

<p>CHANGE IN CLASS OF LICENSE INSPECTION</p>	<p>A licensee must complete the prelicense process to change his/her class of license. [2.6(d)]</p>
<p>Criteria</p>	<p>To change his/her class of license, a licensee must:</p> <ul style="list-style-type: none"> • complete an Application for License-New License (APHIS Form 7003-A) • have a prelicense inspection with no noncompliant items cited • pay the appropriate license fee <p>If the inspector finds, during an inspection, that the licensee has changed or plans to change his/her regulated activity, the inspector must notify the licensee that he/she:</p> <ul style="list-style-type: none"> • needs a different class of license • must complete an Application For License-New License (APHIS Form 7003-A) • must not conduct the unlicensed activity until the new license is issued <p>If the inspector finds out through the Regional Office or other sources, that a licensee has changed or plans to change his/her regulated activity, the inspector:</p> <ul style="list-style-type: none"> • must notify the licensee that he/she needs a different class of license • must inform the licensee that he/she must complete an Application for License-New License (APHIS Form 7003-A) • must inform the licensee that he/she must not conduct the unlicensed activity until the new license is issued • must inform the licensee that he/she may conduct the regulated activities covered under the current license • may send or have the Regional Office send the licensee a prelicense packet, if appropriate

**Conducting
the Inspection**

Noncompliant items identified

If noncompliant items are identified on the inspection, you should:

- enter the inspection report into LARIS under the current license number
NOTE: Make sure the license number is visible in the certificate box in the LARIS screen and the site is active.
- classify the inspection as “Routine”
- inform the licensee that he/she cannot conduct the new activity if it is not allowed under his/her current license. For example, an “A” dealer who wants to exhibit animals.
- explain to the licensee that he/she must have an inspection with no noncompliant items to change his/her license
- schedule another inspection if possible

No noncompliant items identified

If no noncompliant items are identified on the inspection, you should:

- enter the inspection report into LARIS under the new prelicense site
NOTE: Make sure **no** license number is visible in the certificate box in the LARIS screen for that new site which may be active or inactive.
NOTE: If the licensee does not have a new prelicense site

or

customer number, see procedure below

- classify the inspection as “Prelicense Inspection #1”
- follow the procedure for a prelicense inspection (See Section 8.12)
- collect the new license fee, **or** have the licensee send the new license fee to the Regional Office, whichever is applicable
NOTE: If the licensee changes his/her class of license prior to the expiration date of the previous license, **no** refund of the previous license fee is given.

If the licensee does not have a new prelicense site or customer number:

1. Complete the Inspection Report in the word processing

system

2. Ask the ILA or Program Specialist to:
 - a. cancel the old license number
 - b. issue a new license number and customer number, if applicable
3. obtain the new license number and customer number, if available
4. replicate the LARIS database, after you have been informed that the information has been entered into LARIS
5. enter the information from the word processing Inspection Report into the LARIS database
6. submit the Inspection Report to the Regional Office either by:
 - a. attaching a copy of the LARIS Inspection Report to the word processing Inspection Report, **OR**
 - b. placing the LARIS Customer ID, Inspection ID and Site ID numbers (from the View Draft or Print Final Report screen) in the upper right hand corner of the word processing Inspection Report