



United States Department of Agriculture

Animal and Plant
Health Inspection
Service

Animal Care

Fort Collins Office
2150 Centre Avenue
Building B, 3W11
Fort Collins, CO 80526

Phone: 970-494-7478

AnimalCare@usda.gov

RE: AWA LICENSE RENEWAL

Dear Licensee:

This is to remind you that your U.S. Department of Agriculture (USDA) license to conduct regulated activity under the Animal Welfare Act (AWA) license is due for renewal.

Please complete and submit the enclosed application, credit card authorization, and tax identification form. You may submit online or via mail to the address found in the left column of this letter. Please do not submit duplicate renewal applications.

The annual renewal fee is \$40. You may pay by cashier's check, certified check, personal check or money order made payable to the United States Department of Agriculture. We cannot accept cash payments. You may also pay with a Visa or MasterCard, by submitting the enclosed credit card authorization form. Once your application and payment has been processed we will mail you a copy of your license certificate.

Failure to submit your license renewal application in a timely manner will result in your license being canceled. If your license is canceled and you continue to conduct regulated activity you will be in violation of the AWA and subject to legal action.

Please note that you must have an approved, complete, and up-to-date program of veterinary care form on file at your place of business. You can obtain blank forms -- or any others you may need -- online, directly from our office by using the enclosed forms order form, or from your USDA inspector.

Contact this office at (970)494-7478 if you have any questions regarding this letter or the Animal Welfare Act.

Sincerely,

A handwritten signature in black ink that reads "Elizabeth Goldentyer".

Elizabeth Goldentyer, D. V. M.
Deputy Administrator
USDA, APHIS, Animal Care

This Packet is for: License Renewal Application



This packet includes information needed to submit your application.

Submission of the \$40.00 application fee is required prior to processing your application. Animal Care accepts credit cards, checks, and money orders as payment. Animal Care cannot accept cash payments.

We strongly recommend paying your licensing fee by credit card. You may submit a completed credit card authorization form today with your completed application. If you choose to pay by check or money order you must mail the payment to the Animal Care office, which could result in a delay processing your application. Your application will remain pending until payment is received.

After the application is signed and submitted, and Animal Care receives your payment, you can expect to hear from an Animal Care representative in approximately 15 business days.

If you have questions regarding the submission process, please contact Animal Care via email: AnimalCare@usda.gov

Required Forms:

- License Application: APHIS Form 7003A
- Federal Debt Collection Form: APHIS Form 7030

Optional Forms:

- Credit Card Authorization Form: APHIS Form 7031
- Animal Welfare Forms Order

Additional Information Enclosed For Your Reference Only:

- 3 Year AWA License Questions and Answers Tech Note (July 2020)

| | | | |
|---|---|------------------------|--|
| UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICES APPLICATION FOR LICENSE (TYPE OR PRINT) | OFFICIAL USDA USE ONLY | | OMB Approved 0579-0470, Exp 06/2023 |
| | SEND THE COMPLETED FORM TO: USDA APHIS ANIMAL CARE 2150 CENTRE AVE. BUILDING B, 3W11 FORT COLLINS, CO 80526 | | |
| | LICENSE/CUSTOMER NUMBER | EXPIRATION DATE | DATE RECEIVED |
| | | | |

No license shall be issued unless a completed application and appropriate fees are received, and the applicant is in compliance with the standards and regulations (7 U.S.C. §§ 2132-2143). A license may be denied or license terminated if the applicant has made false or fraudulent statements or provided false or fraudulent records to USDA (9 C.F.R §§ 2.11 and 2.12).

| | |
|--|--|
| 1. TYPE OF LICENSE: <input type="checkbox"/> CLASS A- BREEDER <input type="checkbox"/> CLASS B- DEALER <input type="checkbox"/> CLASS C- EXHIBITOR | 2. TYPE OF ORGANIZATION: <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER |
| 3. NAME, MAILING ADDRESS, AND COUNTY (SEE INSTRUCTIONS): COUNTY: | 4. ADDRESSES OF ALL LOCATIONS, FACILITIES, PREMISES, OR SITES <i>(P.O. BOX ADDRESSES ARE NOT ACCEPTABLE):</i> <input type="checkbox"/> Same as Block 1 COUNTY: <input type="checkbox"/> CHECK IF ADDITIONAL LOCATIONS ARE LISTED ON SEPARATE SHEET. <input type="checkbox"/> CHECK IF YOU WILL BE TRAVELING OVERNIGHT WITH ANIMALS. |
| 5. TELEPHONE NUMBER(S): | 6. EMAIL ADDRESS: |
| 7. PREVIOUS USDA LICENSE NUMBER (IF ANY): | 8. ACTIVE USDA LICENSE NUMBER IN WHICH YOU HAVE AN INTEREST: |

9. VIOLATIONS AND NOLO CONTENDRE (9 C.F.R § 2.1(a)(1)(vii))
 Disclose any pleas of nolo contendere (no contest) or finding of a violation of Federal, State, or local laws or regulations pertaining to animal cruelty or the transportation, ownership, neglect, or welfare of animals.

☐ NONE ☐ YES, EXPLAIN (ATTACH ADDITIONAL INFORMATION OR RECORDS.)

