Boarding Kennel Application

Please fill out the following application and mail the completed, signed application along with the check or money order for the $75.00 license fee made payable to NCDA&CS. Please mail the application and check for license fee together to avoid unnecessary processing delays.

If you mail your application through the **United States Postal Service**, please use the following address:
Attn: Sandra Parker/AWS
1030 Mail Service Center Raleigh, NC 27699

If you send your application through **UPS or Fed Ex**, please use the address:
Attn: Sandra Parker/AWS
2 W. Edenton St. Raleigh NC 27601

Every facility must renew their license each year. 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 application items. These should be completed prior to submitting your application.

Checklist for New Facilities

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

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

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

4) If this is a new business, please allow at least 4 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.

Changes to Existing Facilities

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

We encourage you to keep an original copy of your application. The application needs to be in a PDF format. We cannot accept photographs of an application. Please put all the information in the boxes provided as extra, attached pages cannot be accepted. Please do not attach protocols.

North Carolina Department of Agriculture & Consumer Services

Animal Welfare Section/Veterinary Division

Applications are no longer available on-line for viewing. Please make copies.

Only USPS
1030 Mail Service Center
Raleigh NC 27699

Attn: Sandra Parker
Checks Made Payable
NCDA&CS

Only UPS/Fed Ex
2 West Edenton St
Raleigh NC 27601

License/Renewal Application to Operate a Boarding Kennel

New License ◯ Boarding Kennel Fee $75.00

Renewal License ◯

Facility # _____

Facility Name _____

Physical Address of Facility _____

City _____ State _____ Zip Code _____ County _____

Phone # _____ Email _____

Mailing Address for Facility (if different) _____

City _____ State _____ Zip Code _____

Owner's Name _____

Owner's Address _____

City _____ State _____ Zip Code _____

Phone # _____ Email _____

Information about Facility

Hours open to the Public _____ Days open to the Public (check all that apply)

Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐

Saturday ☐ Sunday ☐

Cleaning Hours: (cleaning required at least twice daily)

If more than twice daily, please indicate additional cleaning times in the comment box of section 1.

Time of 1st Cleaning _____ #of Dog Enclosures _____ Max # of Dogs On-site _____

Time of 2nd Cleaning _____ # of Cat Enclosures _____ Max # of Cats On-site _____

Owner/Authorized Agent Signature _____ Date _____

Program of Veterinary Care Section 1-7

1) Enclosures & exercise areas for dogs & 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 & holidays)?

   Yes ☐ No ☐

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

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

   Does your facility ensure that all dogs & cats 4 months of age & older remain current with rabies vaccinations? Yes ☐ No ☐

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

Owner/Authorized Agent Initials ☐

3) Full written disclosure of medical condition of the animal & all veterinary medical treatments provided to the animal shall be given to the owner. All animal records must be retained a minimum of 1 year after the release of an animal. [02 NCAC 52J .0210(g)]
Does your facility retain or plan to retain (new facilities) all animal records for at least 1 year 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. This applies to incoming animals as well as animals that become ill or injured during their stay at the facility.
Does your facility have a designated area for the isolation of animals that become sick or injured during their stay? Yes ☐ No ☐
Briefly describe your procedure for the isolation of incoming ill or injured animals as well as animals that become ill or injured during their stay at the facility.

Owner/Authorized Agent Initials ☐

5) Does your facility sell, adopt or transfer any diseased, injured, infirmed, or deformed dogs and/or cats? [02 NCAC 52J .0210(f)(g)] Yes ☐ No ☐
If yes, please explain.

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

7) I certify that the facility named above has implemented this program of veterinary care.
Owner/Authorized Agent Initials ☐

8) All facilities must develop & maintain a plan of action for the continuity of care and/or evacuation of animal in the event of a natural or man-made disaster [02 NCAC 52J .0201(r)]
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 occurs during an emergency/disaster that is the result of or exacerbated by this failure.
Owner/Authorized Agent Initials ☐

9) As owner or authorized agent, I affirm that all information included in this application is a true & accurate representation of polices, procedures, & actual practices of this facility.
Owner/Authorized Agent Initials ☐

10) As owner or authorized agent, I agree to comply with the N.C. Animal Welfare Act & the regulations pursuant thereto. I agree to cooperate as required by law with inspections & investigations conducted by personnel of the Animal Welfare Section, Veterinary Division, of the N.C. Department of Agriculture & Consumer Services.
Owner/Authorized Agent Initials ☐

11) The person signing this application represents & warrants that they have full authority & representative capacity to execute this application in the capacities indicated herein, and that this agreement constitutes the valid & binding obligations of all parties.
Owner/Authorized Agent Initials ☐

12) I will notify AWS should there be significant changes to the practices & information contained in this application. [02 NCAC 52J .0105(2)(3)]
Owner Authorized Agent Initials ☐

13) Does the owner/authorized agent have previous training or experience in animal husbandry & care taking? Yes ☐ No ☐

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/Authorized Agent (required) ☐ Date ☐

Last Modified 1/28/26