

**SENDING
INSPECTION
REPORTS TO
REGIONAL OFFICE**

All inspection reports must be sent to the Regional Office or your SACS at the end of each work week.

You must attach all appropriate forms, sheets, and memos to the inspection report.

Examples of information that should be attached to the inspection report, **when applicable**, include, but are not limited to:

- certified mail receipt
- verification of receipt of inspection report sent by e-mail
- change of address information
- site add/delete sheet
- recommendation for enforcement action
- photos
- Application for License-New License (APHIS Form 7003-A)
- check for application fee
- check for initial licensee fee
- NOTE: Checks should be attached to the front of the inspection report.
- Animal Inventory sheet, if required
- Complaint form
- Search form

Even though you replicate, you must send in the hard copy of the Inspection Report in a timely manner.

NOTE: If you conduct an inspection on a licensee **not** from your territory, send the inspector copy and the Regional Office copy of the inspection report to the **appropriate** Regional Office with a note attached to give the inspector copy of the inspection report to the appropriate SACS or inspector.