



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 APPLICATION PACKET**

Dear Applicant:

Thank you for your interest in obtaining a license under the U.S. Department of Agriculture's (USDA) Animal Care program. Included in this packet we have enclosed the appropriate information and forms as well as the Animal Welfare Act and Regulations book. As you will see, the different classes for licensing are outlined in the AWA regulations (9CFR, Part 1, Section 1.1). If your operation meets the definition of a Class A, B or C license, please complete the enclosed application (APHIS Form 7003A) and the tax identification sheet (APHIS Form 7030) and return them to the address or email address above, along with a \$120.00 licensing fee. Your fee can be made by check, money order, or credit card (APHIS Form 7031). We cannot accept any cash payments.

The application process generally takes 60 days to complete. However, under certain circumstances your application may require further review. Some reasons for further review could include but not limited to the following:

- Prior revocation or suspension of a license or registration.
- Pleas of no lo contendere (no contest) or has found to be in violation of any Federal, State or local laws pertaining to animal cruelty, transportation, ownership, neglect or welfare of animals.
- Is currently or would be operating in violation or circumventing of any Federal, State, or local laws.
- Has made any false or fraudulent statements or provided any false or fraudulent records to our Department or other agencies.


Once a completed application is processed one of our field inspections will contact you to schedule a pre-licensing inspection of your facilities. In preparation for the pre-license inspection, you must have your veterinarian complete and sign the enclosed Program of Veterinarian Care (APHIS Forms 7002 or 7002A) and must be signed by you. Keep the completed form with your facility records which will be requested and

reviewed by your USDA inspector. Please do not send the PVC form to the office.

The licensing process must be completed within 60 days after your initial pre-license inspection. If after the initial inspection, your facility is not in compliance with the AWA regulations you will be allowed two additional inspections to demonstrate full compliance. If your facility still is not in compliance by the 3rd inspection your application will be denied, and you will have to wait 6 months prior to reapplying.

Once full compliance with the AWA regulations and standards has been shown; a three-year license will be issued. We hope this information is helpful and we look forward to hearing from you. Contact this office at 970-494-7478 should you have any questions about the application process or the AWA.

Sincerely,

A handwritten signature in black ink that reads "Elizabeth Goldentyer". The signature is written in a cursive, flowing style.

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

# This packet is for: License Application for Licenses with Dogs and Cats



This packet includes information needed to submit your application. Some forms are required, some forms are optional, and some forms are to be kept on-hand at your facility.

Submission of the \$120.00 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](mailto: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:

- Animal Welfare Act Factsheet (November 2012)
- Daily Observation Tech Note (December 2017)
- Compliance Inspections Factsheet (February 2012)
- 3 Year AWA License Questions And Answers Tech Note (July 2020)
- Regulation Of Dog/Cat Breeders And Dealers Factsheet (February 2014)
- Access To Potable Water For Dogs And Cats Tech Note (July 2020)
- Minimum Space Requirements For Dogs Information
- Options For Identification Of Dogs And Cats Information
- Submission Of Itineraries Tech Note (December 2012)

Additional Forms Enclosed For Your Reference or Future Use Only:

- APHIS Form 7002a: Program Of Veterinary Care For Dogs
- APHIS Form 7005: Record Of Acquisition Of Dogs And Cats On Hand
- APHIS Form 7006: Record Of Disposition Of Dogs And Cats
- APHIS Form 7010: Itinerary Of Exhibition With Overnight Travel
- APHIS Form 7013: Exercise Plan For Dogs

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

*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).*

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

**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		<b>TOTAL ANIMALS</b>	
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.

<b>12. SIGNATURE:</b>	<b>13. PRINT NAME AND TITLE:</b>	<b>14. DATE:</b>
-----------------------	----------------------------------	------------------

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 0579-0470. 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.

**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.

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.

**OMB Approved**  
0579-0036

United States Department of Agriculture  
Animal and Plant Health Inspection Service  
Animal Care  
**Federal Debt Collection Form**

**1: State**

**2: Customer Number:**

**3: Certificate Number:**

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.

New license/registration applications: You must submit your SSN or EIN using this form.

Renewing license/registration applications:

- 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.

If the license/registration certificate is issued to a corporation or partnership, all partners' names and SSN or EIN must be listed.

**4: Business Name or Individual Name or Partner Name:**

**5: Federal Taxpayer Identification Number**

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:
<b>2. CUSTOMER</b>	<b>3. CARDHOLDER (if different from customer)</b>
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 to request that Animal Care mail documents to you. You may also find them online or at the end of this packet. You may also submit this in another format.

<u># of Forms</u>	<u>or</u>	<u># of Pkgs</u>	<u>Form #</u>	<u>Title &amp; Description</u>
_____		N/A	7002	Program of Veterinary Care (PVC) one per licensee/with insert NOTE: 7002 only necessary if change vets and/or protocols or move.
_____		_____	7005	Record of Dogs & Cats on Hand – 100/pkg **also available on our website at <a href="http://www.aphis.usda.gov/animal_welfare/downloads/forms/aph7005.pdf">http://www.aphis.usda.gov/animal_welfare/downloads/forms/aph7005.pdf</a>
_____		_____	7006	Record of Disposition of Dogs/Cats – 100/pkg **also available on our website at <a href="http://www.aphis.usda.gov/animal_welfare/downloads/forms/aph7006.pdf">http://www.aphis.usda.gov/animal_welfare/downloads/forms/aph7006.pdf</a>
_____		_____	7006A	Continuation Sheet of Disposition of Dogs/Cats – 100 pkg **also available on our website at <a href="http://www.aphis.usda.gov/animal_welfare/downloads/forms/aph7006a.pdf">http://www.aphis.usda.gov/animal_welfare/downloads/forms/aph7006a.pdf</a>
_____		_____	7019	Record of Animals on Hand (other than dogs/cats) – 50/pkg
_____		_____	7020	Record of Disposition of Animals (other than dogs/cats) – 50/pkg **also available on our website at <a href="http://www.aphis.usda.gov/animal_welfare/downloads/forms/aph7020.pdf">http://www.aphis.usda.gov/animal_welfare/downloads/forms/aph7020.pdf</a>
_____		_____	7020A	Continuation Sheet of Record of Disposition of Animals (other than dogs/cats) – 50/pkg
_____				Live Animal sticker for pet transportation
_____				Animal Welfare Act Regulation (blue) Book
_____				Other: _____

\*\*These are 3-part forms. If you print from the website, two copies must be made after the forms are filled in.

---

Ordered By: License #: \_\_\_\_\_ or Customer #: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Area Code & Phone #: \_\_\_\_\_



## The Remaining Sheets are for Your Reference

Please note that the documentation on the following pages is *not* required to submit your application.

The documents listed below are included only for additional information:

- Animal Welfare Act Factsheet (November 2012)
- Daily Observation Tech Note (December 2017)
- Compliance Inspections Factsheet (February 2012)
- 3 Year AWA License Questions And Answers Tech Note (July 2020)
- Regulation Of Dog/Cat Breeders And Dealers Factsheet (February 2014)
- Access To Potable Water For Dogs And Cats Tech Note (July 2020)
- Minimum Space Requirements For Dogs Information
- Options For Identification Of Dogs And Cats Information
- Submission Of Itineraries Tech Note (December 2012)

The forms listed below should be kept on-hand at your facility. Each form contains detailed instructions that should be read carefully. You should plan to prepare all forms before your inspection.