10. IF THE APPLICANT IS A CORPORATION, PARTNERSHIP, OR OTHER BUSINESS ENTITY, LIST THE ENTITY'S OFFICERS AND AGENTS.

☐ CHECK THIS BOX IF ADDITIONAL PERSONS ARE LISTED ON AN ADDITIONAL SHEET.

| NAME | TITLE |
|------|-------|
| | |
| | |
| | |
| | |
| | |

| 11. LIST THE ACTUAL OR ANTICIPATED TYPES AND MAXIMUM NUMBER OF ANIMALS OWNED, HELD, MAINTAINED, SOLD, EXHIBITED, OR LEASED AT ANY ONE TIME DURING THE PERIOD OF LICENSURE (9 CFR §2.1(a)(1)(i)): | | | | | |
|--|--------|--|--------|-----------------------|--------|
| ANIMAL TYPE | NUMBER | ANIMAL TYPE | NUMBER | ANIMAL TYPE | NUMBER |
| DOGS | | NONHUMAN PRIMATES (GROUPS 1-4) §3.80(B)(2)(i) | | RHINOCEROSSES | |
| CATS | | NONHUMAN PRIMATES (GROUP 5) §3.80(B)(2)(i) | | HIPPOPOTAMUSES | |
| GUINEA PIGS | | NONHUMAN PRIMATES (GROUP 6) §3.80(B)(2)(i) | | GIRAFFES | |
| HAMSTERS | | BEARS | | WILD/EXOTIC HOOFSTOCK | |
| RABBITS | | EXOTIC/WILD FELIDS AND HYBRIDS | | MARINE MAMMALS | |
| FARM ANIMALS (exclude horses) | | HYENAS, EXOTIC/WILD CANIDS AND HYBRIDS | | TOTAL ANIMALS | |
| OTHER ANIMALS (not listed elsewhere) | | ELEPHANTS | | | |

☐ CHECK THIS BOX IF ADDITIONAL PAGES ARE USED TO LIST ANIMALS.

CERTIFICATION

I hereby make application for a license under the Animal Welfare Act 7 U.S.C. 2131 et seq. I certify that the information provided herein is true and correct to the best of my knowledge. I hereby certify that I have reviewed the Act, regulations, and standards. To the best of my knowledge and belief, I am in compliance with and agree to continue to comply with all the regulations and standards in 9 CFR, Subpart A, Parts 1, 2, and 3. I certify that I am and all listed persons are 18 years of age or older.

| | | |
|-----------------------|----------------------------------|------------------|
| 12. SIGNATURE: | 13. PRINT NAME AND TITLE: | 14. DATE: |
|-----------------------|----------------------------------|------------------|

INSTRUCTIONS FOR LICENSE APPLICATION
(APHIS FORM 7003A & TAX IDENTIFICATION SHEET)

- **Please** read all instructions before completing the application and Tax ID sheet.
- **Contact** the USDA APHIS Animal Care office at 970-494-7478 for any questions.
- **Corrections** and/or clarifications will delay the processing of your application.
- **ALL BLOCKS MUST BE COMPLETED**; if one does not apply please put "N/A".
- **ONLY send** to the USDA APHIS Animal Care office:
 1. Application (APHIS FORM 7003A)
 2. Tax ID sheet (Green sheet)
- **Payments** can be made by check, money order, or credit card. Cash is not accepted.

Completing the APHIS Form 7003A License Application:

Block 1: Check the box that best describes your business activity.

- **Class A (breeder)** – Sells only animals bred and raised at your facility.
- **Class B (broker)** – Buys and sells animals or is an operator of an auction.
- **Class C (exhibitor)** – Exhibits animals to the public.

Block 2: Check the box that best describes your business.

- **Individual** – Owner name only listed in Block 3.
- **Partnership** – Either partner's name or business name listed in Block 3.
- **Corporation or Other** – Business name listed in Block 3.

Block 3: Complete this block with the applicant name mailing address, and county.

- **Applicant** means the name the license will be under.

If applying as an **Individual**, put the individual's name only.

If applying as a **Partnership**, please either list all partner's names or the business name.

If applying as **Corporation or Other**, list the business name only.

- **Mailing Address** refers to the address all correspondences will be mailed to.

Cannot be left blank, and can include only one address.

Include the county that the business address is in.

Block 4: List the addresses of all locations, facilities, premises, or sites where the animals, equipment, vehicles, and records are or will be located.

- P.O. Boxes cannot be listed in this Block.
- Include the county that the address is located.
- If necessary, use an additional sheet if more than one address.

Block 5: List the telephone number where the applicant can be reached.

Block 6: List the email address that is used to send and receive electronic correspondence to the applicant/licensee.

- Block 7:** Complete this block if you had a previous license number.
- Block 8:** Complete this block if you have a business interest in another active USDA license.
- Block 9:** Disclose if you have any animal violations or have pled no contest to animal incidents. If yes, describe the incident(s) and attach additional information or records, if necessary.
- Block 10:** Complete this block with all officers authorized to conduct business for the license.
- If applying as an **Individual**, this block does not need to be completed.
 - If applying as a **Partnership**,
Under owners' names this block does not need to be completed.
Under the business name list all names authorized to conduct business for this license.
Owner cannot be used as a title.
 - Indicate the person who should be listed as the attention person for receiving mail.
If applying as a **Corporation** or **Other**;
List all names authorized to conduct business for this license.
Owner cannot be used as a title.
Indicate the person who should be listed as the attention person for receiving mail.
- Block 11:** List the actual or anticipated number of animals for each types of animals in the businesses inventory.
- For animals listed under Group 5 Nonhuman primates include baboons and non-brachiating species larger than 33.0 lbs. (15 kg.).
 - For animals listed under Group 6 Nonhuman primates include great apes over 55.0 lbs. (25 kg.) and brachiating species.
- Block 12-14:** Complete these blocks with an authorized person's signature, name, title, and date the application is signed.

