

Animal Welfare Section/Veterinary Division

1030 Mail Service Center

Raleigh, NC 27699-1030

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License Application / Renewal Application to Operate as the Following:

**Check one**

New License

Animal Shelter (no fee for license)

Renew a License

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

Owner Information

Name of Owner

Owner's Address

City  State  ZIP Code

Information About the Facility

Hours Open to the Public

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

**Cleaning Hours:** (cleanings required at least twice daily).  
If more than twice daily, please indicate additional cleaning times in the comment box of Article 1 on the next page.

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 required to be licensed/certified under the Animal Welfare Act. Items below are to be completed with the assistance of a veterinarian licensed in NC. If space is not adequate, 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 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, N.C. Gen. Stat. §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 \_\_\_\_\_

3. A full record of veterinary care is required. [02 NCAC 52J .0101(1-5)]  
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; [19A-32.1(j)].  
Does your facility retain or plan to retain (new facilities) all records for at least 3 years after the release of an animal?  
YES NO

4. All facilities must designate an isolation area for animals being treated or observed for communicable diseases.[02 NCAC 52J .0209(5)]. This applies to incoming animals as well animals that become ill during their stay at the facility.  
Does your facility have a designated area for the isolation of animals that are sick during their stay?  
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 ever 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.  
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 to include emergency care during and after normal hours of operation. [02 NCAC 52J .0210(a)]

8. This facility provides 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.

NOTICE

A license is not transferrable. 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. [GS 19A-31]. Notify this office of any additions to the facility.

\_\_\_\_\_  
Signature of Owner or Authorized Agent (required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Veterinarian (required)

\_\_\_\_\_  
Date