To access these forms, you may print this packet, download fillable versions from our website, or complete the Animal Welfare Forms order in this packet to request these forms be mailed to you.

- APHIS Form 7002a: Program Of Veterinary Care For Dogs
- APHIS Form 7005: Record Of Acquisition Of Dogs And Cats On Hand
- APHIS Form 7006: Record Of Disposition Of Dogs And Cats
- APHIS Form 7010: Itinerary Of Exhibition With Overnight Travel
- APHIS Form 7013: Exercise Plan For Dogs



# Animal Care

[www.aphis.usda.gov/animal\\_welfare/](http://www.aphis.usda.gov/animal_welfare/)



Factsheet



United States  
Department of  
Agriculture

Animal and Plant  
Health Inspection  
Service

## The Animal Welfare Act

For nearly 50 years, the U.S. Department of Agriculture (USDA) has enforced the Animal Welfare Act (AWA) to protect certain animals from inhumane treatment and neglect. Congress passed the AWA in 1966 and strengthened the law through amendments in 1970, 1976, 1985, 1990, 2002, 2007, and 2008. The USDA's Animal and Plant Health Inspection Service (APHIS) administers the AWA, its standards, and its regulations.

### ■ The Law

The AWA requires that basic standards of care and treatment be provided for certain animals bred and sold for use as pets, used in biomedical research, transported commercially, or exhibited to the public. Individuals who operate facilities in these categories must provide their animals with adequate care and treatment in the areas of housing, handling, sanitation, nutrition, water, veterinary care, and protection from extreme weather and temperatures. Although Federal requirements establish basic standards, regulated businesses are encouraged to exceed these standards.

### ■ Exemptions

The AWA regulates the care and treatment of warmblooded animals, except those (such as farm animals) that are used for food, fiber, or other agricultural purposes. Currently, coldblooded animals, such as snakes and alligators, are exempt from coverage under the Act. Animal shelters and pounds are regulated if they sell dogs or cats to dealers or research facilities. Pets owned by private citizens are not regulated.

### ■ Pet Protection

To help prevent trade in lost or stolen animals, regulated businesses are required to keep accurate records of acquisition and disposition and a description of the animals that come into their possession. Animal dealers and exhibitors also must hold the animals that they acquire from a pound or shelter for a period of 5 to 10 days to verify their origin and allow pet owners an opportunity to locate a missing pet.

### ■ Animal Fighting

The AWA prohibits staged dogfights, bear or raccoon baiting, cockfighting, and similar animal fighting ventures.

### ■ Licensing and Registration

The AWA requires that all individuals or businesses dealing with animals covered under the law must be licensed or registered with APHIS.

### ■ Research Facilities

Regulated research facilities include hospitals, colleges and universities, diagnostic laboratories, and many private firms in the pharmaceutical and biotechnology industries. In addition to providing basic standards of veterinary care and animal husbandry, regulated research facilities must provide dogs with the opportunity for exercise and promote the psychological well-being of nonhuman primates used in laboratories. Researchers must use methods to avoid or minimize discomfort, distress, and pain to the regulated animals unless withholding such methods is scientifically justified. The AWA also forbids the unnecessary duplication of previous experiments using regulated animals.

Research facilities must establish an Institutional Animal Care and Use Committee to oversee the use of animals in experiments. This committee is responsible for ensuring that the facility remains in compliance with the AWA and for providing documentation of all areas of compliance to APHIS. The committee must be composed of at least three members, including one veterinarian and one person who is not affiliated with the facility in any way.

The AWA does not permit APHIS to interrupt the conduct of actual research or experimentation.

[continued, reverse side]



### ■ AWA Enforcement

APHIS ensures that all regulated commercial animal breeders, dealers, brokers, transportation companies, exhibitors, and research facilities are licensed or registered. APHIS also searches for unlicensed or unregistered facilities.

Before APHIS will issue a license, the applicant must be in compliance with all standards and regulations under the AWA. To ensure that all licensed and registered facilities continue to comply with the Act, APHIS inspectors regularly make unannounced inspections.

If an inspection reveals deficiencies in meeting the AWA standards and regulations, the inspector documents the deficiencies and instructs the facility to correct the problems within a given timeframe. If deficiencies remain uncorrected at subsequent inspections, APHIS considers legal action.

APHIS also reviews and investigates alleged violations. Some cases are resolved with Official Notices of Warning or agency stipulation letters, which set civil penalties for the infractions. Civil penalties include cease-and-desist orders, fines, and license suspensions or revocations. If APHIS officials determine that an alleged AWA violation warrants additional action, APHIS submits all evidence to USDA's Office of the General Counsel for further legal review.

### ■ Cooperation

In addition to conducting regular inspections, APHIS will perform inspections in response to public input about the conditions of regulated facilities. Concerned individuals are also encouraged to inform APHIS about facilities that should be licensed or registered.

Many State and local governments have passed additional animal welfare legislation. The public is encouraged to work with Federal, State, and local officials as well as local humane organizations to help eliminate inhumane treatment of animals.

### ■ Additional Information

For more information about the Animal Welfare Act, contact:

Animal Care, APHIS-USDA

4700 River Road, Unit 84

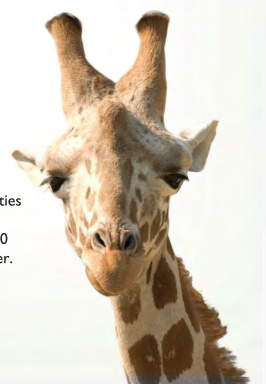
Riverdale, MD 20737-1234

Telephone: (301) 851-3751

Fax: (301) 734-4978

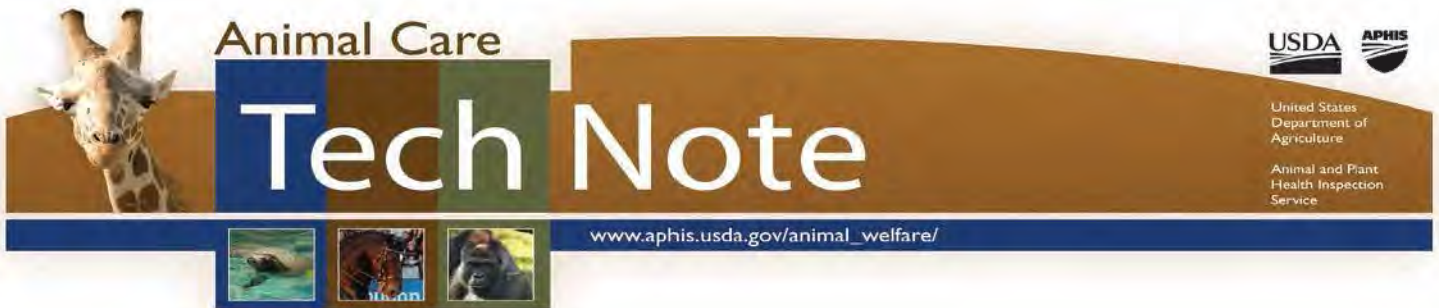
Email: [ace@usda.gov](mailto:ace@usda.gov)

Web page: [www.aphis.usda.gov/animal\\_welfare](http://www.aphis.usda.gov/animal_welfare)



November 2012

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.



