

**SENDING  
INSPECTION  
REPORTS TO  
REGIONAL OFFICE**

All inspection reports must be sent to the Regional Office at the end of each work week.

You must attach all appropriate forms, sheets, and memos to the inspection report.

Examples of information that should be attached to the inspection report, when applicable, include, but are not limited to:

- Animal Inventory sheet
  - certified mail receipt
  - change of address information
  - site add/delete sheet
  - recommendation for enforcement action
  - photos, if available
  - Application for License-New License (APHIS Form 7003-A)
  - check for application fee
  - check for initial licensee fee
- NOTE: Checks should be attached to the front of the inspection report.

NOTE: If you conduct an inspection on a licensee **not** from your territory, send the inspector copy and the Regional Office copy of the inspection report to your Regional Office.