

<b>LICENSE RENEWAL</b>	A licensee must submit his/her renewal on or before the expiration date of the license. [2.1(d)(1)]
<b>Criteria</b>	<p>License renewals are:</p> <ul style="list-style-type: none"><li>• sent to the licensee at least 30 days prior to the expiration date of the license</li><li>• submitted by the licensee to the AC Regional Office for the State in which the principal place of business is located.</li></ul> <p>The licensee must submit the following:</p> <ul style="list-style-type: none"><li>• APHIS Form 7003 (Application for License-Renewal - see page 3.7.5) with Items 1-14 completed and Item 12 signed acknowledging :<ul style="list-style-type: none"><li>➤ receipt of the regulations and standards</li><li>➤ compliance with regulations and standards to best of his/her knowledge</li></ul></li><li>• Taxpayer Identification Number sheet, if not previously submitted</li><li>• appropriate annual license fee as determined from instructions below</li></ul> <p>A license will expire on its anniversary date and be <b>terminated</b>, if the licensee fails to:</p> <ul style="list-style-type: none"><li>• submit the Application for License - Renewal (APHIS Form 7003), and</li><li>• pay the required application and license fees</li></ul> <p>If a license has been terminated, the licensee must:</p> <ul style="list-style-type: none"><li>• apply for a new license, and</li><li>• meet all requirements for a new license</li></ul> <p>If a licensee is terminated for failure to submit an application or failure to pay the required fees, you, the inspector, should:</p> <ul style="list-style-type: none"><li>• contact the terminated licensee and determine if a regulated activity is being conducted</li><li>• deliver or send a prelicense packet, if appropriate</li><li>• monitor appropriate resources to determine if the</li></ul>

	<p style="text-align: center;">terminated licensee is exhibiting</p> <ul style="list-style-type: none"> <li>• contact other inspectors to help gather documentation as needed</li> <li>• if you determine that the terminated licensee is conducting a regulated activity:             <ul style="list-style-type: none"> <li>➤ collect documentation of the activity</li> <li>➤ send the documentation of “dealing without a license” to the Regional Office for enforcement action</li> </ul> </li> </ul> <p>NOTE: At the time of renewal, if you (the inspector) know that a licensee is no longer conducting regulated activities, you should contact the Regional Office.</p>												
<p><b>License Fee</b></p>	<p>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) is signed and dated or during the previous year, whichever is greater. [2.6(b)(5)]</p> <p>Leased animals and “on loan” animals must be included in the number of animals being held by both the lessor and the lessee.</p> <p>License fee is determined as follows:</p> <ol style="list-style-type: none"> <li>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</li> <li>2) Determine the license fee from the Fee Schedule using the number of animals calculated in step 1</li> </ol>												
<p><b>Fee Schedule</b></p>	<p style="text-align: center;"><b>FEE SCHEDULE</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Number of Animals</th> <th style="text-align: right;">License Fee</th> </tr> </thead> <tbody> <tr> <td>1 to 5.....</td> <td style="text-align: right;">\$40.00</td> </tr> <tr> <td>6 to 25.....</td> <td style="text-align: right;">85.00</td> </tr> <tr> <td>26 to 50.....</td> <td style="text-align: right;">185.00</td> </tr> <tr> <td>51 to 500.....</td> <td style="text-align: right;">235.00</td> </tr> <tr> <td>501 and up.....</td> <td style="text-align: right;">310.00</td> </tr> </tbody> </table>	Number of Animals	License Fee	1 to 5.....	\$40.00	6 to 25.....	85.00	26 to 50.....	185.00	51 to 500.....	235.00	501 and up.....	310.00
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	<p>Fees may be submitted by:</p> <ul style="list-style-type: none"><li>• certified check</li><li>• cashier's check</li><li>• money order</li><li>• personal check</li></ul> <p>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.</p> <ul style="list-style-type: none"><li>• credit card - a completed Credit Card Payment Authorization sheet (see page 3.7.6) must be submitted</li></ul>
<p><b>REGISTRATION RENEWAL</b></p>	<p>Registration renewals are:</p> <ul style="list-style-type: none"><li>• sent to the exhibitor at least 30 days prior to the expiration date of the registration</li><li>• submitted by the exhibitor to the AC Regional Office for the State in which the principal place of business/headquarters is located</li></ul> <p>The exhibitor must submit the properly completed APHIS Form 7011 - Application for Registration-Registration Update (see page 3.7.7) signed by the exhibitor:</p> <ul style="list-style-type: none"><li>• certifying that the information on the form is true and correct</li><li>• acknowledging receipt of the regulations and standards</li><li>• agreeing to comply with regulations and standards</li></ul> <p>If a registration has been terminated, the exhibitor must apply for a new registration in order to conduct regulated activities.</p> <p>If an exhibitor's registration is terminated for failure to submit a renewal, you, the inspector, should:</p> <ul style="list-style-type: none"><li>• contact the terminated exhibitor</li><li>• determine if a regulated activity is being conducted</li><li>• inform the exhibitor that no regulated activities may be conducted without a registration</li><li>• deliver, send, or have your Regional Office send, a registration packet, if appropriate</li></ul>

If you determine that the terminated exhibitor is conducting a regulated activity:

- collect documentation of the activity
  - send the documentation to your Regional Office for enforcement action
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