December 2017

## Daily Observation

The Animal Welfare Act regulations (9 C.F.R. §§ 2.33(b)(3), 2.40(b)(3)) require dealers, exhibitors, and research facilities to observe all animals daily to assess their health and well-being. This may be accomplished by someone other than the attending veterinarian if a mechanism of direct and frequent communication is in place to convey timely and accurate information on problems of animal health, behavior, and well-being to the attending veterinarian.

Daily observation of all animals is part of good husbandry practices. It is extremely important that dealers, exhibitors, and research facilities meet this requirement to detect possible problems, including disease and abnormal behavior. Early detection and treatment improves animal outcomes and can save time and money. For example, an animal observed with a small laceration or wound on the day the injury occurred may only require cleaning and minimal medication and treatment, while the same laceration observed several days later may be infected and require more extensive and expensive treatment with a higher risk to the animal's health and well-being.

This Tech Note provides helpful tips on daily observation of animals to assess their health and well-being and spotlights practices licensees and registrants use to ensure effective daily observation of animals. These helpful tips and practices are not mandatory regulatory requirements.

**WHEN.** Generally, it is most effective to observe and assess an animal's health and well-being as a single and separate task, rather than combining it with other tasks or chores. If daily observations are combined with other tasks, the potential for missing something crucial increases, as the focus is on completing all of the tasks rather than observing the animal.

**HOW.** Observe each animal daily to assess its health and well-being. Carefully observe each animal from head to tail, including each part of its body and behavior, for abnormalities that may indicate a potential problem. Also, look at the feces, and discharge from the animal if there is any, for signs of abnormalities. Establish a consistent method for conducting your daily observations. We encourage facilities to consult with their attending veterinarian on how to perform daily observations of animals. Many facilities have found checklists and similar tools helpful for ensuring daily observations are consistent and effective in assessing animal health and well-being.

**WHAT.** Things to consider when conducting your observations (not limited to the following):

- Physical attributes:** How does the animal look? Are there any abnormalities? Consider handling the animal if safe and appropriate to do so. Not only will you be able to use touch as an observational tool, you will also promote social interactions and neurological well-being.





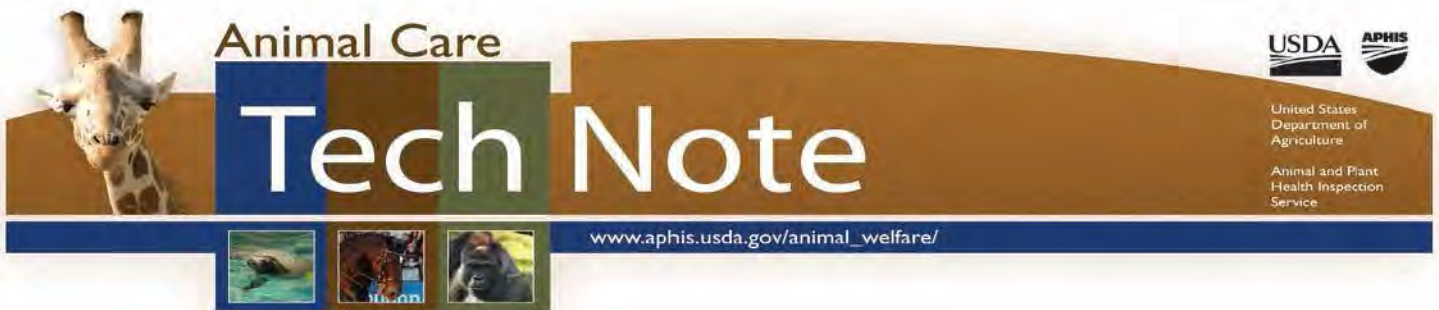
- **Body**
    - Is haircoat normal? Glossy or dull, hair loss?
    - Under or over weight? Can you see the ribs?
    - Itching? Scabbing? Lumps? Bumps? Parasites?
  - **Head**
    - Eyes – clear, discharge, winking or blinking excessively?
    - Ears/Nose – clean, discharge or buildup?
    - Mouth/Teeth/Gums - clean, buildup (tartar), bleeding or injuries?
  - **Limbs/Extremities**
    - Feet – Nails/Claws/Hooves proper length, wounds or abnormalities?
    - Joints – calluses, mobility, lameness?
- **Behavior:** Is the animal acting normal? Is the movement or gait normal? Is the animal lethargic or displaying behaviors consistent with sickness, stress, or boredom? Does the behavior change when you move closer or further from the animal? For example, does the animal act stoic and appear to be normal upon closer examination, but when walking away or from a distance the animal appears to have a limp or injury or displays different behavior.
- **Environment:** Is the animal's environment safe? Are environmental controls (temperature, humidity, shelter from elements) adequate for the species and the season?

Is the animal:

- Huddling or shivering due to cold?
  - Panting, or laying stretched out due to heat?
  - Food and water receptacles used or left alone?
    - Eating and drinking enough?
  - Elimination habit normal?
    - Loose or abnormal stools?
    - Vomit? Regurgitated food/water?
- **Animals under veterinary care:** Daily observation is required for all animals at the facility whether or not the animals are under veterinary care and/or treatment. However, when observing animals under veterinary care and/or treatment, it is important to observe how the treatment is progressing.

Consider the following:

- Is the treatment working? Is the animal's health improving, about the same, or worsening?
- When should you follow up with your attending veterinarian? If the animal's condition is worsening or you've completed treatment but the animal seems about the same, is it time to call the veterinarian with an update?



- What should you be documenting as part of your observation and treatment plan?

Discussing the questions above with your attending veterinarian will help you to provide for the animal's health and well-being. Regularly review, discuss, and update your Program of Veterinary Care with your attending veterinarian to account for new guidance or treatment protocols.

### Facility Spotlight – Daily Observation in Practice:

Below are examples of some of the procedures and practices that have been developed and adopted by regulated facilities to ensure effective daily observation of animals.

- Daily observation should be done as a sole task with complete focus on the animals – separate from the rest of the work and daily chores.
- Keep records of daily observations and contacts with the attending veterinarian – including animal identification, date, what the problem was, method of contact to the attending veterinarian (phone, text, email, visit), and the attending veterinarian's advice.
- Capture information on daily observations, including photographs and videos, using a tablet or smartphone that can immediately connect to a main office computer for review.
- Create a system to log daily observation recordings, such as a notebook/binder or spreadsheet/database.
- Look at every animal and enclosure at the beginning of each day. Make a list of what needs to be fixed, repaired, clipped, moved, medicated, etc. This creates a "to-do list" for the day for planning and maintenance in addition to accomplishing daily observations.
- Provide training to all staff with responsibility for conducting daily observation on recognizing physical and behavioral concerns, and, the established protocol within the facility for documenting and communicating with the attending veterinarian.
- Monitor appetite and diet consumption as potential early indicators of concern.
- Include weekly weight checks in the observation program.

