Animal and Plant Health Inspection Service (APHIS)
Animal Care (AC)

ANIMAL CARE PUBLIC SEARCH TOOL
USER’S GUIDE

Version 2.0
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INTRODUCTION

The AC Public Search Tool user’s guide provides step-by-step instruction on how to navigate through the search tool components. The search tool may be used by the public to query information pertaining to facilities, inspections, and annual reports. The following are major components of the inspection user’s guide:

- List of Active Licensees and Registrants (directly below)
- **Inspection Reports** (You may use control+click on this bullet to go directly to the Inspection Reports section.)
- Annual Reports (You may use control+click on this bullet to go directly to the Annual Reports section.)

LIST OF ACTIVE LICENSEES AND REGISTRANTS

From the Home page, click on “List of persons licensed or registered under the Animal Welfare Act (AWA).”
You will be directed to a list of active licensees and registrants.
INSPECTION REPORTS STEPS

From the Home page, click on the Inspection Reports tab from the menu bar or “Inspection reports” under “Search Options.”
The inspection reports search screen will appear.
Enter your search criteria. For information on all licensees and registrants, you may enter information in the “License/Registration Type” and/or “State” fields. Additional search options are available for certain business entities, such as the names and addresses, customer numbers, or certificate numbers of corporations with commercial addresses.

Example of a search based on License/Registration Type
Example of a search based on **Certificate Number**
(Note that you must use the xx-x-xxxx format.)
You may then click on either the **Search** or **View Licensees/Registrants** or **View Inspection Reports** button. The results of the search will display. If you click on **Search**, the **View Licensees/Registrants** information, a list of licensees and registrants, will be displayed by default. If you click on **View Inspection Reports**, a list of the inspection reports for all of the entities will appear. The screen below is an example of the **View Licensees/Registrants** information.
NOTE: The Inspection Reports Search block can be hidden and restored by clicking on the icon.
• From the View Licensees/Registrants screen, you may click on the View Inspection Reports button to get the inspection reports screen to appear. This screen will provide access to inspection reports for all the listed entities.

• Alternatively, you can click on an icon in the Query Reports column to view the inspection reports for a particular entity.
Example of an Inspection Reports screen

If you click on the icon, the inspection report will display.
Examples of inspection reports
NOTE: If you are performing multiple searches, you must click on the Clear button between every search to ensure that you receive accurate information.
ANNUAL REPORT STEPS

From the **Home** page, click on the **Annual Report** tab from the menu bar or “Research facility animal use annual reports” under “Search Options.”
The annual report search screen will appear.
Enter your search criteria. To access information from research facility annual reports, you may enter information in any field or fields.

Example of a search based on **Year**.
Example of a search based on **Certificate Number**:  
(Note that you must use the xx-x-xxxx format.)
You may then click on either the **Search** or **View Registrants** or **View Annual Reports** button. The results of the search will display. If you click on **Search**, the **View Registrants** information, a list of registrants, will be displayed by default. If you click on **View Annual Reports**, a list of the annual reports for all of the entities will appear. The screen below is an example of the **View Registrants** information.
NOTE: The Annual Reports Search block can be hidden and restored by clicking on the icon.
• From the View Registrants screen, you may click on the View Annual Reports button to get the annual report screen to appear. This screen will provide access to annual reports for all the listed entities.

• Alternatively, you may click on an icon in the Query Reports column to view the annual reports for a particular entity.
Example of an Annual Reports screen

If you click on the icon, the annual report will display.
Example of an annual report
NOTE: If you are performing multiple searches, you must click on the **Clear** button between every search to ensure that you receive accurate information.