1. Exporter reviews available resources and consults with importer to determine required APHIS certification.

- APHIS Website (IREGS)
- Ministry of Animal Health in the Importing Country
- USDA Overseas Offices
- Other U.S. Government Authorities

2. Exporter consults with VS Area Office on proper procedures, and submits the certificate and any required supporting documents for review.

3. Certificate Review

4. Is the evaluation of the certificate within the Office's Purview?

- Product Type: VS Purview
- Purpose (Animal Health Related Mitigations)
- Geographical Location of Exporter or Producer within the Pertinent VS Area

5. Is the certificate the appropriate type of document?

- Letterhead Certificate
- VS Form 16-4

6. Is the certificate properly formatted?

- Page numbers
- Text appearance
- Bilingual issues
- Grammar/spelling
- Line-outs
- Attachment referencing
- Attachment type

7. Is the certificate prepared in a manner consistent with available references?

- APHIS Website (IREGS)
- Animal Products Export Database
- VS IDEA system

8. Does the certificate contain any references to terms that may not appear on APHIS-VS certificates?

- GMOs
- Residues
- Regulations other than APHIS Regulations
- General Labeling Statements
- "Born and Raised in the U.S."
- "Approved" (exceptions apply)
- Plant Health

9. Is necessary verification available?

- No Verification Necessary
- Certificates from other Countries
- Laboratory Reports
- Affidvits
- Documentation from other Government agencies
- VS Approved Facility Database (VSPS)
- VS Inspection Required

10. Certificate Status

- Endorsable without Further Revision or Additional Verification
- Additional Revision and/or Additional Verification Required
- Not Endorsable by VS Regardless of Certificate Revision

11. Notification of Next Steps

- Changes to Certificate
- Changes to Supporting Documentation
- Additional Verification needed
- VS Inspection
- Certificate not Endorsable

12. If Required, Corrective Actions Taken and Reviewed

13. Endorsement

14. VS Area Office Prepares the Certificate for Printing

- Assign Certificate Number
- Apply Certificate Number
- Add Name and Title of Endorsing Veterinarian
- Add Additional Information, e.g. Container Number
- Add the Certificate Date
- Recheck Formatting

15. Print the certificate duplexed onto VS Security Paper

16. Endorse the Certificate

- Line-out Blank Sections
- Confirm Date and Name/Title of the Endorser
- Sign
- Initial Where Appropriate
- Emboss

17. Final Steps

- Office Copy
- Original to Exporter