For more information contact:

USDA, APHIS Animal Care  
4700 River Road, Unit 84  
Riverdale, MD 20737  
(301) 851-3751  
E-mail: [ace@aphis.usda.gov](mailto:ace@aphis.usda.gov)

---

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

## Compliance Inspections

The U.S. Department of Agriculture's (USDA) Animal and Plant Health Inspection Service (APHIS) administers the Animal Welfare Act (AWA). This law provides for the humane care and treatment of animals bred for commercial sale, transported in commerce, used in biomedical research, and exhibited to the public.

APHIS' Animal Care program enforces the AWA primarily through inspections of regulated facilities. To ensure that compliance with the AWA is continually maintained, all facilities that keep animals regulated under the Act must be licensed or registered with APHIS. APHIS officials—veterinarians or qualified animal care inspectors employed by APHIS and trained to identify potential violations of the AWA and its regulations—conduct unannounced inspections of every licensed or registered facility in the country. APHIS inspectors receive special training in the proper care of marine mammals, exotic animals, and animals used in research. Inspectors also receive extensive training in how to conduct inspections at airport terminals, zoos, and commercial animal breeding facilities, among others.

### Inspection Procedures

During an inspection, the APHIS inspector must be given full access to all areas where regulated animals are kept as well as to all records required under the AWA and regulations. A responsible adult must be available to accompany the APHIS inspector. All regulated animals must be shown to the inspector, who may examine any animals. The inspector may also observe how the animals are handled by their caretakers. Dealers, exhibitors, breeders, caretakers, or researchers who interfere with the inspector's duties are in violation of the AWA.

During the inspection, the APHIS inspector examines and documents all areas of care and treatment that are covered under the AWA. This includes observing regulated animals; inspecting the facilities, including enclosure or housing materials and space, as well as food storage; and reviewing records, such as animal acquisition records, medical records, and necropsy reports. If the inspector observes that the facility is not in full compliance with the AWA requirements, he or she will explain to the owner or manager all deficiencies noted.

Once the inspection is completed, the inspector documents any noncompliant items or issues that require correction in an inspection report and takes photographs as needed. For each issue that requires correction, the specific applicable regulation is cited, along with a description of the problem and a deadline by which the issue must be corrected. If deficiencies remain uncorrected at subsequent inspections, APHIS considers legal action.

Repeat noncompliances and serious incidents may warrant enforcement actions such as letters of warning, monetary penalties, license suspensions and revocations, and confiscations of animals.

### AWA Standards

APHIS requires all owners and managers of licensed and registered facilities to comply with certain standards, which vary depending on the species and type of facility. The following are examples:

- **Housing**—Animals must be housed in a structurally sound facility in good repair. The facility must contain the animals and protect them from other animals or extreme weather and temperatures. Drainage systems must also be in good repair.
- **Ventilation**—Animals must be provided with cool air or increased ventilation if the ambient temperature is above 85 degrees Fahrenheit or heat if the temperature falls below 45 degrees Fahrenheit.
- **Lighting**—Facilities must be lit well enough to allow safe and easy access for feeding, cleaning, and complete inspection.
- **Interior Surfaces**—The interior of a facility must be substantially impervious to moisture and be able to be easily cleaned and sanitized.
- **Primary Enclosures**—Animals must be housed in structurally sound enclosures that are in good repair and meet APHIS' minimum space requirements. The floors must protect the animals from injury. The cages must be dry and clean and allow animals easy access to food and water.
- **Sanitation**—Animal waste must be removed and disposed of regularly and as necessary. Primary cages or enclosures should be sanitized at least once every 2 weeks. Facilities must not allow trash to accumulate.

- **Pest Control**—Facility managers must have an effective program to control insects, ectoparasites, and avian and mammalian pests.
- **Feeding and Watering**—Animals must be provided with nutritious, palatable food that is free from contamination, properly stored, and served in a clean receptacle. Potable water must be made available twice daily for 1 hour if it is not available all the time.
- **Outdoor Shelter**—Animals must be protected from sunlight, precipitation, and extreme temperatures.
- **Compatibility**—Female animals in heat must be separated from male animals except for breeding purposes. Animals with vicious dispositions should be housed apart from other animals. Puppies and kittens should be separated from adult animals other than their mothers. Different species of animals should not be housed together unless compatible.
- **Recordkeeping**—Facility managers must maintain accurate and complete records of the sources of all animals that come into their possession. Managers are also required to keep records of the dates of acquisition and disposition and to properly identify the animals on the premises. These records must be made available for inspection whenever necessary.
- **Adequate Veterinary Care**—Programs of disease control and prevention, euthanasia, and veterinary care must be established and maintained under the supervision and assistance of a veterinarian. A caretaker also must observe the animals daily.
- **Handling**—Every licensee is required to handle animals properly at all times whether he or she is petting, working, feeding, crating, performing, or transferring them.
- **Transportation**—Licensees and registrants are required to provide animals with adequate space, ventilation, and shipping containers during transportation. Most animals transported must be weaned and at least 8 weeks old.

## Additional Information

For more information, contact:

### Eastern Region

Animal Care, APHIS-USDA  
920 Main Campus Drive, Suite 200  
Raleigh, NC 27606-5210  
Phone: (919) 855-7100  
Fax: (919) 855-7125  
Email: [aceast@aphis.usda.gov](mailto:aceast@aphis.usda.gov)

### Western Region

Animal Care, APHIS-USDA  
Building B, Mailstop #3W11  
2150 Centre Avenue  
Fort Collins, CO 80526-8117  
Phone: (970) 494-7478  
Fax: (970) 494-7461  
Email: [acwest@aphis.usda.gov](mailto:acwest@aphis.usda.gov)

### Headquarters

Animal Care, APHIS-USDA  
4700 River Road, Unit 84  
Riverdale, MD 20737-1234  
Phone: (301) 851-3751  
Fax: (301) 734-4978  
Email: [ace@aphis.usda.gov](mailto:ace@aphis.usda.gov)  
Web page: [www.aphis.usda.gov/animal\\_welfare](http://www.aphis.usda.gov/animal_welfare)

---

USDA is an equal opportunity provider and employer.





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.

Class "A" and Class "B" licensees:

[https://www.aphis.usda.gov/animal\\_welfare/downloads/forms/APHIS\\_Form\\_7003-7003A\\_Class-A-and-B\\_AppKit.pdf](https://www.aphis.usda.gov/animal_welfare/downloads/forms/APHIS_Form_7003-7003A_Class-A-and-B_AppKit.pdf)

### 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](mailto: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](mailto:animalcare@usda.gov)  
Phone: (970) 494-7478

The renewal application and instructions, including where to send the application, can be obtained on-line at:

[https://www.aphis.usda.gov/aphis/ourfocus/animal\\_welfare/SA\\_Regulated\\_Businesses/SA\\_Request\\_License\\_Registration\\_Application\\_Kit](https://www.aphis.usda.gov/aphis/ourfocus/animal_welfare/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 pre-licensing 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](mailto: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 'pre-license 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 “Re-license” 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 3<sup>rd</sup> 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.

