

How to Create an On-Line Certificate of Veterinary Inspection (CVI) in VSPS for Accredited Veterinarians

Go to the VSPS website:

<https://vsp.s.aphis.usda.gov/vsp.s/>



United States Department of Agriculture
Animal and Plant Health Inspection Service

*Veterinary Services
Process Streamlin*



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Welcome to VSPS: **Veterinary Services Process Streamlining**

VSPS provides a consistent and standard method of data capture at all levels and provides data dissemination to the appropriate existing databases. This provides a more comprehensive analysis tool for animal tracking and disease analysis which in turn, would allow VS to respond quickly to any threats to animal health in the United States.

VSPS Users:

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No login necessary when performing a public search. Use the search link to the right.

Don't know what to do, or how to use VSPS? Click on the questions below for an introduction to the system.

- [What is VSPS?](#)
- [What can I do using VSPS?](#)
- [Who should register for an account?](#)
- [How do I register for an account?](#)

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**United States Department of Agriculture**
Animal and Plant Health Inspection Service

Veterinary Services
Process Streamlining



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Welcome to VSPS: Veterinary Services Process Streamlining

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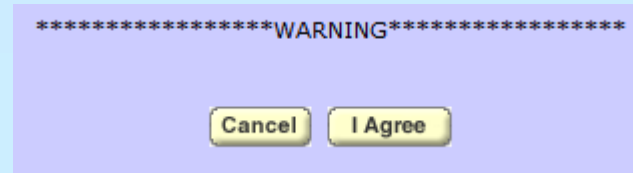
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- 1. Click I agree



- 2. Enter eAuthentication user id and password

The form has a green header bar with the text "eAuthentication Login" in white. Below the header, the text "Login with my User ID and Password" is underlined. There are two input fields: "User ID:" followed by a text box, and "Password:" followed by a text box. Below the "User ID:" field is a blue link "Forgot your User ID?". Below the "Password:" field are two blue links: "Forgot your Password?" and "Change My Password". At the bottom of the form is a yellow "Login" button with a black border.

Contact Information

Email Address *

eAuthentication Id

Name Information

Prefix

First Name *

Middle Name

Last Name *

Suffix

Nickname

Maiden Name

ProfessionalTitle

Business Name

Address Information

Address 1 *

Address 2

City *

State *

Postal Code *

Country *

1. Fill in your personal profile page
2. Email address must be unique
3. Select Submit

Telephone Number(s)

Type	Country Code	Number (nnn) nnn-nnnn	Ext.
Fax	1		
Mobile	1		
Phone	1	* (970) 486-5567	
TDD	1		
Toll Free	1		

- Request your role
- If you successfully match to your NVAP profile you will automatically be given the role of an accredited vet
- If not your role request will be processed through our help desk
- This may take a few days.

State Office Data Entry	[Request State Authorization]
Veterinarian	[Request State Authorization]
Veterinary Medical Officer	[Request Avic Area Authorization]

[VSPS Home](#)

There are no current notices

Next time you log in you are
taken to the VSPS home
page

 [Jamie Snow](#)

[Administration](#)
[Business Profile](#)
[Export](#)
[Facilities](#)
[Horse Transport](#)
[Animal Import](#)
[Interstate](#)
[Labs](#)
[Personal Profile](#)
[Vet Accreditation](#)
[Discoverer Reports](#)
[Install Apps](#)
[Contact Us](#)

Help Desk:
877-944-8457: select
option 3.

[VSPS Home](#)

There are no current notices

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Help Desk:
877-944-8457: select
option 3.

Click on Interstate

Create CVI

Interstate Module

[Create CVI](#) [Enter Retrospective CVI](#) [Find CVI](#)

This module is the place to create Certificates of Veterinary Inspection for the movement of animals.

Regulations pertaining to the interstate movement of animals are available here: [State Regulations](#)

User documentation is available here: [VSPS Interstate Library](#)

[Administration](#)

[Business Profile](#)

[Export](#)

[Facilities](#)

[Horse Transport](#)

[Animal Import](#)

[Interstate](#)

[Labs](#)

[Personal Profile](#)

[Vet Accreditation](#)

[Discoverer](#)

[Reports](#)

[Install Apps](#)

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Help Desk:

877-944-8457: select
option 3.

