



Ship the paperwork to your Endorsement Office. Please read [important information about the pre-paid express return shipping label](#). Remember to include the [checklist](#).  
USDA, APHIS, VS, Veterinary Export Trade Services  
500 New Karner Road, 2nd Floor  
Albany, NY 12205  
[VSPSNY@usda.gov](mailto:VSPSNY@usda.gov)  
518-218-7540

## Shipping the health certificate to USDA for Endorsement

If your accredited veterinarian provides the signed health certificate to you to send to the [USDA Endorsement Office](#), we strongly recommend sending the paperwork via overnight express service, such as FedEx or UPS, to minimize delays.

### Please include the following in your package:

- A self-addressed pre-paid express return shipping label (*see instructions below for preparing the shipping label*). We will use the label to return your endorsed health certificate to you.
- Be sure you include all original documents required by your destination country:
  - International Health Certificate
  - Vaccination certificates
  - Test results for laboratory tests
  -
- The [Pet Owners Checklist for Shipping Health Certificate\(s\) to a USDA Endorsement Office](#) so that we can contact you or your accredited veterinarian if we find a problem with your pet's health certificate. If you provide a phone number, make sure you're able to receive voicemails.
- The [Credit Card Information Sheet](#), if you are paying the endorsement fee by credit card.

## Preparing the Return Shipping Label

### Important Information about the pre-paid express return shipping label.

- Put **YOUR name and address in both the TO and FROM** section of the return label. The USDA address **should not appear anywhere** on your return label.
  - If you need to include an envelope size and weight on the label, use 12.5 x 9.5 inches and 1 pound in weight.
  - Your USDA Endorsement has shipping envelopes to return your paperwork.
- The return label **must be pre-paid**. We do not accept shipping labels with credit card numbers.
- Use a shipping service that provides a **tracking number**. It is your responsibility to keep a record of the tracking information.

- **UPS Ground, FedEx Ground, or FedEx Home service do not pick up from our offices.** Choosing this type of shipping service label may delay your package's return to you by one business day.
- **If you do not include a return label in your package,** and we are unable to reach you to arrange for another method of return delivery, we will send your package to you via United States Postal Service First Class Mail.