

OBTAINING A NEW REGISTRATION	All facilities engaging in research activities covered by the AWA must have a valid registration. [2.30]
Criteria	<p>The research facility must:</p> <ul style="list-style-type: none">• submit a properly completed APHIS Form 7011 (Application for Registration) (see 3.4.4)• have the Institutional Official or CEO sign APHIS Form 7011:<ul style="list-style-type: none">▶ certifying that the information provided is true and correct▶ acknowledging receipt of the regulations and agreeing to comply with the regulations and standards• complete and submit the Taxpayer Identification Number (TIN) sheet (see 3.4.5)• submit the completed Application and TIN sheet to the Animal Care Regional Office for the State in which the principal place of business/headquarters is located
Registering Unit	<p>The registering unit is the lowest independent legal entity which uses or intends to use live animals for research, tests, experiments, or teaching.</p> <p>College or University School or Department: The college or university is considered the research facility, rather than the school or department, UNLESS the school or department demonstrates to the AC Deputy Administrator that:</p> <ul style="list-style-type: none">• it is a separate legal entity, and• its operations and administration are independent of the college or university

Registrant	<p>Business Corporation The subsidiary of a business corporation is considered the research facility, rather than parent corporation, UNLESS:</p> <ul style="list-style-type: none">• the subsidiary is under direct control of the parent corporation, and• the AC Deputy Administrator determines that, based on this control, the parent corporation is the unit to be registered <p>Federal Research Facility A Federal Research Facility is exempt from registration by the USDA.</p> <p>Registrant must provide all of the following information on the Application for Registration:</p> <ul style="list-style-type: none">• name of the research facility• valid mailing address• a list of all locations where animals are housed, used or regulated activities occur• business information requested on APHIS Form 7011• name, title and address of each partner or principal officer <p>Note: It is strongly recommended that a contact person and phone number be submitted with the Application for Registration.</p>
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Issuance of a Registration

Registrations are issued to a specific research facility.

If a non-registered institution, organization or person acquires or purchases a registered research facility, the new owner must, before conducting any regulated activities:

- properly complete an Application for Registration
- file the Application with the appropriate AC Regional Director

If two or more registered research facilities merge, **and:**

- a completely new research facility is formed, the new research facility must:
 - ▶ inform the appropriate AC Regional Office
 - R in writing
 - R by certified mail
 - R within 10 days of the change
 - ▶ have the merged research facilities cancel their registrations
 - ▶ complete a new Application for Registration
- one registered research facility absorbs the other one(s), the research facility must:
 - ▶ inform the appropriate AC Regional Office
 - R in writing
 - R by certified mail
 - R within 10 days of the change
 - ▶ have the absorbed research facility(s) cancel its registration
 - ▶ submit a list of the absorbed research facility's sites or locations which are to be added to the existing registration
 - ▶ complete a new Application for Registration (APHIS Form 7011) ONLY if the Institutional Official, partners, or principal officers change