---

USDA is an equal opportunity provider and employer.



December 2012

## Submission of Itineraries (§2.126(c)) Questions and Answers

The U.S. Department of Agriculture's (USDA) Animal and Plant Health Inspection Service (APHIS) administers the Animal Welfare Act (AWA). This law provides for the humane care and treatment of animals bred for commercial sale, transported in commerce, used in biomedical research, and exhibited to the public.

APHIS' Animal Care (AC) program enforces the AWA primarily through inspections of regulated facilities. To ensure that compliance with the AWA is continually maintained, all facilities that keep animals regulated under the Act must be licensed or registered with APHIS. AC personnel conduct unannounced inspections of licensed or registered facilities to assess compliance.

In order to perform unannounced inspections, AC must know the location(s) of regulated animals. Animals that are traveling for exhibition purposes are not usually found at the licensee's home site. Submission of itineraries for traveling animals is necessary to provide the opportunity for unannounced inspections to determine compliance with the AWA.

The following questions (Q) and answers (A) will clarify information about this new regulation:

### **Q. What does this rule do?**

**A.** As part of its work under the Animal Welfare Act, APHIS published a final rule to provide more specific requirements for the submission of itineraries by traveling exhibitors. Traveling exhibitors are those exhibitors who intend to exhibit an animal at any location other than their main facility. Under the final rule, when these animals travel away from their approved site overnight or longer, the exhibitor must provide APHIS with an itinerary no fewer than two days in advance of the trip's start.

### **Q. Why is this rule necessary?**

**A.** As part of AWA regulations, exhibitors must provide APHIS Animal Care inspectors with readily available access to premises and animals. In order to do so, APHIS must be aware of the animals' location. The itinerary information required by this rule will allow APHIS Animal Care inspectors to conduct unannounced inspections wherever those animals are being exhibited in order to ensure compliance with regulations and standards for animal welfare. APHIS will be able to better focus its time and resources on inspecting AWA-regulated animals rather than trying to locate those animals.

**Q. What should the itinerary I submit include?**

**A.** The itinerary will include:

- The name and license or registration number under the Act of the person who will exhibit the animals, and if any animals are leased, borrowed, loaned, or under some similar arrangement, the name of the person who owns the animals;
- The name, identification number or identifying characteristics, species (common or scientific name), sex and age of each animal; and
- The names, dates, and locations where the animals will travel, be housed, and be exhibited, including all anticipated dates and locations for any stops and layovers.

**Q. Where and how do I submit my itinerary?**

**A.** Submit your itinerary to APHIS by fax, USPS mail, or by e-mail. Use the state you are licensed in to determine your local Regional office, and send your itinerary in care of the Regional Director.

Eastern Regional Office  
USDA, APHIS, Animal Care  
920 Main Campus Drive, Suite 200  
Raleigh, NC 27606  
FAX: 919-855-7123 or 919-855-7124  
aceast@aphis.usda.gov

Western Regional Office  
USDA, APHIS, Animal Care  
2150 Centre Ave.  
Bldg. B, Mail Stop #3W11  
Fort Collins, CO 80526-8117  
Fax: 970-494-7461  
acwest@aphis.usda.gov

If submitting the information by e-mail, please place your certificate number, customer number, or business name (not all three, just one), and the word "itinerary" in the subject line of the e-mail.

**Q. Who in Animal Care should be notified of any revision of itinerary?**

**A.** If the itinerary changes, the exhibitor must notify APHIS of any revisions by fax, mail or e-mail, following the same guidance you did to submit the original itinerary.

**Q. Why should itineraries be submitted no fewer than 2 days before the start of travel?**

**A.** Animal Care requires advance notification in order to ensure that Animal Care inspectors can make unannounced inspections at any location where the animals are exhibited. These inspections help ensure compliance with regulations and standards for animal welfare.

**Q. How many comments were received from all parties during the comment period?**

**A.** We received 790 comments during the 60-day comment period.

**Q. Who commented on the proposed rule?**

**A.** We received comments from animal welfare organizations, exhibitor and trade associations, exhibitors and private citizens.

**Q. Can you summarize whether the comments were for, or against this rule?**

**A.** A large number of commenters supported the proposed rule as written. Among the reasons provided for their support, commenters stated that the proposed provisions would make it easier for APHIS to monitor adherence to the regulations and that the rule would have little impact on the majority of exhibitors who already submit itineraries in a timely manner.

**Q. What concerns were raised during the comment period? How did APHIS respond?**

**A.** This rule was modified from the earlier proposed version to address concerns, including:

- The zoo industry was concerned about increased burden if all travel away from the zoo had to be reported. APHIS clarified that this requirement only applied to travel that was overnight or longer.
- The traveling exhibition industry was concerned with the level of detail being requested and how to submit the information. APHIS clarified exactly what information was needed and how to submit it.

**Q. Do penalties change under this new rule?**

**A.** No. This rule has no impact on penalties.

**Q. Couldn't the release of such detailed information about exhibitor stops compromise the safety of animals and their caretakers?**

**A.** APHIS is aware of concern about the potential release of itinerary information under the Freedom of Information Act. However, similar information is already required to be reported to Animal Care and there have been no issues. A person seeking information submitted to APHIS would need to request such information under the Freedom of Information Act, which exempts from release commercial or financial information that is privileged or confidential.

**Q. Isn't 2 days advance notice impractical? Wouldn't it prohibit some exhibitors from accepting certain engagements?**

**A.** Moving animals offsite for exhibition for longer than a day requires special preparations for housing, security, food, water, employees, public barriers and perimeter fences. Such arrangements are typically made well in advance of travel. Preparing and submitting an itinerary at the same time is not impractical.

However, APHIS recognizes the need for some flexibility regarding this requirement. If an exhibitor does accept an engagement for which travel will begin with less than 48 hours' notice, the exhibitor must contact the APHIS Animal Care regional director immediately in writing with the itinerary information. Facsimiles or e-mails are acceptable. We expect such notifications on shortened notice to be infrequent.

**Additional Information**

For more information contact:

Animal Care  
USDA, APHIS  
4700 River Road, Unit 84  
Riverdale, MD 20737  
E-mail: [ace@aphis.usda.gov](mailto:ace@aphis.usda.gov)

---

USDA is an equal opportunity provider and employer.

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

PROGRAM OF VETERINARY CARE

INSTRUCTIONS

For use of this form, see 9 CFR 2.40 (Animal Welfare Regulations, Title 9, Subchapter A, Part III, Subpart D, Section 2.40)

The attending veterinarian shall establish, maintain, and supervise programs of disease control and prevention, pest and parasite control, pre-procedural and post-procedural care, nutrition, euthanasia, and adequate veterinary care for all animals on the premises of the licensee/registrant. A written program of adequate veterinary care between the licensee/registrant and the doctor of veterinary medicine shall be established. By law, such programs must include regularly scheduled visits to the premises by the veterinarian. Scheduled visits are required to monitor animal health and husbandry.