CVI Summary Data

Certificate Number	Permit Number		
Status	Valid For *	30 days	
Origin State *	Select A State	Destination State *	Select A State
Species *	Select A Species	Area Status	Select Area Status
Classification *		Herd Status	Select Herd Status
Purpose *	Select A Purpose	Veterinarian *	James T. Jones Dvm

1. *Enter information into the drop downs for the CVI summary information
- *Note once this information is saved it cannot be edited.

1. Enter data into the first tab with all required fields entered.
2. Use copy feature if consignor information is the same as Origin information.
3. Move to the next tab – Consignee and Destination information.

The screenshot shows a shipping form with four tabs: **Consignor & Origin**, **Consignee & Destination**, **Carrier & Shipment**, and **Required Tests**. The **Consignor & Origin** tab is selected and circled in red. It contains two sections: **Consignor** and **Origin**.

Consignor Section:

- Business Name
- First Name *
- Last Name *
- Address 1 *
- Address 2
- City *
- State * (dropdown menu: Select a State)
- Postal Code *
- County
- Country * (dropdown menu: United States)

Origin Section:

- Business Name
- First Name *
- Last Name *
- Address 1 *
- Address 2
- City *
- State * (dropdown menu: Select a State)
- Postal Code *
- County
- Country * (dropdown menu: United States)
- Premises Id

A **Copy ->** button is located between the two sections and is circled in red. Below the Country dropdown in the Consignor section, the text "Country Area Code and" is partially visible.

1. Enter data into the next tab.
 2. You may use the address book feature by clicking on the address book icon.
 3. Click on the Carrier and shipment tab.
- *There are required fields on three of the 4 tabs (Consignor and Origin, Consignee and Destination and Carrier and Shipment).
4. Once you have all required fields entered click save request.

The screenshot shows a web-based shipping form with four tabs: "Consignor & Origin", "Consignee & Destination", "Carrier & Shipment", and "Required Tests". The "Consignee & Destination" tab is currently selected and active. It contains two main sections: "Consignee" and "Destination".

Consignee Section:

- Business Name:
- First Name *:
- Last Name *:
- Address 1 *:
- Address 2:
- City *:
- State *: (dropdown menu)
- Postal Code *:
- County:
- Country *: (dropdown menu)
- Phone *: (Country Code), (Area Code and Number), (Extension)

Destination Section:

- Business Name:
- First Name *:
- Last Name *:
- Address 1 *:
- Address 2:
- City *:
- State *: (dropdown menu)
- Postal Code *:
- County:
- Country *: (dropdown menu)
- Premises Id:
- Phone *: (Country Code), (Area Code and Number), (Extension)

At the bottom of the form, there are two buttons: "Cancel" and "Save Request". The "Save Request" button is highlighted with a red circle. There is also a "Copy" button with a right-pointing arrow.

- After Initial Data is saved you get a green success message
- Get additional data entry options (add/edit/remove animals, Issue etc)
- Top section is no longer editable

The Interstate Movement Request was created.

CVI Summary Data

Certificate Number **11AK24393**

Permit Number

Status **SAVED**

Valid For * days

Origin State * **Alaska**

Destination State * **Alaska**

Species * **Bovine**

Area Status

Classification * **Livestock**

Herd Status

Purpose * **Backgrounding**

Veterinarian * **Jamie L. Snow-Johnston** [jamie.l.snow@aphis.usda.gov]

I want to...

[[Add/Edit/Remove Animals](#)]

[[Issue](#)]

[[View/print the certificate](#)]

[[View status history](#)]

[[Delete](#)]

The Interstate Movement Request was created.

CVI Summary Data

Certificate Number **11AK24393**

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Status **SAVED**

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Area Status

Classification * **Livestock**

Herd Status

Purpose * **Backgrounding**

Veterinarian * **Jamie L. Snow-Johnston** [jamie.l.snow@aphis.usda.gov]

I want to...

