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| <b>OBTAINING A<br/>NEW LICENSE</b> | All persons engaging in activities regulated by the AWA must have a valid license. [2.1(a)(1), 2.1(a)(2), 2.6(b)(5), Policy #1]  |
| <b>Criteria</b>                    | <p>NOTE: A person may have only one class of license (A, B, or C). However, a licensee may hold a concurrent registration.</p> <p>Applicant must:</p> <ul style="list-style-type: none"><li>• be at least 18 years of age</li><li>• apply on properly completed APHIS Form 7003-A (Application for License-New License - see page 3.5.6)</li><li>• sign APHIS Form 7003-A acknowledging receipt of the regulations and agreeing to comply with the regulations [2.2(a)]</li><li>• complete the Taxpayer Identification Number (TIN) sheet (see page 3.5.7)</li><li>• submit \$10.00 application fee with completed APHIS Form 7003-A and TIN sheet</li><li>• submit completed application to the inspector or to the Regional Office for the state in which the principal place of business is located</li></ul> <p>Regional Office will inform in writing the appropriate inspector. (See page 3.5.8)</p> |
| <b>Application</b>                 | <p>Applicant must provide all of the following information:</p> <ul style="list-style-type: none"><li>• correct name</li><li>• valid mailing address</li><li>• valid premises address where the following can be inspected:<ul style="list-style-type: none"><li>➤ animals</li><li>➤ animal facilities</li><li>➤ equipment</li><li>➤ records</li></ul></li><li>• a list of all premises, facilities or sites where animals are kept or regulated activities occur</li></ul>  |

**Issuance of License**

Licenses are:[2.5(e)]

- issued to a specific person(s) for a specific premise(s) which has been disclosed, inspected, and approved
- issued to a specific person(s) for a specific activity, such as exhibiting regulated animals
- not transferable upon change of ownership
- not valid at a different permanent housing location

Under certain circumstances, more than one member of a family **residing at the same address** may be issued a USDA license at the discretion of the AC Regional Director. At a minimum, the following criteria must be met:

- there must be separate facilities
- it must be clear to the inspector which licensee is responsible for:
  - care of specific animals
  - maintenance of specific facilities
- there can be **no** commingling of animals
- the applicant **cannot** have another licensee as an owner or partner
- separate and accurate records must be maintained by each licensee
- all business transactions, including bank accounts, must be separate

A license will be issued when:

- applicant has made available for inspection the following:
  - animals
  - premises and sites
  - facilities
  - vehicles
  - equipment
  - records
- applicant has demonstrated compliance with the regulations and standards
- appropriate license fee has been paid
- fees have cleared normal banking procedures

**License Fee**

License fee is based on the number of regulated animals which the exhibitor owned, held or exhibited at the time the Application for License (APHIS Form 7003-A) was signed and dated or during the previous year, whichever is greater. [2.6(b)(5)]

Leased animals and “on loan” animals must be included in the number of animals being held by both the lessor and the lessee.

License fee is determined as follows:

- 1) Determine the total number of animals owned, held, or exhibited on the date of the signing of the Application or during the previous business year, whichever is greater
- 2) Determine the license fee from the Fee Schedule using the number of animals calculated in step 1

**Fee Schedule**

**FEE SCHEDULE**

| Number of Animals | License Fee |
|-------------------|-------------|
| 1 to 5.....       | \$30.00     |
| 6 to 25.....      | 75.00       |
| 26 to 50.....     | 175.00      |
| 51 to 500.....    | 225.00      |
| 501 and up.....   | 300.00      |

Fees may be submitted by:

- certified check
- cashier’s check
- money order
- personal check

NOTE: If check is returned by bank, then application will be denied, an additional \$20.00 fee will be charged, and license fee must be paid by another method.

- credit card - a completed Credit Card Payment Authorization sheet (see page 3.5.9) must be submitted

**Denial of License  
Application**

A license will not be issued if the applicant: [2.11(a)]

- has not properly completed APHIS Form 7003-A
- has not paid the required fees
- is not in compliance with any of the regulations and standards
- has had a license revoked or suspended
- has pled nolo contendere (no contest) or been found to have violated any Federal, State or local laws or regulations within one year of application, **or** after one year, if the Administrator determines that the circumstances render the applicant unfit to be licensed
- is or would be operating in violation or circumvention of any Federal, State, or local laws
- is under investigation by State and/or local authorities for animal cruelty [Policy #1]
- has made any false or fraudulent statements to the Department or other government agencies
- has provided any false or fraudulent records to the Department or other government agencies
- has pled nolo contendere (no contest) or been found to have violated any Federal, State or local laws or regulations pertaining to the transportation, ownership, neglect, or welfare of animals **or** is otherwise unfit to be licensed **and** the Administrator determines that the issuance of a license would be contrary to the purposes of the Act

If an application has been denied,

- applicant may request a hearing to show why the application should not be denied [2.11(b)]
- denial remains in effect until the final legal decision has been made [2.11(b)]
- if the denial is upheld, applicant may reapply one year from the date of the final order, unless the order provides otherwise [2.11(b)]
- No partnership, firm, corporation or other legal entity in which the denied applicant has a substantial interest may be licensed within one year of the denial [2.11(c)]

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|                                 | <p>No license will be issued under circumstances that the Administrator determines would circumvent any order suspending, revoking, terminating, or denying a license under the Act. [2.11(d)]</p>  |
| <b>OBTAINING A REGISTRATION</b> | <p>If the exhibitor meets the criteria for being registered rather than licensed, he/she must:</p> <ul style="list-style-type: none"><li>• submit a properly completed APHIS Form 7011 (Application for Registration) (see page 3.5.10)</li><li>• sign APHIS Form 7011:<ul style="list-style-type: none"><li>➤ certifying that the information provided is true and correct</li><li>➤ acknowledging receipt of the regulations and agreeing to comply with the regulations and standards</li></ul></li><li>• complete and submit the Taxpayer Identification Number (TIN) sheet (see page 3.5.7)</li><li>• submit the completed Application and TIN sheet to the Animal Care Regional Office for the State in which the principal place of business/headquarters is located</li></ul> <p>The exhibitor must provide all of the following information on the Application for Registration:</p> <ul style="list-style-type: none"><li>• correct name</li><li>• valid mailing address</li><li>• a list of all locations where animals are housed, used or regulated activities occur</li><li>• number of animals exhibited annually</li><li>• business information requested on APHIS Form 7011</li><li>• name, title and address of each partner or principal officer</li></ul> <p>Note: It is strongly recommended that a contact person and phone number be submitted with the Application for Registration.</p> <p>Registrations are:</p> <ul style="list-style-type: none"><li>• issued to a specific person(s)</li><li>• not transferable upon change of ownership</li></ul> |