This optional form or an equivalent format may be used to meet the requirement for a written Program of Veterinary Care. This form may be used as a guideline for developing and writing the veterinary care plan for your animals.

Pages or blocks which do not apply to the facility should be marked N/A. If the space provided is not adequate for a specific topic, additional sheets may be added. Ensure the additional sheets include Section and Item Numbers.

PAGE  
1 of

SECTION I. PROGRAM ESTABLISHMENT

A. LICENSEE/REGISTRANT		B. VETERINARIAN
1. NAME		1. NAME
2. BUSINESS NAME		2. CLINIC NAME
3. USDA LICENSE/REGISTRATION NUMBER		3. STATE LICENSE NUMBER
4. STREET MAILING ADDRESS		4. BUSINESS ADDRESS
5. CITY, STATE, AND ZIP CODE		5. CITY, STATE, AND ZIP CODE
6. HOME TELEPHONE	7. BUSINESS TELEPHONE	6. BUSINESS TELEPHONE

We have read and completed this Program of Veterinary Care and understand our responsibilities.

Regularly scheduled visits by the veterinarian will occur at the following frequency: \_\_\_\_\_.

C. NOTES:



check if not applicable

**SECTION II. DOGS AND CATS**

PAGE 2 of

**A. VACCINATIONS – SPECIFY THE FREQUENCY OF VACCINATION FOR THE FOLLOWING DISEASES**

CANINE			FELINE		
	JUVENILE	ADULT		JUVENILE	ADULT
PARVOVIRUS			PANLEUK		
DISTEMPER			RESP. VIRUSES		
HEPATITIS			RABIES		
LEPTOSPIROSIS			OTHER ( <i>specify</i> )		
RABIES					
BORDETELLA					
OTHER ( <i>specify</i> )					

**B. PARASITE CONTROL PROGRAM – DESCRIBE THE FREQUENCY OF SAMPLING OR TREATMENT FOR THE FOLLOWING**

1. ECTOPARASITES (*fleas, ticks, mites, lice, flies*)

2. BLOOD PARASITES (*heartworm, Babesia, Ehrlichia, other*)

3. INTESTINAL PARASITES (*fecals, deworming*)

**C. EMERGENCY CARE – DESCRIBE PROVISIONS FOR EMERGENCY, WEEKEND, AND HOLIDAY CARE**

**D. EUTHANASIA**

1. SICK, DISEASED, INJURED, OR LAME ANIMALS SHALL BE PROVIDED WITH VETERINARY CARE OR EUTHANIZED. LICENSEES AND REGISTRANTS, IN CONSULTATION WITH THEIR ATTENDING VETERINARIANS, CAN USE METHODS OF EUTHANASIA THAT MEET THE DEFINITION OF EUTHANASIA IN THE ANIMAL WELFARE REGULATIONS, WHICH ALLOWS FOR THE USE OF HUMANE METHODS THAT EITHER:

- o PRODUCE RAPID UNCONSCIOUSNESS AND SUBSEQUENT DEATH WITHOUT EVIDENCE OF PAIN OR DISTRESS, OR
- o UTILIZE ANESTHESIA PRODUCED BY AN AGENT THAT CAUSES PAINLESS LOSS OF CONSCIOUSNESS AND SUBSEQUENT DEATH.

APPROPRIATE METHODS MAY INCLUDE, BUT ARE NOT LIMITED TO, THOSE DESCRIBED IN THE "AVMA GUIDELINES FOR EUTHANASIA OF ANIMALS".

EUTHANASIA WILL BE CARRIED OUT BY THE:  VETERINARIAN  LICENSEE/REGISTRANT

2. METHOD(S) OF EUTHANASIA

**E. ADDITIONAL PROGRAM TOPICS – THE FOLLOWING TOPICS HAVE BEEN DISCUSSED IN THE FORMULATION OF THE PROGRAM OF VETERINARY CARE:**

- |   |   |
|---|---|
| <input type="checkbox"/> CONGENITAL CONDITIONS          | <input type="checkbox"/> EXERCISE PLAN ( <i>dogs</i> )          |
| <input type="checkbox"/> QUARANTINE CONDITIONS          | <input type="checkbox"/> PROPER HANDLING OF BIOLOGICS           |
| <input type="checkbox"/> NUTRITION                      | <input type="checkbox"/> VENEREAL DISEASES                      |
| <input type="checkbox"/> ANTHELMINTIC ALTERNATION       | <input type="checkbox"/> PEST CONTROL AND PRODUCT SAFETY        |
| <input type="checkbox"/> OTHER ( <i>specify</i> ) _____ | <input type="checkbox"/> PROPER USE OF ANALGESICS AND SEDATIVES |

check if not applicable

**SECTION III. WILD AND EXOTIC ANIMALS**

PAGE 3 of

**A. VACCINATIONS – LIST THE DISEASES FOR WHICH VACCINATIONS ARE PERFORMED AND THE FREQUENCY OF THE VACCINATIONS** (enter N/A if not applicable)

CARNIVORES

HOOFED STOCK

PRIMATES

ELEPHANTS

MARINE MAMMALS

OTHER (specify)

**B. PARASITE CONTROL PROGRAM – DESCRIBE THE FREQUENCY OF SAMPLING OR TREATMENT FOR THE FOLLOWING**

1. ECTOPARASITES (fleas, ticks, mites, lice, flies)

2. BLOOD PARASITES

3. INTESTINAL PARASITES

**C. EMERGENCY CARE**

1. DESCRIBE PROVISIONS FOR EMERGENCY, WEEKEND, AND HOLIDAY CARE

2. DESCRIBE CAPTURE AND RESTRAINT METHOD(S)

**D. EUTHANASIA**

1. SICK, DISEASED, INJURED, OR LAME ANIMALS SHALL BE PROVIDED WITH VETERINARY CARE OR EUTHANIZED. LICENSEES AND REGISTRANTS, IN CONSULTATION WITH THEIR ATTENDING VETERINARIANS, CAN USE METHODS OF EUTHANASIA THAT MEET THE DEFINITION OF EUTHANASIA IN THE ANIMAL WELFARE REGULATIONS, WHICH ALLOWS FOR THE USE OF HUMANE METHODS THAT EITHER:

- o PRODUCE RAPID UNCONSCIOUSNESS AND SUBSEQUENT DEATH WITHOUT EVIDENCE OF PAIN OR DISTRESS, OR
- o UTILIZE ANESTHESIA PRODUCED BY AN AGENT THAT CAUSES PAINLESS LOSS OF CONSCIOUSNESS AND SUBSEQUENT DEATH.

APPROPRIATE METHODS MAY INCLUDE, BUT ARE NOT LIMITED TO, THOSE DESCRIBED IN THE "AVMA GUIDELINES FOR EUTHANASIA OF ANIMALS".