[**Add/Edit/Remove Animals**]

[**Issue**]

[**View/print the certificate**]

[**View status history**] [**Delete**]

1. Click Add animals
2. Determine if you want to add a new animal or use one that was entered into your business profile. By clicking on the arrow in the drop down.

I want to...

These actions will apply to the list of animals below.

Select Action

Apply

Nothing found to display.

I want to...
These actions will apply to the list of animals below.

Define new animal

☒ Individual
☐ Group
☐ Multiple (Enter Ids)
☐ Multiple (CSV, CR-LF)
☐ Multiple (Sequential Ids)

Apply

Nothing found to display.

If you define a new animal you have several options for data entry:

- Select Individual if you have one animal on your CVI
- Select Group if every animal has the same characteristics (same gender, same id, same age etc)
- Select Multiple (Enter ids) if you have a word document with ids or want to type in each animal id
- Select Multiple (CSV, CR-LF) if you have a file with one form of animal id that you want to upload
- Select Multiple (Sequential Ids) if you have a group of animals that are identified sequentially

- Selecting Individual Animal will give you one animal data entry screen to enter animal details.
- When data is entered click create and return.

Create Animal (Individual)

Animal Information

Animal Information

Animal Classification * Livestock

Animal Breed * Select Breed

Animal DoB (mm/dd/yyyy)

Animal Gender * Select Gender

Remarks:

Animal Identification

Back Tag:

Canadian Metal Tag:

Ear Tattoo:

MX Tag:

Other:

Owner Eartag:

RFID:

Registration #:

Spayed Tag:

TB Tag:

USDA Bangle Tag:

USDA Metal Tag:

USDA Vaccination Tag:

Location (below) is the permanent physical location of the animal(s).

Owner *

BusinessName

FirstName Jim

LastName Harold

Address1 34 West Creek

Address2

City Wellington

State Alaska

For foreign states, select Country first.

Location *

BusinessName

FirstName Jim

LastName Harold

Address1 34 West Creek

Address2

City Wellington

State Alaska

For foreign states, select Country first.

Copy ->

Create and Return Cancel

- Selecting Create Group will give you the one animal data entry screen to enter animal details for the entire group. You will also enter the number of animals in the group.
- When data is entered click create and return.

Create Animal (Group)

Animal Information

Animal Information

Animal Classification * Livestock ▼
 Animal Breed * Select Breed ▼
 Number of Animals *
 Animal Gender * Select Gender ▼

Remarks:

Owner *

BusinessName
 FirstName Jim
 LastName Harold
 Address1 34 West Creek
 Address2
 City Wellington
 State Alaska ▼

For foreign states, select Country first.

Animal Identification

Back Tag:
 Canadian Metal Tag:
 Ear Tattoo:
 MX Tag:
 Other:
 Owner EarTag:
 RFID:
 Registration #:
 Spayed Tag:
 TB Tag:
 USDA Bangle Tag:
 USDA Metal Tag:
 USDA Vaccination Tag:

Location (below) is the permanent physical location of the animal(s).

Location *

BusinessName
 FirstName Jim
 LastName Harold
 Address1 34 West Creek
 Address2
 City Wellington
 State Alaska ▼

For foreign states, select Country first.

Copy
->

Create and Return

Cancel

If you select Multiple (Enter ids)

I want to...
These actions will apply to the list of animals below.

Define new animal

☐ Individual
☐ Group
☒ Multiple (Enter Ids)
☐ Multiple (CSV, CR-LF)
☐ Multiple (Sequential Ids)

ID Type: * Choose Type

Manual Input: *

Apply

1. Select your ID Type
2. In put your id values either by directly typing into the input box or cutting and pasting from a document into the box.
3. Select Apply

Note the number of animals created depends on the number of IDs entered.

If you select Multiple (Enter ids)

Provide information for the animal having the first ID then click **Save** to create all of the animals using the same information.

1. Enter data into the same animal details screen.

*Note animal information for the first animal will be applied to the rest of the animals.

