

**Welcome to VSPS!**  
**Importers and Brokers**

Thank you for your interest in the *Veterinary Service Process Streamlining (VSPS)*.

To use VSPS as an **Importer** or **Broker** you will need to complete all 3 steps below:

**Step 1: Creating a Login.gov Account**

USDA is transitioning from USDA eAuthentication to Login.gov ([more information here](#)).

As of September 11, 2023, new users who need a login to VSPS must register for a login.gov account:

- Login.gov has step-by-step instructions here: <https://www.login.gov/help/get-started/create-your-account/>
- When you are creating your login.gov account, you must also go through the steps to verify your identity.
- Note that when you use login.gov, in addition to entering your password, you will be prompted to enter an authentication code depending on the multi-factor authentication methods selected when you created the Login.gov credentials.

If you need help with obtaining your login.gov account, visit: [Contact us | Login.gov](#)

**Step 2: Send an email to the Port email box listed below for the port you will be crossing through the most.**

**\*\*This must be done before your Importer role will be approved in VSPS\*\***

**Email Subject Line:** VSPS Importer Access Request

**In the email include:** First Name, Last Name, Email address, login.gov username.

**Include which role you need:** Importer

**\*\*DO NOT include your password\*\***

Northern Border Ports email: [vs.nbp@usda.gov](mailto:vs.nbp@usda.gov)

Email the Northern Border Ports email address if you will be crossing through one of the below ports:

Alexandria Bay, New York	Niagara Falls, New York
Champlain, New York	Oroville, Washington
Derby Line, Vermont	Pembina, North Dakota
Detroit, Michigan	Port Huron, Michigan
Dunseith, North Dakota	Portal, North Dakota
Eastport, Idaho	Raymond, Montana
Highgate Springs, Vermont	Sumas, Washington
Houlton, Maine	Sweetgrass, Montana
International Falls, Minnesota	

Southern Border Ports email: [vs.sbp@usda.gov](mailto:vs.sbp@usda.gov)

Email the Southern Border Ports email address if you will be crossing through one of the below ports:

Brownsville, Texas	Laredo, Texas
Columbus, New Mexico	Nogales, Arizona
Douglas, Arizona	Presidio, Texas
Eagle Pass, Texas	San Luis, Arizona
Del Rio, Texas	Santa Teresa, New Mexico

New York Animal Import Center email: [vspsnic@usda.gov](mailto:vspsnic@usda.gov)

Email the New York Animal Import Center email address if you will be going through one of the below Airports:

John F. Kennedy Intl Airport
Newark International Airport
Stewart International Airport

Collateral Ports email: [Collateral.Port.Offices@usda.gov](mailto:Collateral.Port.Offices@usda.gov)

Email the Collateral Port Offices email address if you will be going through one of the below ports:

Anchorage, Alaska	Houston, Texas
Atlanta, Georgia	Memphis International Airport
Baltimore, Maryland	Minneapolis, Minnesota
Boston, Massachusetts	New Orleans, Louisiana
Chicago, Illinois	Orlando, Florida
CVG/Cincinnati-Northern Kentucky Airport	Philadelphia, Pennsylvania
Dallas, Texas	Portland, Oregon
Dayton, OH	Richmond, Virginia
Denver, Colorado	San Francisco, California
Dulles International Airport	San Juan, Puerto Rico
Galveston, Texas	Seattle, Washington
Harrisburg, Pennsylvania	Tacoma, Washington
Honolulu, Hawaii	Tampa, Florida

Los Angeles Airport/Import Center email: [vspslax@usda.gov](mailto:vspslax@usda.gov)

Email the Los Angeles Airport/Import Center email address if you will be going through the Los Angeles Import Center.

## **Step 2: Creating a VSPS Profile and Requesting the Importer Role**

Log into VSPS with your login.gov account by going to the following web address and click LOG IN:

<https://vsapps.aphis.usda.gov/vsps/>

The screenshot shows the VSPS website homepage. At the top, it features the USDA logo and the text "United States Department of Agriculture Animal and Plant Health Inspection Service" on the left, and "Veterinary Services Process Streamlining" on the right. Below this is a navigation bar with links for "VSPS Home", "About VSPS", "Press Releases", and "Contact Us". The main content area includes a "Welcome to VSPS" message and a "VSPS Users:" section with a "Login here" link and a "LOG IN" button circled in red. To the right of the login section is a "Public Searches:" section with a link to "Find an Approved Establishment". At the bottom, there is a footer with various links including "VS Home", "APHIS Home", "USDA.gov", "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "FirstGov", and "White House".

Fill out your VSPS user profile, making sure to complete all fields with a red asterisk (\*).  
Click Submit.

Please complete the profile contact information.

**Contact Information**

\* All fields marked with red asterisks are required

Email Address \*

**Name Information**

Prefix

First Name \*

Middle Name

Last Name \*

Suffix

Nickname

Maiden Name

Professional Title

Business Name

**Address Information**

Address 1 \*

Address 2

Postal Code \*

City \*

State \*

Country \*

**Telephone Number(s)**

Type	Country Code	Number (nnn) nnn-xxxx	Ext.
Fax	1		
Mobile	1		
Phone	1 *		
TDD	1		
Toll Free	1		

Select the *Request Role* link next to the **Importer** role.

AVIC Administrator	[Request Avic Area Authorization] [Request National Authorization]
AVIC Office Staff	[Request Avic Area Authorization]
Animal Import Support Staff	[Request Port Authorization] [Request National Authorization]
Full View NVAP	[Request National Authorization]
Horse Transport Administrator	[Request Role]
Horse Transport Coordinator	[Request Role]
<b>Importer</b>	[Request Role]
Interstate Administrator	[Request Role]
Lab Technician	[Request Laboratory Authorization]
Laboratory Director	[Request Laboratory Authorization]
Labs Administrator	[Request Role]
Limited View NVAP	[Request National Authorization]
Live Export Administrator	[Request Role]

Click the *Request* button.

**Request Role**

<b>Role Name</b> Importer	<b>Role Description</b> I complete on-line forms and permit applications for the importation of live animals and animal products into the United States. I reserve space at Animal Import Centers.
<b>Role Assignment Information</b> No additional data required	<b>Role Assignment Data</b> Remarks <input type="text"/>

You will see the status is Requested.

User profile has been updated.

Current Roles [Request a Role](#)

Action	Requested Role	Additional Information	Status
[Cancel Request]	User		APPROVED
	Importer		REQUESTED

After you have your login.gov account, VSPS Importer role, and have emailed the port mailbox, the role will be approved usually within 48 hours if requested during the work week. You can check to see if the role is approved by going to the Personal Profile – My Roles. Once the role is approved the status will say ‘Approved’.

If more than 2 working days have elapsed and your role is not approved, send an email to the Port mailbox you sent the request to and someone will check on the status. If you don’t hear back from anyone you can send an email to [help@usda.gov](mailto:help@usda.gov).