EUTHANASIA WILL BE CARRIED OUT BY THE:  VETERINARIAN  LICENSEE/REGISTRANT

2. METHOD(S) OF EUTHANASIA

**E. ADDITIONAL PROGRAM TOPICS – THE FOLLOWING TOPICS HAVE BEEN DISCUSSED IN THE FORMULATION OF THE PROGRAM OF VETERINARY CARE:**

- |  |   |
|--|---|
| <input type="checkbox"/> PEST CONTROL AND PRODUCT SAFETY | <input type="checkbox"/> ENVIRONMENT ENHANCEMENT (primates)                 |
| <input type="checkbox"/> QUARANTINE PROCEDURES           | <input type="checkbox"/> WATER QUALITY (marine mammals)                     |
| <input type="checkbox"/> ZONOOSES                        | <input type="checkbox"/> SPECIES-SPECIFIC BEHAVIORS                         |
| <input type="checkbox"/> OTHER (specify) _____           | <input type="checkbox"/> PROPER STORAGE AND HANDLING OF DRUGS AND BIOLOGICS |
|  | <input type="checkbox"/> PROPER USE OF ANALGESICS AND SEDATIVES             |

**F. LIST THE SPECIES SUBJECTED TO TUBERCULOSIS TESTING AND THE FREQUENCY OF SUCH TESTS**

check if not applicable

**SECTION IV. OTHER WARBLOODED ANIMALS**

PAGE 4 of

**A. INDICATE SPECIES**

**B. VACCINATIONS – LIST THE DISEASES FOR WHICH VACCINATIONS ARE PERFORMED AND THE FREQUENCY** *(enter N/A if not applicable)*

**C. PARASITE CONTROL PROGRAM – DESCRIBE THE FREQUENCY OF SAMPLING OR TREATMENT FOR THE FOLLOWING**

1. ECTOPARASITES *(fleas, ticks, mites, lice, flies)*

2. INTERNAL PARASITES *(Helminths, Coccidia, other)*

**D. EMERGENCY CARE – DESCRIBE PROVISIONS FOR EMERGENCY, WEEKEND, AND HOLIDAY CARE**

**E. EUTHANASIA**

1. SICK, DISEASED, INJURED, OR LAME ANIMALS SHALL BE PROVIDED WITH VETERINARY CARE OR EUTHANIZED. LICENSEES AND REGISTRANTS, IN CONSULTATION WITH THEIR ATTENDING VETERINARIANS, CAN USE METHODS OF EUTHANASIA THAT MEET THE DEFINITION OF EUTHANASIA IN THE ANIMAL WELFARE REGULATIONS, WHICH ALLOWS FOR THE USE OF HUMANE METHODS THAT EITHER:

- o PRODUCE RAPID UNCONSCIOUSNESS AND SUBSEQUENT DEATH WITHOUT EVIDENCE OF PAIN OR DISTRESS, OR
- o UTILIZE ANESTHESIA PRODUCED BY AN AGENT THAT CAUSES PAINLESS LOSS OF CONSCIOUSNESS AND SUBSEQUENT DEATH.

APPROPRIATE METHODS MAY INCLUDE, BUT ARE NOT LIMITED TO, THOSE DESCRIBED IN THE “AVMA GUIDELINES FOR EUTHANASIA OF ANIMALS”.

EUTHANASIA WILL BE CARRIED OUT BY THE:  VETERINARIAN  LICENSEE/REGISTRANT

2. METHOD(S) OF EUTHANASIA

**F. ADDITIONAL PROGRAM TOPICS – THE FOLLOWING TOPICS HAVE BEEN DISCUSSED IN THE FORMULATION OF THE PROGRAM OF VETERINARY CARE:**

- |   |  |
|---|--|
| <input type="checkbox"/> PASTEURELLOSIS               | <input type="checkbox"/> SPECIES SEPARATION              |
| <input type="checkbox"/> PODODERMATITIS               | <input type="checkbox"/> MALOCCLUSION/OVERGROWN INCISORS |
| <input type="checkbox"/> CANNIBALISM                  | <input type="checkbox"/> PEST CONTROL AND PRODUCT SAFETY |
| <input type="checkbox"/> WET TAIL                     | <input type="checkbox"/> HANDLING                        |
| <input type="checkbox"/> OTHER <i>(specify)</i> _____ |  |

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 this information collection is estimated to average .1 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

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

**RECORD OF ACQUISITION, DISPOSITION OR TRANSPORT OF ANIMALS**  
*(Other Than Dogs and Cats)*

1. INVOICE NUMBER \_\_\_\_\_ 2. PAGE \_\_\_\_\_

3. DATE OF DISPOSITION \_\_\_\_\_

SALE     EXCHANGE OR TRANSFER     DONATION

This record is required by law (7 U.S.C. 2131-2156). (9 CFR, Subchapter A, Parts 1, 2, and 3). Failure to maintain this record can result in a suspension or revocation of license and/or imprisonment for not more than 1 year, or a fine of not more than \$1,000, or both.

4. DEALER'S LICENSE NUMBER \_\_\_\_\_

INSTRUCTIONS: Complete applicable items 1 through 13. Original and one copy to accompany animals. When delivery is made – Items 14 through 20 must be completed by Buyer (Receiver) and copy one returned to Dealer (Seller or Donor). Copy two to be retained by Dealer (Seller or Donor). Attach Continuation Sheet (APHIS Form 7020A), as needed.

5. SELLER OR DONOR (Name and Address, include ZIP Code)

6. BUYER OR RECEIVER (Name and Address, include ZIP Code)

7. USDA LICENSE NUMBER (If any)

**8. IDENTIFICATION OF ANIMALS BEING DELIVERED**

A. CONTAINER TAG NUMBER, CRATE OR PEN NUMBER	B. NUMBER ANIMALS	C. PREVIOUS INVOICE NUMBER <i>(if any)</i>	D. INDIVIDUAL IDENTIFICATION TATTOOS, TAG NUMBERS <i>(if applicable)</i>	E. SPECIES	AGE - SEX				H. EST. WEIGHT <i>(lbs.)</i>	I. REMARKS <i>(Condition, etc.)</i>	RECEIVER'S USE	
					F. NUMBER YOUNG		G. NUMBER ADULT				J.	K.
					M	F	M	F				
					M	F	M	F				
					M	F	M	F				
					M	F	M	F				
					M	F	M	F				
					M	F	M	F				
					M	F	M	F				
					M	F	M	F				
					M	F	M	F				
					M	F	M	F				
					M	F	M	F				
					M	F	M	F				
					M	F	M	F				
					M	F	M	F				
					M	F	M	F				
					M	F	M	F				
					M	F	M	F				

**DELIVERY BY COMMERCIAL CARRIER**

9. DELIVERY BY ("X" one)

Buyer's Truck     Dealer's Truck  
*(Seller or Donor)*

10. TRUCK LICENSE NUMBER \_\_\_\_\_

11. BILL OF LADING NUMBER \_\_\_\_\_

12. NAME AND ADDRESS OF COMPANY OR FIRM (Include ZIP Code)

13. NAME AND ADDRESS OF TRUCK DRIVER (Include ZIP Code)

**DELIVERY RECEIPT – TO BE COMPLETED BY BUYER OR RECEIVER**

14. ANIMALS DELIVERY WERE ("X" one)

IN APPARENT GOOD CONDITION     POOR CONDITION     REJECTED (Attach explanation for rejection)

15. TOTAL NUMBER RECEIVED \_\_\_\_\_

16. NUMBER DEAD \_\_\_\_\_

17. NUMBER ALIVE \_\_\_\_\_

18. BY (Signature)

19. TITLE

20. DATE

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 this information collection is estimated to average 1 hour 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.