The screenshot displays a web application interface for animal management, divided into four main sections: Animal Information, Animal Identification, Owner, and Location. The Animal Information section includes dropdowns for Animal Classification (Livestock), Animal Breed (Select Breed), and Animal Gender (Select Gender), along with a text field for Number of Animals and a Remarks text area. The Animal Identification section contains a vertical list of input fields for various tags: Back Tag, Canadian Metal Tag, Ear Tattoo, MX Tag, Other, Owner Eartag, RFID, Registration #, Spayed Tag, TB Tag, USDA Bangle Tag, USDA Metal Tag, and USDA Vaccination Tag. The Owner section includes input fields for BusinessName, FirstName (Jim), LastName (Harold), Address1 (34 West Creek), Address2, City (Wellington), and a state dropdown menu (Alaska). The Location section is identical to the Owner section. A 'Copy ->' button is positioned between the Owner and Location sections. At the bottom, there are two buttons: 'Create and Return' and 'Cancel'.

Animal Information

Animal Classification * Livestock
Animal Breed * Select Breed
Number of Animals *
Animal Gender * Select Gender
Remarks:

Animal Identification

Back Tag:
Canadian Metal Tag:
Ear Tattoo:
MX Tag:
Other:
Owner Eartag:
RFID:
Registration #:
Spayed Tag:
TB Tag:
USDA Bangle Tag:
USDA Metal Tag:
USDA Vaccination Tag:

Location (below) is the permanent physical location of the animal(s).

Owner *

BusinessName:
FirstName: Jim
LastName: Harold
Address1: 34 West Creek
Address2:
City: Wellington
Alaska

Location *

BusinessName:
FirstName: Jim
LastName: Harold
Address1: 34 West Creek
Address2:
City: Wellington
Alaska

Copy ->

Create and Return Cancel

Multiple (CSV, CR-LF)

I want to...
These actions will apply to the list of animals below.



☐ Individual
☐ Group
☒ Multiple (Enter Ids)
☒ Multiple (CSV, CR-LF)
☐ Multiple (Sequential Ids)

ID Type: * 

File (CSV, CR-LF): *

1. Select your ID Type

2. Upload your id values by browsing for your file

3. Select Apply

* Note the number of animals created depends on the number of IDs entered.

Multiple (CSV, CR-LF)

Provide information for the animal having the first ID then click **Save** to create all of the animals using the same information.

1. Enter data into the same animal details screen.

*Note animal information for the first animal will be applied to the rest of the animals.

The screenshot shows a web application interface for entering animal and owner information. It consists of two main panels: 'Animal Information' and 'Owner'. The 'Animal Information' panel includes dropdown menus for 'Animal Classification' (set to 'Livestock'), 'Animal Breed' (set to 'Select Breed'), and 'Animal Gender' (set to 'Select Gender'). It also has a 'Number of Animals' input field and a 'Remarks' text area. The 'Owner' panel includes input fields for 'BusinessName', 'FirstName' (set to 'Jim'), 'LastName' (set to 'Harold'), 'Address1' (set to '34 West Creek'), 'Address2', and 'City' (set to 'Wellington'). A 'State' dropdown menu is also present. To the right of the 'Animal Information' panel is an 'Animal Identification' section with multiple input fields for various tags: 'Back Tag', 'Canadian Metal Tag', 'Ear Tattoo', 'MX Tag', 'Other', 'Owner EarTag', 'RFID', 'Registration #', 'Spayed Tag', 'TB Tag', 'USDA Bangle Tag', 'USDA Metal Tag', and 'USDA Vaccination Tag'. Below the 'Animal Information' panel is a duplicate of the 'Owner' panel, with a 'Copy ->' button between them. At the bottom of the screen are two buttons: 'Create and Return' and 'Cancel'.

Animal Information

Animal Classification * Livestock
Animal Breed * Select Breed
Number of Animals *
Animal Gender * Select Gender
Remarks:

Owner *

BusinessName
FirstName Jim
LastName Harold
Address1 34 West Creek
Address2
City Wellington
State

Animal Identification

Back Tag
Canadian Metal Tag
Ear Tattoo
MX Tag
Other
Owner EarTag
RFID
Registration #
Spayed Tag
TB Tag
USDA Bangle Tag
USDA Metal Tag
USDA Vaccination Tag

Location (below) is the permanent physical location of the animal(s).

