

Shelter Application for Registration

Please fill out the following application and mail/email the completed signed application to one of the following:

Email: (please note if you email you do not also need to send an original by mail)

agr.aws@ncagr.gov

If you mail your application through the United States Postal Service, please use the following address:

Attn: Meghan Ray/AWS
1030 Mail Service Center
Raleigh NC 27699

If you mail your application through UPS or Fed Ex, please use the following address:

Attn: Meghan Ray/AWS
2 W Edenton St
Raleigh NC 27601

Each year every facility must renew their license. Applications may be sent starting April 1st and are due by June 15th.

If you are a new facility, you may use the check list below to make sure you have completed all the pre-application items. These should be completed prior to submitting your application.

Have you checked with local city, county zoning, permitting and environmental services to ensure you're following all applicable laws and regulations?

Have you read and do you understand the Animal Welfare Act and its Administrative Codes?

Have you had any contact with an agent of the Animal Welfare Section?

If this is an existing business making a change, then let us know when does the change take effect. Please notify your inspector of the impending change(s).

If this is a new business, please allow at least 3 weeks for AWS to receive and review your application and schedule the pre-licensing/registration inspection before opening the business. You are welcome to contact the AWS Inspector for your county while you are in the planning phase. This step has saved a lot of businesses a lot of money by avoiding costly mistakes in the selection of surfaces with which the animals have contact.

We encourage you to keep an original copy of your application. The application needs to be in a PDF format and not a picture (pictures print too dark and will have to be cropped to fit the page).

Animal Welfare Section/Veterinary Division

Mailing Applications

Only USPS
1030 Mail Service Center
Raleigh, NC 27699
Phone: 919.707.3280

Only FedEx/UPS
2 W. Edenton St.
Raleigh, NC 27601
E-mail: agr.aws@ncagr.gov

Registration Application / Renewal Application to Operate as the Following:

Check one

- ☐ New Registration
☐ Renew a Registration

Animal Shelter (no fee for registration)

Facility License #

Name of Facility

Physical Address

City

NC

ZIP Code

County

Phone Number

Fax Number

Email

Mailing Address (if different from physical address)

Mailing Address

City

NC

ZIP Code

Responsible Party Information

Responsible Party

Address

City

State

ZIP Code

Phone Number

Email

Information About the Facility

Hours Open to the Public

Days Open to the Public (check all that apply):

☐

Monday

☐

Tuesday

☐

Wednesday

☐

Thursday

☐

Friday

☐

Saturday

☐

Sunday

Time of 1st

Cleaning

of Dog Enclosures

Maximum # Dogs On-Site

Time of 2nd

Cleaning

of Cat Enclosures

Maximum # Cats On-Site

Signature of Owner or Authorized Agent

Date

Annual Program of Veterinary Care

PURPOSE: This form is to be used for documenting the program of veterinary care in facilities licensed/certified under the Animal Welfare Act. [NCAC 52J.0210] A written Program of Veterinary Care to include disease control and prevention, vaccination, euthanasia, and adequate veterinary care shall be established with the assistance of a licensed veterinarian. (This veterinarian is not necessarily the one providing the veterinary care for the animals). If space is inadequate, use the back of this page or attach additional page(s). This form must be signed by the owner or manager of the facility and the veterinarian.

Name of Facility

Facility License #

Veterinarian's Information

Name of Veterinary Practice

Name of Veterinarian

Veterinarian's NC License #

Address

City

NC

ZIP Code

Phone Number

1. Enclosures and exercise areas for dogs and cats must be properly cleaned a minimum of two times per day. [02 NCAC 52J .0207(a)]

Is your facility cleaned a minimum of twice daily (including weekends and holidays)? YES ☐ NO ☐

Describe your procedures for disinfecting the following: primary enclosures, exercise areas, feed & water bowls, litter boxes and bedding (if provided).