Privacy Act Notice

Authority: The Animal Welfare Act (AWA), 7 U.S.C. 2131 *et seq.*, and the regulations issued thereunder, 9 CFR parts 1 through 4; and the Horse Protection Act (HPA), 15 U.S.C. 1821 *et seq.*, and the regulations issued thereunder, 9 CFR parts 11 and 12.

Purpose: This system supports APHIS' administrative activities and enforcement of the AWA and HPA.

Routine Uses:

In addition to those disclosures generally permitted under 5 U.S.C. 552a (b) of the Privacy Act, records maintained in the system may be disclosed outside USDA as follows:

- (1) APHIS may disclose the name, city, State, license or registration type and/or status, or change of a license or registrant to any person pursuant to 9 CFR 2.38(c) and 2.127;
- (2) APHIS may disclose annual reports submitted to APHIS by licensees and research facilities to any person pursuant to 9 CFR 2.7 and 2.36;
- (3) APHIS may disclose inspection reports and other regulatory correspondence issued to licensees and registrants [from the agency] to any attending veterinarian in order to carry out duties under the AWA pursuant to 9 CFR 2.33 and 2.40;
- (4) APHIS may disclose the name, telephone number and other contact information, location, inspection reports, and regulatory and other correspondence of licensees, registrants, permittees, and applicants for the same, to appropriate Federal, foreign, State, local, Tribal, or other public authority agencies or officials, in order to carry out duties under the AWA or State, local, Tribal or other public authority on the same subject pursuant to 7 U.S.C. 2145(b);
- (5) APHIS may disclose inspection reports of licensees and registrants, and permit status, to any pet store or other entity that is required under State, local, Tribal, or other public authority to verify a licensee, registrant, or permittee's compliance with the AWA;
- (6) APHIS may disclose information to the National Academies of Sciences, Engineering, and Medicine, and any other research institution engaged or approved by the Department, to the extent APHIS deems the disclosure necessary to complete research and/or compile a report in furtherance of the Department's mission;
- (7) APHIS may disclose final adjudicatory AWA and HPA decisions or orders by an appropriate authority to any person;
- (8) APHIS may disclose to any person the name, city, and State or other information to the extent necessary for proper identification of persons (referred to as "Designated Qualified Persons" or "DQPs") that are or have been qualified to detect and diagnose a horse that is sore or otherwise inspect horses for purposes of enforcing the HPA and of horse industry organizations or associations (referred to as "HIOs") that have currently or have had in the past DQP programs certified by the USDA;
- (9) APHIS may disclose to any regulated horse owner, HIO, and other entities responsible for licensure or required to verify compliance with the HPA, HPA inspection findings and regulatory and other correspondence issued to persons or entities regulated under the HPA;
- (10) APHIS may disclose to any person the name, city, and State or other information to the extent necessary for proper identification of any person or entity who has been disqualified, suspended, and/or otherwise prohibited from showing or exhibiting any horse, or judging or managing any horse show, horse exhibition, horse sale, or horse auction under the HPA and the terms of such action;
- (11) APHIS may disclose to any person the name, city, and State or other information to the extent necessary for proper identification of any regulated individual or entity whose license or permit has been suspended, revoked, expired, terminated, or denied under the AWA and the terms of such action;
- (12) APHIS may disclose to appropriate law enforcement agencies, entities, and persons, whether Federal, foreign, State, local, or Tribal, or other public authority responsible for enforcing, investigating, or prosecuting an alleged violation or a violation of law or charged with enforcing, implementing, or complying with a statute, rule, regulation, or order issued pursuant thereto, when a record in this system on its face, or in conjunction with other records, indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or court order issued pursuant thereto, if the information disclosed is relevant to any enforcement, regulatory, investigative, or prosecutive responsibility of the receiving entity;
- (13) APHIS may disclose to the Department of Justice when the agency, or any component thereof, or any employee of the agency in his or her official capacity, or any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee, or the United States, in litigation, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice is deemed by the agency to be relevant and necessary to the litigation; provided, however, that in each case, the agency determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected;
- (14) APHIS may disclose information in this system of records to a court or adjudicative body in administrative, civil, or criminal proceedings when:
(a) The agency or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or (d) the United States Government, is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are to be for a purpose that is compatible with the purpose for which the agency collected the records;
- (15) APHIS may disclose information from this system of records to appropriate agencies, entities, and persons when: (a) USDA suspects or has confirmed that there has been a breach of the system of records; (b) USDA has determined that as a result of the suspected or confirmed breach there is a risk of harm to individuals, USDA (including its information systems, programs, and operations), the Federal Government, or national security; and (c) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with USDA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;
- (16) APHIS may disclose information from this system of records to another Federal agency or Federal entity, when the USDA determines that information from this system of records is reasonably necessary to assist the recipient agency or entity in (a) responding to a suspected or confirmed breach or (b) preventing, minimizing, or remedying the risk of harm to individuals, the recipient agency or entity (including its information systems, programs, and operations), the Federal Government, or national security, resulting from a suspected or confirmed breach;
- (17) APHIS may disclose information in this system of records to USDA contractors and other parties engaged to assist in administering the program, analyzing data, developing information management systems, processing Freedom of Information Act requests, and conducting audits. Such contractors and other parties will be bound by the nondisclosure provisions of the Privacy Act;
- (18) APHIS may disclose information in this system of records to USDA contractors, partner agency employees or contractors, or private industry employed to identify patterns, trends, or anomalies indicative of fraud, waste, or abuse;
- (19) APHIS may disclose information in this system of records to a Congressional office from the record of an individual in response to any inquiry from that Congressional office made at the written request of the individual to whom the record pertains;
- (20) APHIS may disclose information in this system of records to the National Archives and Records Administration or to the General Services Administration for records management activities conducted under 44 U.S.C. 2904 and 2906; and
- (21) APHIS may disclose information in this system of records to the Treasury Department as necessary to carry out any and all functions within their jurisdiction, including but not limited to, processing payments, fees, collections, penalties, and offsets.

