USDA-APHIS Animal Care has launched the new Public Search Tool, which provides stakeholders with on-demand access to accurate, searchable data regarding individuals and facilities regulated under the Animal Welfare Act (AWA).

This user guide will show you how to navigate the Public Search Tool, including how to access:

- A list of persons licensed or registered under the Animal Welfare Act (AWA)
- Inspection Reports
- Teachable Moments
- Research Facility Annual Reports
- Animal Welfare Enforcement Actions
HOW TO...

- ACCESS THE LIST OF ACTIVE LICENSEES AND REGISTRANTS
- ACCESS INSPECTION REPORTS
- ACCESS TEACHABLE MOMENTS
- ACCESS RESEARCH FACILITY ANNUAL REPORTS
HOW TO ACCESS THE LIST OF ACTIVE LICENSEES AND REGISTRANTS

To access the list of active licensees and registrants, from the Homepage, click on “List of persons licensed or registered under the Animal Welfare Act (AWA)” which is located in the “What are my search options” section.

Clicking this link will open the list of active licensees and registrants.

NOTE: We recommend using Chrome or Edge when accessing the Public Search Tool.
HOW TO ACCESS INSPECTION REPORTS

To begin searching for inspection reports on the Public Search Tool, click on the **Inspection Reports** tab located at the top of the page.
HOW TO ACCESS INSPECTION REPORTS

Then enter your search criteria. You can search using one or multiple criteria. For example, you could select “Breeder” for License/Registration Type and “Alabama” for State. The search results would list all breeders in Alabama.

If you search by certificate number, make sure to enter it in XX-X-XXXX format (e.g., 22-R-2222).

Once the search criteria has been entered, click “Search”. Your results will appear below the search criteria. See the next page to learn how to navigate the search results.

NOTE: If you are performing multiple searches, clicking the “Clear” button between every search will ensure that you receive accurate information.
HOW TO ACCESS INSPECTION REPORTS

There are three tabs located at the top of the search results table:

A. The View Licensees tab is the default tab, meaning that when the page loads, you will see this tab. Use this tab when you want to see search results related to licensees. If you searched for Registrants, this tab will not be relevant to you. Click on the View Registrants tab instead.

B. The View Registrants tab will display all search results associated with registrants.

C. The View Inspection Reports tab will show you inspection reports related to your search criteria for both registrants and licensees. From this tab, you can view and download the inspection reports.
HOW TO ACCESS INSPECTION REPORTS

To access the inspection report(s):

A. Click the View Inspection Reports tab in the search results table, or

B. Click on the View Licensees or View Registrants tab. Then click the “Query Inspection Reports” link to view a list of the inspection reports related to that registrant or licensee. This list will open the View Inspection Reports tab.

NOTE: The “Query Inspection Reports” link displays for each row, regardless of whether that certificate holder has any associated inspection reports. If there are no inspection reports associated with the licensee or registrant, you will see this message: “There are no records that match the search criteria.”
HOW TO ACCESS INSPECTION REPORTS

Clicking the **View Inspection Reports** tab will show you a list of inspection reports associated with your search criteria. This tab will include the following columns:

- **View Report**: Click the “View Inspection Report” link to download a PDF copy of the inspection report.
- **Licensee/Registrant Information**: Displays the licensee or registrant’s customer number and certificate number.
- **Inspection Date**: Shows the date the inspection was conducted (or the first day of the inspection, if it was a multi-day inspection).
- **Non-Compliant Items**: Details the number of direct, non-critical, and critical non-compliant items and the number of teachable moments associated with this inspection.
- **Site Name**: Displays the name of the site that was inspected.
- **Legal Name**: Shows legal name of the licensee or registrant.

**TIP**: If there are more than 100 results, use the arrow located at the top-right and bottom-right of the search results table to view the next page of results. On subsequent pages, the top and bottom will also display navigation buttons to move to the previous page and to go back to the first page of your search results.
HOW TO ACCESS INSPECTION REPORTS

To view an inspection report, click the “View Inspection Report” link to download a PDF copy of the inspection report.

Below is an example of routine inspection report. Note that the information displayed below is mock data used for the purpose of this user guide.
To begin searching for teachable moments, click on the Teachable Moments tab located at the top of the page.
HOW TO ACCESS TEACHABLE MOMENTS

Then enter your search criteria. You can search using one or multiple criteria. For example, you could select “Breeder” for License/Registration Type and “Alabama” for State. The search results would list all breeders in Alabama.

If you search by certificate number, make sure to enter it in XX-X-XXXX format (e.g., 22-R-2222).