Location *

BusinessName
FirstName Jim
LastName Harold
Address1 34 West Creek
Address2
City Wellington
State

Copy ->

Create and Return Cancel

Adding Animals from Business Profile

Find Animals

Identifier:

Identifier Type: Choose Identifier Type

Species: Equine

Practice Book(s)

Benny Swanson
Sally's Large Animal Clinic
Sugar

Personal Book ☐

Search

Reset

Owner Information

Business Name

First Name

Last Name

County

State Select a State

Include Inactive ☐

9 Animals found, displaying all Animals.

☐ Select All

Select	Book	IDs	Count	Owner	Species	Breed	Gender
☐	Personal	Breed Registration: 45345345	1	Cavel International Inc, Cavell International Inc Cavell International Inc	Equine	Albanian	Castrated Male
☐	Personal		1	State-Federal Diagnostic Laboratory	Equine	Abyssinian	Castrated Male
☐	Personal		1	Beltex Corporation, Beltex Corporation	Equine	Holsteiner	Castrated Male
☐	Benny Swanson	Breed Registration: 65455	1	McGuinn, Lucy	Equine	Albanian	Castrated Male
☐	Personal	Tattoo: Flipper	1	McGuinn, Flea	Equine	Azteca	Female
☐	Sugar	Registered Name: Sunny Girl Call Name: Yellow Bird Pipper Breed Registration: GIDDY5500 RFID: 45554544545 Tattoo: Lip 6600	1	Snort, Jamie Jamie's Large Animals	Equine	Albanian	Female
☐	Benny Swanson		1	McGuinniv, Flea	Equine	Albanian	Female
☐	Personal		1	Cavel International Inc, Cavell International Inc Cavell International Inc	Equine	Albanian	Castrated Male
☐	Personal		1	Afids, Johns Barn	Equine	American Buckskin	Male

9 Animals found, displaying all Animals.

Continue

Cancel

1. If you select adding animals from your business profile you select the animal (s) that was entered previously.

☐ Select All

Select	Book	IDs	Count	Owner	Species	Breed	Gender
☐	Personal	Breed Registration: 45345345	1	Cavel International Inc, Cavel International Inc <i>Cavel International Inc</i>	Equine	Albanian	Castrated Male
☐	Personal		1	<i>State-Federal Diagnostic Laboratory</i>	Equine	Abyssinian	Castrated Male
☐	Personal		1	Beltex Corporation, Beltex Corporation	Equine	Holsteiner	Castrated Male
☒	Benny Swanson	Breed Registration: 65455	1	McGuinn, Lucy	Equine	Albanian	Castrated Male
☐	Personal	Tattoo: Flipper	1	McGuinn, Flea	Equine	Azteca	Female
☐	Sugar	Registered Name: Sunny Girl Call Name: Yellow Bird Pimper Breed Registration: GIDDY5500 RFID: 45554544545 Tattoo: Lip 6600	1	Snort, Jamie <i>Jamie's Large Animals</i>	Equine	Albanian	Female
☐	Benny Swanson		1	McGuinn, Flea	Equine	Albanian	Female
☐	Personal		1	Cavel International Inc, Cavel International Inc <i>Cavel International Inc</i>	Equine	Albanian	Castrated Male
☐	Personal		1	Afids, Johns Barn	Equine	American Buckskin	Male

9 Animals found, displaying all Animals.

1. Select your animal by placing a check next to the animal you want to use.
2. Click Continue.
3. That animal will be added to the bottom of the previous screen.

I want to...
 These actions will apply to the list of animals below.