Disclosure: Furnishing this information is voluntary; however, failure to furnish this information may impede your ability to comply with the requirements of the Animal Welfare Act, regulations, and standards.

Additional Locations, Facilities, Premises, or Sites

If you checked “Additional locations are listed on separate sheet” in box 4, then please use this template to provide the supplemental information.

P.O. Box addresses are not acceptable. Applications listing P.O. boxes will be returned.

Additional Site 1:

| | |
|----------------|--|
| Site Name | |
| Address Line 1 | |
| Address Line 2 | |
| Address Line 3 | |
| City | |
| State | |
| County | |
| Zip Code | |
| Phone | |

Additional Site 2:

| | |
|----------------|--|
| Site Name | |
| Address Line 1 | |
| Address Line 2 | |
| Address Line 3 | |
| City | |
| State | |
| County | |
| Zip Code | |
| Phone | |

Additional Site 3:

| | |
|----------------|--|
| Site Name | |
| Address Line 1 | |
| Address Line 2 | |
| Address Line 3 | |
| City | |
| State | |
| County | |
| Zip Code | |
| Phone | |

Additional Site 4:

| | |
|----------------|--|
| Site Name | |
| Address Line 1 | |
| Address Line 2 | |
| Address Line 3 | |
| City | |
| State | |
| County | |
| Zip Code | |
| Phone | |

Additional Site 5:

| | |
|----------------|--|
| Site Name | |
| Address Line 1 | |
| Address Line 2 | |
| Address Line 3 | |
| City | |
| State | |
| County | |
| Zip Code | |
| Phone | |

Additional Site 6:

| | |
|----------------|--|
| Site Name | |
| Address Line 1 | |
| Address Line 2 | |
| Address Line 3 | |
| City | |
| State | |
| County | |
| Zip Code | |
| Phone | |

Additional Site 7:

| | |
|----------------|--|
| Site Name | |
| Address Line 1 | |
| Address Line 2 | |
| Address Line 3 | |
| City | |
| State | |
| County | |
| Zip Code | |
| Phone | |

Additional Site 8:

| | |
|----------------|--|
| Site Name | |
| Address Line 1 | |
| Address Line 2 | |
| Address Line 3 | |
| City | |
| State | |
| County | |
| Zip Code | |
| Phone | |

Additional Site 9:

| | |
|----------------|--|
| Site Name | |
| Address Line 1 | |
| Address Line 2 | |
| Address Line 3 | |
| City | |
| State | |
| County | |
| Zip Code | |
| Phone | |

Additional Site 10:

| | |
|----------------|--|
| Site Name | |
| Address Line 1 | |
| Address Line 2 | |
| Address Line 3 | |
| City | |
| State | |
| County | |
| Zip Code | |
| Phone | |

☐

Check if additional locations are listed on separate sheet.

Additional Persons

If you checked “Additional persons are listed on an additional sheet” in box 10, then please use this template to provide the supplemental information.

Box 10. Separate Sheet for Listing Additional Persons

Additional Person 1:

| | |
|-------|--|
| Name | |
| Title | |

Additional Person 2:

| | |
|-------|--|
| Name | |
| Title | |

Additional Person 3:

| | |
|-------|--|
| Name | |
| Title | |

Additional Person 4:

| | |
|-------|--|
| Name | |
| Title | |

Additional Person 5:

| | |
|-------|--|
| Name | |
| Title | |

Additional Person 6:

| | |
|-------|--|
| Name | |
| Title | |

Additional Person 7:

| | |
|-------|--|
| Name | |
| Title | |

☐

Check if additional persons are listed on separate sheet.

| | | |
|---|--------------------------------------|---|
| <p>According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0036. The time required to complete this information collection is estimated to average .25 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.</p> | | <p>OMB Approved 0579-0036</p> |
| <p>United States Department of Agriculture Animal and Plant Health Inspection Service Animal Care</p> <p align="center">Federal Debt Collection Form</p> | | |
| <p>1: State</p> | <p>2: Customer Number:</p> | |
| | <p>3: Certificate Number:</p> | |
| <p>The Federal Debt Collection Act of 1996 requires APHIS to obtain your Federal Taxpayer Identification Number. This would be either your Federal Employer Identification Number (EIN) or your Social Security Number(s) (SSN). This number is for the purpose of collecting and reporting any delinquent amounts arising out of a relationship with the Federal Government. Your SSN or EIN is required to process your license/registration application.</p> | | |
| <p>New license/registration applications: You must submit your SSN or EIN using this form.</p> <p>Renewing license/registration applications:</p> <ul style="list-style-type: none"> You must resubmit your SSN or EIN number using this form. If the number submitted does not match your previously submitted EIN or SSN, your application for license/registration renewal will be returned with instructions and your renewal delayed. If your SSN, EIN, and/or type of organization changes, you may have to apply for a new license/registration. <p>If the license/registration certificate is issued to a corporation or partnership, all partners' names and SSN or EIN must be listed.</p> | | |
| <p>4: Business Name or Individual Name or Partner Name:</p> | | <p>5: Federal Taxpayer Identification Number</p> |
| Name: | | EIN or SSN: |
| Name: | | EIN or SSN: |
| Name: | | EIN or SSN: |
| Name: | | EIN or SSN: |
| Name: | | EIN or SSN: |
| Name: | | EIN or SSN: |
| Name: | | EIN or SSN: |
| Name: | | EIN or SSN: |