This record is required by law (7 U.S.C. 2131-2156). Failure to maintain this record can result in suspension or revocation of license.

OMB APPROVED  
0579-0036

UNITED STATES DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE

**RECORD OF ANIMALS ON HAND**  
*(Other than Dogs and Cats)*

1. USDA LICENSE NUMBER	2. NAME AND ADDRESS OF DEALER	3. BUSINESS YEAR FROM (Mo., Day, Yr.) TO (Mo., Day, Yr.)	4. PAGE NUMBER
------------------------	-------------------------------	---	----------------

CONTAINER TAG NUMBER CRATE OR PEN NUMBER A	NUMBER ANIMALS B	INDIVIDUAL IDENTIFICATION TATTOOS OR TAG NUMBERS (if applicable) C	SPECIES D	AGE - SEX				ARRIVAL AT PREMISES			DISPOSITION			
				NUMBER YOUNG		NUMBER ADULT		INVOICE NUMBER F	DATE (Mo., Day, Yr.) G	FROM (Name and Address) (Give License Number, if Licensee) H		DATE SOLD, EXCHANGED, OR DONATED		DATE DIED (Mo., Day, Yr.) K
				M	F	M	F			INVOICE NUMBER I	Mo., Day, Yr. J			
				M	F	M	F							
				M	F	M	F							
				M	F	M	F							
				M	F	M	F							
				M	F	M	F							
				M	F	M	F							
				M	F	M	F							
				M	F	M	F							
				M	F	M	F							
				M	F	M	F							
				M	F	M	F							
				M	F	M	F							
				M	F	M	F							
				M	F	M	F							

INSPECTOR'S INITIALS

DATE

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

OMB APPROVED  
0579-0036

DATE PREPARED:

## ITINERARY OF EXHIBITION WITH OVERNIGHT TRAVEL

Any person who is subject to the Animal Welfare regulations and who intends to exhibit any animal at any location other than the person's approved site (including, but not limited to, circuses, traveling educational exhibits, animal acts, and petting zoos), except for travel that does not extend overnight, shall submit a written itinerary to the USDA Animal Care National Director.

### SECTION I - LICENSEE AND ANIMAL OWNER INFORMATION

1. NAME OF LICENSEE <i>(first, middle initial, last)</i> :	2. NAME OF ANIMAL OWNER <i>(if different than Item 1)</i> :	3. DOING BUSINESS AS (DBA) <i>(if applicable)</i> :	4. USDA CERTIFICATE NUMBER:
--	---	---	-----------------------------

### SECTION II - TRAVEL INFORMATION

5. DATE(S) OF EXHIBITION <i>(MM/DD/YY TO MM/DD/YY)</i> :	6. NAME OF TRANSPORTER:	
	<table border="1"> <tr> <td>A. DRIVER NAME <i>(first, middle initial, last)</i>:</td> </tr> <tr> <td>B. COMPANY NAME:</td> </tr> </table>	A. DRIVER NAME <i>(first, middle initial, last)</i> :
A. DRIVER NAME <i>(first, middle initial, last)</i> :		
B. COMPANY NAME:		

7. ITINERARY	(1) DATES <i>(MM/DD/YY - MM/DD/YY)</i>	(2) LOCATION NAME	(3) LOCATION ADDRESS <i>(building name, street address, GPS coordinates, landmarks, etc.)</i>
A. STOP OR LAYOVER 1			
B. STOP OR LAYOVER 2			
C. STOP OR LAYOVER 3			
D. STOP OR LAYOVER 4			

CONTINUATION PAGE *(use APHIS Form 7010A)*

### SECTION III - ANIMAL INFORMATION

8. ANIMAL NAME	(1) ID NO.	(2) DESCRIPTION	(3) TYPE <i>(common name)</i>	(4) TYPE <i>(scientific name)</i>	(5) AGE	(6) GENDER
A.						
B.						
C.						
D.						
E.						

CONTINUATION PAGE *(use APHIS Form 7010A)*

### SECTION IV - ACKNOWLEDGEMENT

USDA animal welfare regulations, particularly Title 9 Code of Federal Regulations Section 2.126, requires written itineraries of exhibitions with overnight travel be submitted to APHIS Animal Care. By submitting this form, the preparer acknowledges it contains complete and accurate information concerning the name of the person who intends to exhibit the animal and transport the animal for exhibition purposes, including any businessman, and a current Act license or registration number. The itinerary also contain the names, dates, and locations (with addresses) where the animals will travel, be housed, and be exhibited. This includes all layovers. Finally, the preparer agrees to notify the USDA Animal Care Deputy Administrator of any changes made to submitted itineraries.

## PAPERWORK REDUCTION ACT STATEMENT

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.

## INSTRUCTIONS FOR COMPLETING APHIS FORM 7010, ITINERARY OF EXHIBITION WITH OVERNIGHT TRAVEL

This form may be typed or completed by hand. If by hand, please ensure all entries are legible.

Date Prepared: Enter the date the form was prepared.

Item 1: Enter the licensee's full name.

Item 2: Enter the animal owner's full name if different than the licensee.

Item 3: Enter the alias doing business as name, if applicable.

Item 4: Enter the licensee's USDA certificate number.

Item 5: Enter the start and end dates of the exhibition. Use MM/DD/YY for the date format.

Item 6: Enter the full name and employer of the animal transporter.

Item 7: Enter the itinerary for the exhibition. In Column (1), enter the start and end dates of each stop or layover. In Column (2), enter the location name of the stop or layover. In Column (3), enter the location's address (e.g., full street, city, and state address; building name; GPS coordinates; and/or landmarks (i.e., water tower)). If the itinerary includes more than four stops or layovers, check the continuation page box and complete APHIS Form 7010A, Itinerary of Exhibition With Overnight Travel Continuation Sheet.

Item 8: For each animal being transported, enter its name and in Column (1), its identification number. In Column (2), enter a brief description of the animal (e.g., long haired collie, brown and white, 30 pounds). In Column (3), enter the common name of the animal type (e.g., dog). In Column (4), enter the scientific name of the animal type (e.g., *Canis lupus familiaris*). In Column (5), enter the animal's age in years. In Column (6), enter the animal's gender (e.g., male or female). If the exhibition includes more than five animals, check the continuation page box and complete APHIS Form 7010A, Itinerary of Exhibition With Overnight Travel Continuation Sheet.

Mail the completed form to USDA APHIS Animal Welfare, 2150 Centre Avenue Building B, Mailstop 3W11, Fort Collins, CO 80526-8117, or send by email to [animalcare@usda.gov](mailto:animalcare@usda.gov). For additional assistance, call (970) 494-7478.