2. All animals in a licensed or registered facility must be in compliance with the North Carolina rabies law, NCGS § 130A, Article 6, Part 6. [02 NCAC 52J.0210(d)]

Does your facility ensure that all dogs and cats 4 months of age and older, that have been in your facility for 15 days or more, have been vaccinated for rabies? ☐ YES ☐ NO

List any other vaccinations that you require for dogs and cats:

Owner/Manager Initials _____

Veterinarian's Initials _____

A complete record of veterinary care is required. [02 NCAC 52J .0101(1-5)]

Veterinary care of all animals must be fully documented from the time of intake to the time of release from the facility. All animal records must be retained a minimum of 3 years after the release of the animal. [NCGS 19A-32.1(j)]

Does your facility retain or plan to retain (new facilities) all animal records for at least 3 years after the release of an animal? YES ☐ NO ☐

All facilities must designate an isolation area for animals being treated or observed for communicable diseases.

This applies to incoming animals as well animals that become ill during their stay at the facility. [02 NCAC 52J .029(5)]

Does your facility have a designated area for the isolation of animals?

YES ☐ NO ☐

Briefly describe your procedure for the isolation of incoming ill animals as well as animals that become ill during their stay at the facility:

5. Diseased or deformed animals shall be sold or adopted only under the policy set forth in the "Program of Veterinary Care." Full written disclosure of the medical condition of the animal shall be provided to the new owner. [02 NCAC 52J .0210(c)]

a. Does your facility sell, adopt or transfer dogs and/or cats? YES ☐ NO ☐

b. Does your facility sell, adopt or transfer any deformed (i.e., blind, amputee, etc.) dogs and/or cats? YES ☐ NO ☐

c. Does your facility sell, adopt or transfer any ill dogs and/or cats? YES ☐ NO ☐

d. If you answered YES to questions 5(b) or 5(c), please detail the protocol for the sale or adoption of diseased and/or deformed animals, including any health guarantees or refunds as well as the procedure for providing a full written disclosure.

If you answered NO to both 5(b) and 5(c), please disregard this question 5(d).

Owner/Manager Initials _____

Veterinarian's Initials _____

6. Sick, diseased, injured, lame or blind dogs or cats shall be provided with veterinary care or be euthanized, provided that this shall not affect compliance with any state or local law requiring the holding, for a specified period, of animals suspected of being diseased. [02 NCAC 52J .0210(c)]

Does the facility provide veterinary care for the animals in the facility that are ill or injured(i.e., animals not ill or injured to the degree that would necessitate euthanasia)? ☐ YES ☐ NO

Detail the facility's protocol(s) for providing adequate veterinary care:

7. Detail your protocol(s) for providing emergency veterinary care, including emergency care during and after normal hours of operation. [02 NCAC 52J .0210(a)]

8. Does this facility provide veterinary surgical services on site? YES ☐ NO ☐

9. Does your facility perform euthanasia? YES ☐ NO ☐

10. I certify that the facility named above has implemented this Program of Veterinary Care and that the veterinarian named above assisted in its development.

Owner/Authorized Agent Initials _____

11. Does your facility have an emergency disaster plan? YES ☐ NO ☐
If no, please be advised that AWS will consider your failure to have and/or implement an emergency disaster plan as an aggravating factor in evaluating any violation that may occur during an emergency/disaster that is a result of or exacerbated by this failure.

12. As owner or authorized agent, I affirm that all information included in this application is a true and accurate representation of policies, procedures, and actual practices of this facility.

Owner/Authorized Agent Initials _____

13. As owner or authorized agent, I agree to comply with the N.C. Animal Welfare Act and the regulations issued pursuant thereto. I agree to cooperate as required by law with inspections and investigations conducted by personnel of the Animal Welfare Section, Veterinary Division, of the N.C. Department of Agriculture & Consumer Services.

Owner/Authorized Agent Initials _____

14. The person signing this application represents and warrants that they have full authority and representative capacity to execute this application in the capacities indicated herein, and that this agreement constitutes the valid and binding obligations of all parties.

Owner/Authorized Agent Initials _____

15. I will notify the Animal Welfare Section should there be any significant changes to the practices and information contained in this application.

Owner/Authorized Agent Initials

NOTICE

A registration is not transferable. "When there is a transfer of ownership, management or operation of a business...(they) shall have 10 days from such sale or transfer to secure license...A licensee shall promptly notify the director of any change in the name, address, management or substantial control of their business or operations." [NCGS 19A-31]. (Forms for these changes may be found on our website www.ncaws.com under AWS Forms)

If applying for a license/registration before March 31st, you will still need to apply for renewal in June.

Signature of Owner or Authorized Agent (required)

Date

Signature of Veterinarian (required)

Date