

# Introductory Course for Commercial Dog Breeders

## Part 3: Maintaining Your License



# Learning Objectives

1. Describe annual renewal process
2. Describe how to notify APHIS AC of changes in ownership or location
3. Explain the compliance inspection process
4. Explain how inspection results are reported to licensees
5. Describe how to dispute inspection findings
6. Describe what records are publically available
7. Explain license suspension or revocation



# Renewing Your License

# Renewing Your License

- Valid one year from date issued
- Licensee's responsibility to renew
- Renewal application and fees must be received on or before expiration of current license
  - If miss deadline, will have to start licensing process over

# APHIS Form 7003

- Submit the following materials to the Regional Office serving your state:
  - APHIS Form 7003
  - Application fee of \$10.00
  - License fee
  - Taxpayer Identification sheet

Public reporting burden for this collection of information is estimated to average 35 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Project, Washington, D.C. 20503 and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

FORM APPROVED OMB NO. 0579-0038

No license may be issued unless a completed application has been received (7 U.S.C. 2132-2143), and the applicant is in compliance with the standards and regulations in Section 2133.

U.S. DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE

DO NOT USE THIS SPACE - OFFICIAL USE ONLY

SEND THE COMPLETED FORM TO:  
USDA-APHIS-Animal Care  
2150 Centre Ave, Building B  
Mail Stop # 20111  
Fort Collins, CO 80526-8117

**APPLICATION FOR LICENSE**  
(TYPE OR PRINT)

NEW LICENSE

LICENSE NO.	RENEWAL DATE	FEES	
		AMOUNT	DATE RECEIVED

1. NAME(S) OF OWNER(S) AND MAILING ADDRESS

2. ALL BUSINESS NAMES, LOCATIONS, AND ALL SITES HOUSING ANIMALS (P.O. Box not acceptable)

COUNTY: \_\_\_\_\_ TELEPHONE ( ) \_\_\_\_\_

3. IF PREVIOUSLY LICENSED - NAME AND ADDRESS

4. NAME AND ADDRESS OF OTHER BUSINESS(ES) HANDLING ANIMALS IN WHICH APPLICANT/LICENSEE HAS AN INTEREST

PREVIOUS LICENSE NO.:

5. TYPE OF LICENSE  
 A - Dealer (Breeder)  B - Dealer  C - Exhibitor

6. DATE OF LAST BUSINESS YEAR

FROM				TO			
MO	DAY	YEAR	MO	DAY	YEAR		

7. NATURE OF BUSINESS (Check items that describe nature of your business)

A - Zoo  B - Aquariums  C - Auction  
 D - Breeder  E - Pets  F - Roadside Zoo  
 G - Circus  H - Animal Acts  I - Carnival  
 J - Drive thru Zoo  K - Pet Stores  L - Broker

8. TYPE OF ORGANIZATION  
 Partnership  Corporation  Individual  
 Other (Specify)

9. LIST OWNERS, PARTNERS, AND OFFICERS

NAME AND TITLE	ADDRESS

10. DEALER ONLY

TOTAL NO. OF ANIMALS PURCHASED IN THE LAST BUSINESS YEAR	SOGS	RABBITS
TOTAL NO. OF ANIMALS SOLD IN THE LAST BUSINESS YEAR	CATS	NONHUMAN PRIMATES
TOTAL GROSS AMOUNT DERIVED FROM THE SALE OF ANIMALS	GUINEA PIGS	MARINE MAMMALS
DOLLAR AMOUNT ON WHICH FEE IS BASED (Debitors 5.0 and 5.7)	HAMSTERS	WILD OR EXOTIC MAMMALS
	OTHER (a., farm animals) (See Species and No.)	

11. EXHIBITOR ONLY (No. of animals housed now or held during the last business year, whichever is greater)



12. SIGNATURE

13. NAME AND TITLE (Type or Print)

14. DATE

APHIS FORM 7003-A (JAN 95) (Previous editions are obsolete.) PART 1 - SECTOR OFFICE



# Changes in Ownership or Business Location

# Changes in Ownership or Business Location

- License only applies to person(s) and the location listed on application form
- Not transferrable
  - Can't transfer on sale of property
  - New location must be inspected before conducting business

# Notice

- Send notification of change to the Regional Director at the Regional Office
- Send notice within 10 days of change
- Certified mail

# Example

Bob and Suzanne hold a Class A license for a facility where they breed Collies. On June 22, Bob and Suzanne get divorced. Bob is going to continue to operate the kennel.

What, if anything, must Bob do?

## Example (cont'd)

Bob must notify the Animal Care Regional Office by certified mail no later than July 2, that Suzanne will no longer be an owner of the facility.