Once the search criteria has been entered, click “Search”. Your results will appear below the search criteria. See the next page to learn how to navigate the search results.
HOW TO ACCESS TEACHABLE MOMENTS

There are three tabs located at the top of the search results table:

A. The **View Licensees** tab is the default tab, meaning that when the page loads, you will see this tab. Use this tab when you want to see search results related to licensees. If you searched for Registrants, this tab will not be relevant to you. Click on the **View Registrants** tab instead.

B. The **View Registrants** tab will display all search results associated with registrants.

C. The **View Teachable Moments** tab will show you teachable moments related to your search criteria for both registrants and licensees. From this tab, you can view and download the teachable moment files.
To access the teachable moment(s):

**A** Click the **View Teachable Moments** tab in the search results table, or

**B** Click on the **View Licensees** or **View Registrants** tab. Then click the “**Query Teachable Moments**” link to view a list of the teachable moments related to that registrant or licensee. This list will open the **View Teachable Moments** tab.

**NOTE:** The “**Query Teachable Moments**” link displays for each row, regardless of whether that certificate holder has any associated teachable moments. If there are no teachable moments associated with the licensee or registrant, you will see this message: “There are no records that match the search criteria.”
HOW TO ACCESS TEACHABLE MOMENTS

Clicking the **View Teachable Moments** tab will show you a list of teachable moments associated with your search criteria. This tab will include the following columns:

- **View Report**: Click the “View Teachable Moment” link to download a PDF copy of the teachable moment report.
- **Licensee/Registrant Information**: Displays the licensee or registrant’s customer number and certificate number.
- **Inspection Date**: Shows the date the inspection was conducted (or the first day of the inspection, if it was a multi-day inspection).
- **Site Name**: Displays the name of the site that was inspected.
- **Legal Name**: Shows legal name of the licensee or registrant.

**TIP**: If there are more than 100 results, use the arrow located at the top-right and bottom-right of the search results table to view the next page of results. On subsequent pages, the top and bottom will also display navigation buttons to move to the previous page and to go back to the first page of your search results.

![View Teachable Moments Tab](image)
To begin searching for annual reports on the Public Search Tool, click on the **Annual Reports** tab located at the top of the page.
Then enter your search criteria. You can search using one or multiple criteria. For example, you could select “2019” for Year and “Alabama” for State. The search results would list all research facility registrants in Alabama. The View Annual Reports tab would show all annual reports for Research Facilities in Alabama in Fiscal Year 2019.

If you search by certificate number, make sure to enter it in XX-X-XXXX format (e.g., 22-R-2222).

Once the search criteria has been entered, click “Search”. Your results will appear below the search criteria. See the next page to learn how to navigate the search results.
There are two tabs located at the top of the search results table:

**A** The **View Registrants** tab is the default tab, meaning that when the page loads, you will see this tab. Use this tab when you want to see a list of all Research Facility registrants, regardless of whether they have any annual reports.

**B** The **View Annual Reports** tab will show you annual reports related to your search criteria. From this tab, you can view and download the annual report files.
HOW TO ACCESS ANNUAL REPORTS

To access an annual report:

A. Click the View Annual Reports tab in the search results table, or

B. Click on the View Registrants tabs. Then click the “Query Annual Reports” link. This list will open the View Annual Reports tab.

NOTE: The “Query Annual Reports” link displays for each row, regardless of whether that certificate holder has any associated annual reports. If there are no annual reports associated with the registrant, you will see this message: “There are no records that match the search criteria.”
Clicking the **View Annual Reports** tab will show you a list of annual reports associated with your search criteria. This tab will include the following columns:

- **View Report**: Click the “View Report” link to download a PDF copy of the annual report.
- **Exception**: If the registrant submitted an exception with this annual report, click the “Download Exception” link to download a PDF copy of it. If no exception was submitted, this column will be blank.
- **Col-E Narrative**: If the registrant submitted a column E narrative explanation with this annual report, click the “Download Column E Narrative” link to download a PDF copy of it. If no explanation was submitted, this column will be blank.
- **Registrant Certificates**: Displays the customer number and certificate number of the registrant.
- **Year**: Shows the fiscal year associated with the annual report.
- **Animals Information**: Shows the count of animals – grouped by category – that were documented on the annual report.
HOW TO ACCESS ANNUAL REPORTS

You can also filter your search results from within the View Annual Reports search results table:

• If you only want to see annual reports that contain an exception, check the box for “Only Show Reports with Exception”. The list will filter automatically.

• If you only want to see annual reports that contain a column E narrative, check the box for “Only Show Reports with Column E Narrative”.

**TIP:** If there are more than 100 results, use the arrow located at the top-right and bottom-right of the search results table to view the next page of results. On subsequent pages, the top and bottom will also display navigation buttons to move to the previous page and to go back to the first page of your search results.