User Fees

Last Modified:

APHIS' Money Management Division (MMD), part of the Resources, People, and Services (RPS) Unit, helps develop and implement APHIS user fees. These fees ensure the agency recovers full cost for services rendered.

Plant Protection and Quarantine User Fees

Agriculture Quarantine and Inspection (AQI) Fees

Under 7 CFR 354.3, AQI user fees are charged for services in connection with arrivals at air, sea, and land ports of entry.

Export Certification of Plants and Plant Products User Fees

View fees charged for export certification of plants and plant products.

Veterinary Services User Fees

Veterinary Services Import/Export User Fees

Learn about 9 CFR Part 130.1-130.7 fees for, but not limited to, quarantine, use of facility, permit processing, endorse export certificates, inspections, and other services.

Veterinary Diagnostic User Fees

View fees under 9 CFR 130.1-130.7 for tests performed at Ames, IA, and the Foreign Animal Disease Diagnostic Lab (FADDL) and for diagnostic reagents at Ames, IA.

Pet Travel Fees: Cost To Endorse Your Pet's Health Certificate

Learn more about fees to prepare your pet for travel, including laboratory tests and endorsing health certificate(s).

User Fee Notice Supporting Documents

Import/Export User Fees Supporting Document

Veterinary Diagnostic User Fees Supporting Document

More Information

Expand All

Method of Payment

Accepted Payment Methods:

- ACH, debit card, credit card, or PayPal payments via **www.pay.gov** (preferred for fastest posting)
- Bank ACH or FedWire (contact APHIS for required banking information)

How do I set up an account to charge user fees

To establish credit for user fee services, an APHIS Form 192 (208.57 KB) (Application for Account and Credit Services) must be completed and forwarded to the Accounts Receivable Team. It is recommended that accounts be set up only if your usage exceeds five services per year. The Accounts Receivable Team will perform a credit check and if a client's records are satisfactory, an account number will be assigned. An account will be denied if there is no US Federal Tax ID Number on the APHIS Form 192 or if the agreement block is altered or unsigned. APHIS Form 192 (208.57 KB) can be completed online, printed, and then mailed to the address on the bottom of the form or faxed to 612-336-3563.

Reimbursable Overtime (ROT) Services

What are reimbursable overtime services?

Reimbursable overtime services are import- and export-related services provided by Federal employees outside their regular duty hours. APHIS regulations for the importation and exportation of animals, plants, and related agricultural products include requirements for inspection, laboratory testing, certification, and quarantine. Employees of APHIS and the U.S. Department of Homeland Security's Customs and Border Protection (CBP) provide inspection, testing, certification, and quarantine services at laboratories and designated ports. With some exceptions, when these services must be provided outside the employee's regular duty hours, the Government charges an hourly overtime fee for the services. The fee “reimburses” the Federal Government for the cost of providing the overtime services. Reimbursable overtime fees are not charged for services other than import- or export-related services.

When do reimbursable overtime fees apply?

With certain limitations, reimbursable overtime fees apply to import and export services when:

- The services are subject to a flat rate user fee in accordance with 7 CFR 354.3 or 9 CFR 130, and
- The services are provided outside the normal duty hours of the employee providing the services.

Overtime services must be requested in advance. Both the flat rate fee and the reimbursable overtime fee must be paid.

Limitations on Charges

- Airlines will not be charged reimbursable overtime for inspection of aircraft if the aircraft is subject to the AQI user fee for arriving aircraft as prescribed by 7 CFR 354.3. (See 7 CFR 354.3(e)(5).)
- Airlines will not be charged reimbursable overtime for inspection of cargo from an aircraft if the aircraft is subject to the AQI user fee for arriving aircraft as prescribed by 7 CFR 354.3 and:
  - The cargo is inspected between 8:00 a.m. and 4:30 p.m., Monday through Friday; or
  - The cargo is inspected concurrently with the aircraft. (See 7 CFR 354.3(e)(5).)
- Airlines will not be charged reimbursable overtime for passenger inspection services required for any aircraft on which a passenger has paid the airline passenger AQI user fee for that flight. (See 7 CFR 354.3(f)(8).)

Additionally, as provided by transportation law (49 U.S.C. 80503):

- The total user fee charged to private aircraft or vessels arriving in or leaving the United States will be no more than $25 for all inspection services provided by the U.S. Department of Agriculture, the Customs Service, Immigration and Naturalization Service, and the Public Health Service on a Sunday or holiday, or at any time between 5:00 p.m. and 8:00 a.m. on a weekday (See 7 CFR 354.1 (a)(1)(i).)
- In a customer service effort to expand port availability, certain ports may establish regular hours of service on Sundays or holidays. If this is the case, owners and operators of aircraft who receive inspection services during those

regular hours of service on a Sunday or holiday will not be charged reimbursable overtime fees. Setting regular hours on Sundays or holidays is handled on a port-by-port basis and is at the discretion of port management.

Reimbursable overtime fees do not apply to import and export services for which APHIS charges an hourly rate (such as for inspection of live animals at airports, ocean ports, and rail ports or for supervising the opening of in-bond shipments—see 9 CFR 130.30(a)).

When services for which an hourly rate is charged are provided outside the normal duty hours of the employee providing the services, premium hourly rates apply instead of the normal hourly rate. Premium hourly rates are listed in 9 CFR 130.30 (b).

What authority does APHIS have to collect user fees for reimbursable overtime services?

These user fees are authorized by section 433 of the Plant Protection Act (PPA) (7 U.S.C. 7753) and section 10412 of the Animal Health Protection Act (AHPA) (7 U.S.C. 8311). Both Acts specifically authorize the Secretary of Agriculture to pay employees performing services relating to imports into and exports from the United States for all overtime, night, or holiday work performed by them, at pay rates established by the Secretary. They further authorize the Secretary to require people who receive the services to reimburse the Secretary for the costs of the services. Additionally, they provide that funds collected be credited to the account that incurs the costs and remain available until expended without fiscal year limitation. APHIS has been delegated authority for carrying out these provisions.

Do you have a question about user fees or need help with an APHIS account?

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