# Inspections

# Compliance Inspections

## Unannounced

- Any business day during regular business hours
- As often as necessary to enforce AWA, but typically once a year

## Risk Based Inspection System (RBIS)

- Used to determine how often to inspect
- Based on facility's compliance record, Inspector's professional judgment and discretion and other factors

# Attempted Inspections

- Licensee or designee not available
- Inspector will attempt to locate licensee for inspection
- Reported as an Attempted Inspection
- Repeated Attempted Inspections could result in enforcement

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE		CASE NO.
 <b>OFFICIAL WARNING</b> <b>VIOLATION OF FEDERAL REGULATIONS</b>		VIOLATOR
		<b>Name</b> <b>License number</b>
		ADDRESS ( <i>Street, City, State, Zip Code</i> )
		<b>Address</b>
<p>The Department of Agriculture has evidence that on or about <b>dates</b>, you or your organization committed the following violation of Federal Regulations:</p> <p><b>Section</b></p>		
<p>Titles 7 &amp; 9 Code of Federal Regulations were promulgated to help prevent the spread of animal and plant pests and diseases and assure the humane treatment of animals. Since violations of the regulations can have serious and costly impact detrimental to the public interest, you are warned of this violation. Any further violation of these regulations may result in the assessment of a civil penalty or criminal prosecution. If you have any questions concerning this warning or violation, please contact the listed APHIS Official.</p>		
APHIS OFFICIAL ( <i>Name and Title</i> )	DATE ISSUED	OFFICE ADDRESS:
<b>Robert M. Gibbens, Director</b>		2150 Centre Ave, Building B, MS3W11 Fort Collins, CO 80526
SIGNATURE		TELEPHONE NO. AC (970) 494-7478
FOR PERSONAL SERVICE - RECEIVED BY: ( <i>Name and signature</i> )		DATE RECEIVED:
FOR CERTIFIED MAIL - RECEIPT NO.		
APHIS FORM 7060 (JUN 91) Previous editions may be used		
<b>PART 1 - VIOLATOR</b>		

# Complaint Inspections

- Inspection may be conducted in response to complaint received by Animal Care



# Inspection Procedures

# Inspection Procedures

- Licensee (or designee) goes with Inspector
- Provide Inspector access to all areas of facility, including all animals
- Inspector explains deficiencies
- May take photos or video, copy records
- Provide Inspector place to work
- May complete report off-site



# Areas Inspected

## Facilities

- Housing
- Primary enclosures
- Ventilation
- Lighting
- Interior Surfaces
- Outdoor shelter



# Areas Inspected (cont'd)

## Animals

- Adequate veterinary care
- Compatibility
- Exercise



# Areas Inspected (cont'd)

## Husbandry

- Sanitation
- Pest Control
- Feeding & Watering
- Handling
- Transportation
- Recordkeeping





# Licensee's Opportunities

Exit Briefing is opportunity to:

- Discuss noncompliant items
- Ask about ways to correct deficiencies
- Discuss disagreements about report findings
- Learn about AWA requirements
- Ask questions

# Signing the Report

## Signature means:

- Seen the report
- Received a copy

## Signature does NOT mean:

- Agree with findings
- Can't dispute findings

If report not available at exit interview,  
signature through certified mail or email  
acknowledgment.

# Disagreements

If you disagree with the Inspector's findings, you may:

- Discuss your concerns with the Inspector
- Submit written appeal to the Regional Office within 21 days.

# Public Access Inspection Records

- Freedom of Information Act: public access to reports
- Facility inspection reports on the APHIS Animal Care website

<http://acisearch.aphis.usda.gov/LPASearch/faces/Warning.jspx;jsessionid=7f00000130d83fba0275cb844c56b8218e320c10fe90.e38Obx8Sb3yQby0LbN8SaxmQaNaQe0>

- Monthly press releases of enforcement actions on APHIS Animal Care website

# Inspection Reports

 **United States Department of Agriculture**  
**Animal and Plant Health Inspection Service**



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### A.C.I.S. SEARCH TOOL - Animal Care Information System Search Tool

[Basic Search](#) | [Advanced Search](#) | [FAQ](#) | [Visitor Statistics](#)