Instructions: Federal Debt Collection Form

- **Please** read all instructions before completing the Federal Debt Collection form.
- **Contact** your USDA APHIS Animal Care office before mailing your application.
- **Corrections** and/or clarifications will delay the processing of your application.
- **All** blocks must be completed; if one does not apply please put "N/A".
- **Mail** in all original documents. We cannot accept applications that are copied, e-mailed, or faxed.
- **Complete** the application in Blue or Black ink.
- **Mail** in with the application and appropriate fees.

Block 1: Insert the State of the business address of the licensee/registrant.

Block 2: Insert the customer number.

Block 3: Insert the certificate number.

Block 4 and 5: Insert the name of the individual, business, partnership, corporation, or other i.e.
John Smith; John Smith Kennels; JS Kennels; JS Kennels, Inc.

- (a) If an **Individual**; write the individual's Social Security Number.
- (b) If a **Partnership**; write either all partner's names and Social Security Numbers or the business name and Employee Identification Number.
- (c) A **Corporation** or **Other**; write the business name and Employee Identification Number.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0036. The time required to complete the information collection is estimated to average .25 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.

OMB APPROVED
0579-0036

SEND COMPLETED FORM
TO THIS ADDRESS:

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
ANIMAL CARE

CREDIT CARD PAYMENT AUTHORIZATION

RETURN COMPLETED FORM WITH YOUR LICENSE APPLICATION.
THIS FORM WHEN COMPLETED CONTAINS SENSITIVE PERSONAL INFORMATION. SEE REVERSE SIDE FOR PRIVACY ACT STATEMENT.

SECTION I - CARDHOLDER AND CUSTOMER INFORMATION

| | |
|---|---|
| 1A. USDA CERTIFICATE NUMBER: | 1C. USDA CUSTOMER NUMBER: |
| 2. CUSTOMER | 3. CARDHOLDER (if different from customer) |
| A. NAME (first, middle initial, last): | A. NAME (first, middle initial, last) |
| B. PERMANENT MAILING ADDRESS (no P.O. box): | B. PERMANENT MAILING ADDRESS (no P.O. box): |
| C. COUNTY: | C. COUNTY: |
| <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> NON-RESIDENTIAL | |
| D. TELEPHONE NUMBER (include area code): | D. TELEPHONE NUMBER (include area code): |
| E. EMAIL ADDRESS: | E. EMAIL ADDRESS: |

SECTION II - CREDIT CARD INFORMATION

| | | | |
|---|--------------------------------|----------------------------|--------------------------|
| 4. CREDIT CARD TYPE (select one): <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER | A. CREDIT CARD ACCOUNT NUMBER: | B. CARD VERIFICATION CODE: | C. CARD EXPIRATION DATE: |
|---|--------------------------------|----------------------------|--------------------------|

SECTION III - AUTHORIZATION

I authorize the United States Department of Agriculture Animal and Plant Health Inspection Service (USDA APHIS) to charge \$_____ to my account.

| | |
|---------------------------|-----------|
| 5A. CARDHOLDER SIGNATURE: | 5B. DATE: |
|---------------------------|-----------|

FOR USDA USE ONLY

| | | | |
|---|----------|--------|------------------------|
| 6. ACTION (select one): <input type="checkbox"/> ACCEPTED <input type="checkbox"/> NOT ACCEPTED | A. DATE: | B. BY: | C. AUTHORIZATION CODE: |
| 7. REASON IF NOT ACCEPTED: | | | |

ANIMAL WELFARE FORMS ORDER

This is an optional document. You may access all forms and publications free of charge on our website: [USDA APHIS | Publications, Forms and Guidance Documents](#). If you would like to request that Animal Care email or mail documents directly to you, please complete the information below.

Customer Information

Name: _____
Business Name: _____
USDA Certificate or Customer Number, if applicable: _____
Address: _____
City, State, Zip: _____
Area Code & Phone #: _____

Distribution Preference (select one): Email ☐ Mail ☐

Animal Care Forms:

| Form # | Name of Form | # Requested |
|--------|--|-------------|
| 7002 | Program of Vet Care- Other than Dogs and Cats | _____ |
| 7002A | Program of Vet Care- For Dogs and Cats | _____ |
| 7005 | Record of Dogs & Cats on Hand | _____ |
| 7006 | Record of Disposition of Dogs and Cats | _____ |
| 7006A | Continuation Sheet of Disposition of Dogs and Cats | _____ |
| 7019 | Record of Animals on Hand- Other than Dogs and Cats | _____ |
| 7020 | Record of Disposition of Animals- Other than Dogs and Cats | _____ |
| 7020A | Continuation Sheet of Record of Disposition of Animals | _____ |
| 7013 | Exercise Plan for Dogs | _____ |
| 7010 | Itinerary of Exhibition for Overnight Travel | _____ |
| - | Animal Welfare Act and Regulations (Blue Book) | _____ |
| - | Live Animal Stickers for Pet Transportation | _____ |