Set MAX ages on selected animal(s) MONTHS

8 Animals found, displaying all Animals.

☒ Select All

Select	Action	ID(s)	Name(s)	Count	Breed	Gender	Age (MIN to MAX)	Temp	Tests
☒	[Edit]	Canadian Metal Tag 657657		1	Dutch Friesian	Female	* 7 MONTHS v to 7 MONTHS v	0.0	None
☒	[Edit]	Canadian Metal Tag 8987		1	Dutch Friesian	Female	* 7 MONTHS v to 7 MONTHS v	0.0	None
☒	[Edit]	Canadian Metal Tag 87987		1	Dutch Friesian	Female	* 7 MONTHS v to 7 MONTHS v	0.0	None
☒	[Edit]	Canadian Metal Tag 565		1	Dutch Friesian	Female	* 7 MONTHS v to 7 MONTHS v	0.0	None
☒	[Edit]	Canadian Metal Tag 87987		1	Dutch Friesian	Female	* 7 MONTHS v to 7 MONTHS v	0.0	None
☒	[Edit]	Canadian Metal Tag 76876		1	Dutch Friesian	Female	* 7 MONTHS v to 7 MONTHS v	0.0	None
☒	[Edit]	Canadian Metal Tag 76764		1	Dutch Friesian	Female	* 7 MONTHS v to 7 MONTHS v	0.0	None
☒	[Edit]	Canadian Metal Tag 7687		1	Dutch Friesian	Female	* 7 MONTHS v to 7 MONTHS v	0.0	None

8 Animals found, displaying all Animals.

1. Select all by placing a check in the select all field
2. Set the minimum age and the max age of the animals using the I want to middle section. Select Apply
3. Select Save
4. Then select Return to CVI

I want to...

[Add/Edit/Remove Animals] [Issue] [View/print the certificate] [View status history] [Delete]

1. You may issue the CVI if you are the accredited vet, this locks it from editing
2. You may view or print the PDF of the certificate
3. You can delete the CVI
4. View the status or history if you are part of a practice

Contact state of destination for current movement requirements		STATE OF ALASKA CERTIFICATE OF VETERINARY INSPECTION Livestock and Poultry Use Federal Forms for Foreign Shipments				Valid for 30 days following the date of inspection of the animal(s) identified on the document.				Number 10AK24283		Page # 1/1		
Consignor Flea McGuinn 12 Wayne, AK 99821 (907) 988-0912			Consignee Flea McGuinn 12 Wayne, AK 99821 (907) 988-0912			Carrier Robert Good null Transport Mode Land			Inspection Date 02/04/2011 Issue Date 02/04/2011 Shipment Date 02/04/2011 Entry Permit Number					
Origin Address (if different from above) Flea McGuinn 12 Wayne, AK 99821			Destination (Address or Description) Flea McGuinn 12 Wayne, AK 99821 (907) 988-0912											
SPECIES / CLASS Equine / Horse		NUMBER OF ANIMALS 1	PURPOSE OF SHIPMENT Intrastate Medical Treatment		STATE/AREA STATUS				HERD/FLOCK STATUS					
INDIVIDUAL ANIMAL IDENTIFICATION				TEST(S)						VACCINATION(S)				
FEDERAL EARTAG #, REGISTRATION TATTOO, OR OTHER PERMANENT IDENTIFICATION	L I N E #	REGISTRY NAME AND NUMBER OR DESCRIPTION AND REGISTERED OWNERSHIP BRAND (All animals presented for test must be listed. Line out animals not shipped.)	B R E E D	A G E	S E X	T E M P	Laboratory Key A - Importers Inc		Disease Key EIA - Equine Infectious Anemia		C O D E	I N J E C T I O N		
							Disease	Accession	Serial #	Date Sampled			Lab	Results
Breed Registration: 45345345	1		Albanian	8 M	CM		EIA	8	65854	06/17/2009	A	N		
	2													
	3													
	4													
	5													
VETERINARY CERTIFICATION - I certify, as an accredited veterinarian the the above described animals have been inspected by me and that they are not showing signs of the infectious, contagious and/or communicable disease (except where noted). The vaccinations and results of tests are indicated on the certificate. To the best of my knowledge, the animals listed on this certificate meet the state of destination and federal interstate requirements. No further warranty is made or implied.				STATE OF DESTINATION REQUIREMENTS:				STATE CERTIFICATION/REMARKS						
Signature				OWNER/AGENT STATEMENT (Where applicable) "The animals in this shipment are those certified to and listed on this certificate."				OFFICIAL COPY DSP E 02 73894						
Print Name														
Address														

Once you
Issue the
certificate the
watermark will
change to
"Official Copy"

- Thank you!
- For additional information Contact the
VSPS help desk:
877-944-8457 and select option 3