below to do so. Otherwise, click an option on the left navigation to continue using VEHCS.

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