Animal Care Publications:

| Publication Name | # Requested |
|--|-------------|
| Animal Welfare Act Factsheet | _____ |
| 1979 Marine Mammal Final Rule | _____ |
| Animal Care Creates New Process for Appeal Animal Welfare Act Inspection Reports | _____ |
| Daily Observation of Regulated Animals | _____ |
| Upholding the Animal Welfare Act | _____ |
| Questions and Answers: Dog Activities Requiring a USDA License/Registration | _____ |
| Using Cage Cards to Identify Puppies and Kitties | _____ |
| Temperature and Humidity in Dog Kennels | _____ |
| Minimum Space Requirements for Dogs | _____ |
| Options for Identification of Dogs & Cats | _____ |
| Submission of Itineraries Factsheet | _____ |



Tech Note

Animal and Plant Health Inspection Service • Animal Care

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July 2020

Questions and Answers: Three-Year Animal Welfare Act (AWA) License

Q. When will I have to obtain the three-year license?

A. All current licensees will be randomly assigned the year in which their license will transition to the three-year license. In August 2020 licensees will be notified of the year in which their license will transition to a three-year license. They will keep the same license expiration month and day.

Beginning on November 9, 2020, all licensees will pay a \$40 one-year license renewal fee. Beginning on October 1, 2021, one-third of the renewing licensees will be notified via U.S. mail 120 days before the start of their renewal month that their license will become a three-year license. Beginning on October 1, 2022, another third of the remaining licensees will transition to the three-year license. Beginning on October 1, 2023, the remaining licensees will transition to the three-year license. The three-year license fee is \$120.

After November 9, 2020, any applicant that does not currently have an AWA license will be required to apply for a three-year license during the initial application process, regardless of calendar year.

No license will be issued until the applicant pays the license fee and demonstrates upon inspection that the animals, premises, facilities, vehicles, equipment, locations, and records are in compliance with all applicable requirements in the Act and the regulations and standards in this subchapter.

Q. How do I get an application to apply for a license?

A. You may download a license application package on-line or call the Animal Care office in Fort Collins, CO at (970) 494-7478: After November 9, 2020 the downloadable application form found online can be used for a 3- year new license and a 1-year renewal

of license. A cover sheet will be provided with your application fee.

https://www.aphis.usda.gov/aphis/ourfocus/animalwelfare/sa_regulated_businesses/sa_request_license_registration_application_kit

Q. Can I apply for a license on-line?

A. No, not at this time. Please send the application forms to the address provided in the kit instructions.

Q. Where do I send the application?

A. Once the application is filled out and ready to submit, send it to:

USDA-APHIS-Animal Care
2150 Centre Avenue Building B Mailstop
3W11
Fort Collins, CO 80526-8117
Email: animalcare@usda.gov
Phone: (970) 494-7478

Q. What is the deadline for submitting the license application for the three-year license?

A. The licensee must submit the application and pay the \$120 license fee 90 days before your license expiration date to ensure timely processing of the new license. The pre-license inspection(s) must be passed prior to their license expiration date.

Q. My license is expiring in less than 90 days and I have not yet received notice via U.S. mail. What do I do?

A. You may contact the Animal Care office in Fort Collins, CO at:

USDA-APHIS-Animal Care
2150 Centre Avenue Building B Mailstop
3W11
Fort Collins, CO 80526-8117
Email: animalcare@usda.gov
Phone: (970) 494-7478

The renewal application and instructions, including where to send the application, can be obtained online at: https://www.aphis.usda.gov/aphis/ourfocus/animalwelfare/sa_regulated_businesses/sa_request_license_registration_application_kit, or by contacting your local inspector or the Fort Collins office.

Q. Is the pre-licensing inspection announced or unannounced?

A. All pre-licensing inspections are announced. The date and time are agreed upon by the applicant and the inspector.

Q. How many chances do I get to pass the pre-licensing inspections?

A. The applicant has up to three pre-licensing inspections within 60 days to demonstrate compliance with the AWA. If the first inspection reveals that the applicant's animals, premises, facilities, vehicles, equipment, locations, or records do not meet the applicable requirements, USDA will advise the applicant of existing deficiencies and the corrective measures that must be completed to come into compliance with the regulations and standards. An applicant may request up to two more inspections by USDA to demonstrate his or her compliance with the Act and the regulations and standards.

Q. What if I don't pass the third pre-licensing inspection?

A. Any applicant who has not demonstrated compliance with the requirements by the third prelicensing inspection may appeal all or part of the inspection findings to the Deputy Administrator. To appeal, the applicant must send a written statement contesting the inspection finding(s) and include any documentation or other information in support of the appeal. To receive consideration, the appeal must be received by the Deputy Administrator within 7 days of the date the applicant received the third pre-licensing inspection report. Within 7 days of receiving a timely appeal, the Deputy Administrator will issue a written response to notify the applicant whether APHIS will issue a license or deny the application. If the Deputy Administrator denies the appeal there may be additional appeal opportunities.

Q. Where do I send the appeal?

A. All appeals can be sent to:
Dr. Elizabeth Goldentyer
APHIS Animal Care (AC)
U.S. Department of Agriculture
4700 River Road/6D-03F
Riverdale, MD 20787
Email: animalcareappeals@usda.gov

Q. If I don't pass my pre-licensing inspection, how long do I have to wait to reapply?

A. Six months from the date of the failed inspection or

six months from the expiration of the time to request an inspection.