#### Search

Name, Customer Number, USDA Certificate Number, Licensee/Registrant Address

#### Results

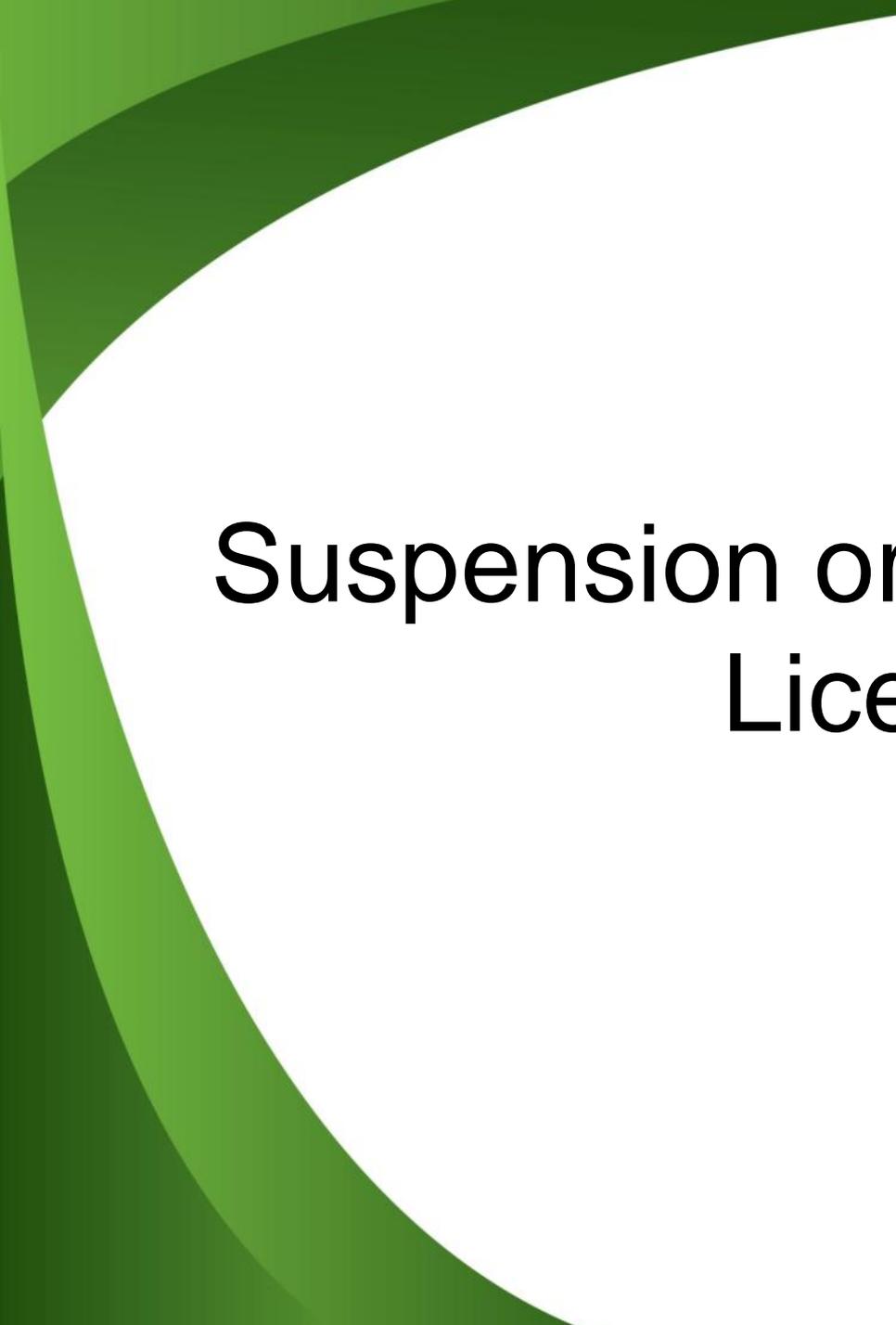
[Licensee/Registrant Information](#) | [Inspection Information](#) | [Research Annual Report Information](#)

#### Licensee/Registrant Information

 Customer Number

Licensee/Registrant Information	Address
No Licensee/Registrant Results.	

 [Click this icon to export this data into an excel spreadsheet format](#)



# Suspension or Revocation of License

# License Suspension or Revocation

- Administrator can order: if reason to believe violation of regulations or provision of the Animal Welfare Act.
- Temporary Suspension
  - 21 days
  - Oral or written notice
  - No business conducted during this time
  - Further action under Uniform Rules of Practice, Department of Agriculture
- No renewals during suspension
- Must apply to Regional Director for reinstatement
- Fines may be imposed

# Conclusion

You should now know:

1. Process for annual renewal of license
2. Notice on change of ownership or location
3. Compliance inspection process
4. How inspection results are reported
5. How to dispute inspection findings
6. What records are publicly available
7. What happens during a suspension or revocation



Questions?

# Acknowledgments

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