

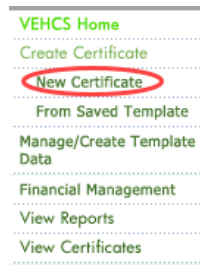
IMPORTANT:

- 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/ Electronically Signed
Date April 14, 2021

Step 1: Create Certificate

I. 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 ↕		Delete Select All
Adult Poultry to Canada	Animal Farm of Florida	Poultry Farm of Canada	Start New Cert	<input type="checkbox"/>
Aqua Animal Germ Culture			Start New Cert	<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." The "Upload" button will appear.

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 on the Upload button to upload a Filled PDF.

- 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.

* Commodity Type:

* Intended Use:

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 "Upload" button will appear.

Then, choose your Commodity Type, Intended Use, and Type of Admission selection and click the 'Next' button.

* Commodity Type:

Click on the Upload button to upload a Filled PDF.

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

Step 3: Enter Certificate Content

- I. Enter information about the certificate on the "Certificate Content" page. You must complete all the fields. If the exporter organization initiates the certificate request, then there is a choice between using an internal or external AV organization.
- The internal AV organization will only be available with a limited choice after the state of origin is selected.
 - Using an external AV organization, you must search for and select the organization. Search by the exact AV organization or V organization name of the external Accredited Veterinarian. Filters can be used when searching by name, click on search, or a filter icon.

- 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.

Tracking #: 8781
Certificate Content: Dogs to Taiwan

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.

* Uploaded Filled PDF Health Certificate: No Certificate Uploaded
Add/Replace Certificate

Previous Next

- 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.
- 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"** button.

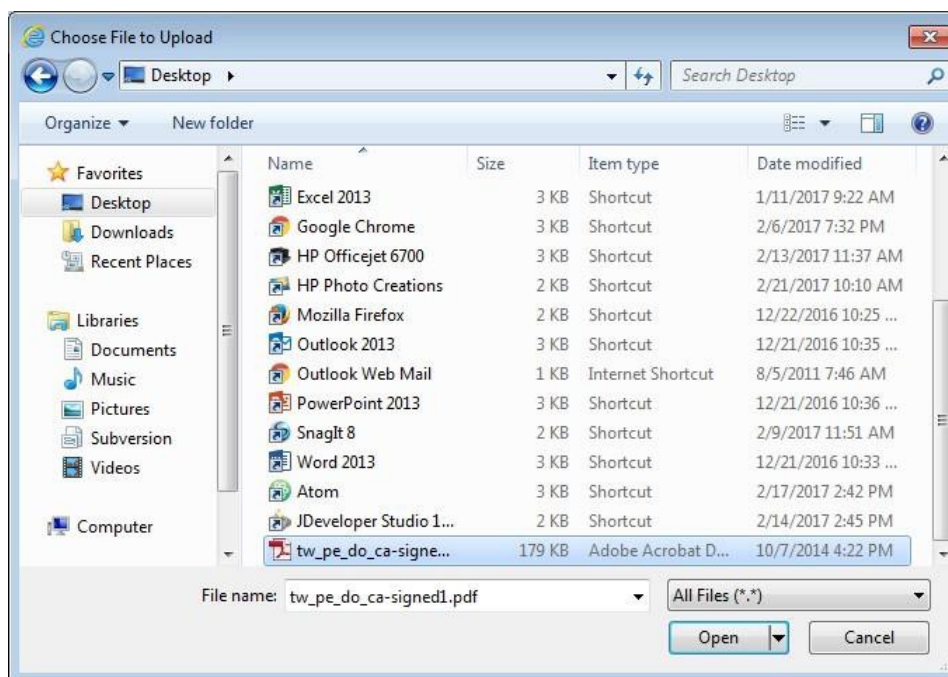
File Upload

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:

(.pdf)

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



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

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:

(.pdf)

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 #: 8781
Certificate Content: Dogs to Taiwan

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.

* Uploaded Filled PDF Health Certificate: [tw_pe_do_ca-signed1.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 #: 8781
Certificate Content: Dogs to Taiwan

Save as Work in Progress Close Delete

Attachments

Attachments can be added to your certificate data but will **NOT** be printed as part of the health certificate. An example of an attachment is lab results. To add attachments to your certificate data, click the 'Add Attachment' button.

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 **“Upload”** button.

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

*File Description: Select
Select
If Other, More Details: Import Permit
Lab Results
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 “**Choose File**” 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 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

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.

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 pay the Fee.

Items marked * are required.

***Payment Method:**

Choose a 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.

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

Tracking #: 8781
Certificate Content: Dogs to Taiwan

[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:	Taiwan	Edit
Commodity Type:	Dogs	
Intended Use:	Pet	
Type of Admission:	Permanent Import	
Certificate Type:	Uploaded HC PDF	
Animal Owner Name:	Test PetOwner	
State of Origin:	Maryland	
Accredited Veterinarian:	AV TestUser, DVM License Number: L12345678 Accreditation Number: A12345678	
Estimated Date of Shipment:	03/01/2017	
Number of Animals:	1	

Upload PDF:	Filled 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.

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[Save as Work in Progress](#)
[Submit Certificate](#)

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.

Your Veterinary Export Health Certificate for the Export of Dogs and/or Cats from the United States to Republic of Korea has been submitted on **Tuesday April 13, 2021 at 05:18 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 **16409**.

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.

Save as Template

Step 10: Return to VEHCs Home

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