Q. What happens if my application is denied?

A. An applicant whose initial license application has been denied may request a hearing in accordance with the applicable rules of practice for the purpose of showing why the application for license should not be denied. The denial of an initial license application shall remain in effect until the final decision has been rendered. Should the license denial be upheld, the applicant may again apply for a license one year from the date of the final order denying the application, unless the order provides otherwise.

Q. What happens if there are changes to the business?

A. Licenses are issued to specific persons, specific activities, types and numbers of animals, and approved sites. A new license must be obtained upon change of ownership, location, activities, or animals. A licensee shall notify Animal Care no fewer than 90 days and obtain a new license before any change in the name, address, substantial control or ownership of his business or operation, locations, activities, or number or type of animals.

Q. What happens if I obtain more or different animals?

A. The applicant shall include on the license application, among other information, the anticipated maximum number of animals to be on hand at any one time during the period of licensure and the anticipated type of animals to be owned, held, maintained, sold, or exhibited, including those animals leased, during the period of licensure. Licenses authorize increments of 50 animals on hand at any single point in time during the period of licensure. A licensee must obtain a new license before any change resulting in more than the authorized number of animals on hand at any single point in time during the period of licensure.

Licenses authorize the use of dogs, cats, guinea pigs, hamsters, rabbits, nonhuman primates, marine mammals, and other species. Licenses must specifically authorize the use of baboons and nonbrachiating species larger than 33 lbs.; great apes over 55 lbs. and brachiating species; exotic and wild felids (including but not limited to lions, tigers, leopards, cheetahs, jaguars, cougars, lynx, servals, bobcats, and caracals, and any hybrid cross thereof); hyenas and/or exotic and wild canids (including but not limited to wolves, coyotes,

foxes, and jackals); bears; and mega-herbivores (including but not limited to elephants, rhinoceroses, hippopotamuses, and giraffes). A licensee must obtain a new license before using any animal beyond those types or numbers of animals authorized under the existing license.

Q. How often will I be inspected after I receive my license?

A. The frequency of inspection is dependent on types of animals, past inspection history, and other risk factors. Facilities should expect at least one inspection a year.

Q. When can I expect unannounced inspections to occur?

A. USDA is authorized to conduct unannounced inspections during a reasonable number of hours between 7 a.m. and 7 p.m. each week of the year. USDA coordinates with licensees and registrants who do not maintain regular public business hours to establish optimal times for inspection.

Q. What does the three-year license cost?

A. All AWA applicants and licensees will pay a flat licensing fee of \$120 for the three-year license. There is no refund of the fee if the licensing process is abandoned or the license is denied.

Q. How do I pay the three-year license fee?

A. The applicant may pay the fee by certified check, cashier's check, personal check, money order, or credit card. An applicant whose check is returned by a bank will be charged a fee of \$20 for each returned check. If an applicant's check is returned, subsequent fees must be paid by certified check, cashier's check, money order or credit card.

Q. Can I change my one-year license to a 3- year license right away?

A. No, transition your license to the three-year license in the year in which you are assigned. This will allow USDA to complete the licensing process smoothly and on time.

Q. Is there a difference in the licensing inspection process for entities that currently hold a license vs a new applicant?

A. Yes, entities that are currently licensed are familiar with the regulations and standards. They have already passed a 'prelicense inspection', are conducting regulated activities, and are expected to be maintaining compliance. Entities that are not currently licensed are

not conducting regulated activities. For them the pre-license process is an opportunity to become familiar with the regulations and what is required to keep their facility in compliance and decide if they wish to be licensed to conduct regulated activities. Therefore, current licensees must pass a "Re-license" inspection while new applicants must pass a "Pre-license" inspection prior to issuance of their license.

Q. What is the difference between a "Relicense" inspection and a "Pre-license" inspection?

A. Both types require full compliance with the AWA to pass the announced inspection. During a "pre-license" inspection, noncompliances cited on the inspection report will not be labeled as critical, direct, or repeat, photos and videos will be taken during the 3rd pre-license inspection but will not be posted to the Public Search Tool. During the "re-license" inspection, the critical, direct, or repeat designation will be used when applicable, photos will be taken as needed and the reports will be posted to the Public Search Tool after a 21-day opportunity for appeal.

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July 2020

Questions and Answers: Access to Potable Water for Dogs and Cats

Q. What access do animals need to potable water?

A. Dogs must have continuous access to potable drinking water at all times unless restricted by the attending veterinarian. This includes evenings, weekends, and holidays. The regulation for watering cats has not changed. Cats must be offered potable water as necessary to ensure their health and wellbeing, but not less than twice daily for a minimum of 1 hour each time, unless restricted by the attending veterinarian or an IACUC approved protocol.

Q. Are there any circumstances that water can be restricted?

A. Yes, water restrictions may be approved by your Attending Veterinarian (AV) or an IACUC approved protocol.

Q. What is potable water?

A. The definition of potable water has not changed by the new regulation. Potable water is water that is safe to drink and will not cause illness or injury if consumed. The presence of debris, dirt, algae, animal waste, or other organic matter can be an indicator the water is contaminated. If the water cannot be reasonably assumed to be potable, the water should be replaced with potable water. Other indications of contaminated water include; cloudy or colored water, water giving off an odor, an oil film on top of the water, or if the animals seem reluctant to drink the water. Testing can be performed to determine the safety of the water.

Q. Are there specific ways to provide continuous water as required by the regulation?

A. No, there are no specific watering systems that are required. Any combination of personnel and equipment can be used if the system provides clean, potable water in clean vessels/containers to the dogs or cats. The water must be delivered on demand or at all times, with bowls refilled as needed for dogs. To prevent spilling and empty bowls that might result, licensees and registrants should consider equipment that prevents tipping of the bowls. Licensees and registrants that utilize an automatic water system, such as the use of a

lixit faucet waterer, should check the system regularly to assure that it is working properly and delivering water continually.

Q. If my dog just tipped over and spilled the water bowl and my inspector shows up to conduct an inspection will this be seen as non-compliant?

A. The regulations require that you provide dogs with continuous access to potable drinking water at all times. If during an inspection there are dogs that do not have access to water, this will be considered a noncompliance. There may be circumstances where the water bowl has just spilled, you should discuss options with your inspector.

Veterinary Care Requirements for Dogs

Q. When do I need an Attending Veterinarian?

A. The regulation has not change for Attending Veterinarians. All licensees and registered research facilities are required to have an Attending Veterinarian (§2.40; §2.33)

Q. When do I need a written Program of Veterinary Care?

A. A written Program of Veterinary Care is always needed, and a signed copy should be kept at the licensed or registered facility.

Q. What is required on the written Program of Veterinary Care?

A. For facilities with dogs, written formal arrangements must be made and signed by the Attending Veterinarian that includes the following; regularly scheduled annual visits, complete physical annual exams of each dog by the Attending Veterinarian, a schedule for vaccinations for contagious and/or deadly diseases of dogs (including rabies, parvovirus and distemper), a schedule for sampling and treatment of parasites and other pests (including fleas, worms, coccidia, giardia, and heartworm), and preventative care and treatment for healthy hair coats, nails, eyes, ears, skin, and teeth. Lastly, the written program of veterinary care must address the requirements for adequate veterinary care for every dealer and exhibitor in § 2.40 of this subchapter and every research facility in § 2.33 of this subchapter, and § 3.13 of this subchapter for dogs. A signed copy of the written program of veterinary care should be kept at the licensed or registered facility.

Q. Is a specific form for the written Program of Veterinary Care for Dogs needed?

A. No, however the APHIS Form 7002A, Program of Veterinary Care for Dogs, can be used but is not required. This form is available on-line at <https://www.aphis.usda.gov/library/forms/pdf/aphis7002a.pdf>. The form is a fillable .pdf file. It can also be printed or downloaded for your convenience. You can use this form or another method that meets the requirements.

Q. How often do dogs need to be examined by the attending veterinarian?

A. According to Section 3.13, dogs must have a complete physical examination not less than once every 12 months.

Q. Must the Attending Veterinarian conduct every head to tail exam on every dog?

A. No, the Attending Veterinarian can delegate authority to another veterinarian to complete this work.

Q. Does the Attending Veterinarian have to come out to my facility?

A. Yes, the Attending Veterinarian has to make regularly scheduled visits not less than every 12 months to all premises where animals are kept.

Q. What does my Program of Veterinary Care have to include if I have dogs and other animals?

A. You have to meet the new requirements for dogs in the Program of Veterinary Care and you still have to meet the requirements under §2.40 for licensees (§2.33 for registrants) for other species.

Q. Do I need to have medical records for dogs?

A. Yes, Medical records are now required for all dogs. Routine husbandry procedures, such as vaccinations, preventive medical procedures, or treatments, performed on all dogs in a group, may be kept on a single record. Copies of the medical records should be kept at the facility for review by the APHIS inspector.

Q. What should be included in the medical records?

A. Section 3.13(b) outlines the minimum information needed in the medical record.

Q. Is there a specific form or system I need to use for the medical records?

A. No, there is no specific form or format required to be used as long as the information requested in §3.13b is used. Records should be logical and legible. Copies of

the records should be kept at the facility for review by the APHIS inspector.

Q. Where should medical records be kept?

A. Copies of the medical records should be kept at the facility and be readily accessible for review by the APHIS inspector. Traveling exhibitors should keep copies of the records while in travel status or be able to provide them to the inspector.

Q. How long should medical records for dogs be kept?

A. Medical records for dogs shall be kept and maintained by the dealer or exhibitor for at least 1 year after the dog is euthanized or disposed of, and any period in excess of 1 year to comply with Federal, State, or local law. Medical records for dogs shall be kept and maintained by the research facility for the duration of the research activity, and for an additional 3 years after the dog is euthanized or disposed of, or any period in excess of 3 years to comply with Federal, State or local laws.

Q. What vaccinations are required for the dogs?

A. In §3.13(a)(3) the vaccinations specifically mentioned include rabies, parvovirus and distemper, unless otherwise required by a research protocol approved by the IACUC at research facilities. In accordance with the schedule provided by or any additional vaccines required by the Attending Veterinarian.

Q. Who is required to sign the Program of Veterinary Care for it to be compliant?

A. The Attending Veterinarian is required to sign the Program of Veterinary Care.

Q. What routine preventative care do I need to perform for dogs?

A. Routine preventative care includes maintaining a healthy and unmatted hair coat, properly trimmed nails, and clean and healthy eyes, ears, skin, and teeth. In addition, skin must be observed and cared for to address skin conditions and ectoparasites such as fleas and mites. Dogs should be routinely dewormed in accordance with a written Program of Veterinary Care. Heartworm prevention should also be administered as prescribed by the Attending Veterinarian.

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