



Illinois Department of Agriculture • Bureau of Animal Health and Welfare • P.O. Box 19281 • Springfield, IL 62794-9281 •
217/782-6657 • Fax 217/558-6033 • TDD 866/287-2999

Dear Prospective Licensee:

Below is an application for licensure necessary to comply with the Illinois Animal Welfare Act. This application cannot be used to renew a license and will not be processed if used for that purpose. Prior to completing the application, please be aware of the various license types and select the type which best describe your business. A separate application must be completed for each license type you are requesting.

Please be advised that the Bureau no longer issues foster home permits. Foster home permits are issued through affiliating by formal written agreement with an animal shelter or animal control facility for which that person will operate the foster home.

Please complete the application for each license type in detail and return with the required initial license fee(s) to this office. Please be advised that your facility must be in compliance for licensure within 60 days of receipt of your application in this office to avoid forfeiture of your license fee(s) and the requirement to resubmit another application with an additional license fee(s). Upon receipt, Department personnel will be contacting you to conduct a preliminary inspection and answer any questions you might have regarding the Act and its requirements as a prerequisite to final processing and issuance of your license(s). The license(s) will expire annually on June 30.

In addition to the requirements of the Animal Welfare Act and the Department's administrative rules, all applicants must comply with all ordinances and regulations. A Bureau of Animal Health and Welfare License does not exempt licensees from complying with local ordinances or regulations.

We appreciate your cooperation with the Department during the licensing process. Please do not hesitate to contact this office if you have further questions or concerns or if we may be of service to you and your business.

Thank you.

Bureau of Animal Health & Welfare
Illinois Department of Agriculture



BUREAU USE ONLY

Approved by: _____

Date License Issued: _____

License No. _____

Code _____ County _____

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APPLICATION FOR ILLINOIS TO OPERATE AS:

(Check only one category)	Code
Pet Shop Operator	1 <input type="checkbox"/>
Cat Breeder	2 <input type="checkbox"/>
Dog Breeder	3 <input type="checkbox"/>
Dog Dealer	4 <input type="checkbox"/>
Kennel Operator	5 <input type="checkbox"/>
Animal Control Facility	6 <input type="checkbox"/>
Animal Shelter	7 <input type="checkbox"/>
Day Care Operator	8 <input type="checkbox"/>
Guard Dog Service	9 <input type="checkbox"/>
Horse Rescue	10 <input type="checkbox"/>

No person shall engage in business as a pet shop operator, dog dealer, kennel operator, day care operator, dog breeder, or cat breeder or operate a guard dog service, an animal control facility, or animal shelter, in this State without a license therefor issued by the Department. If one business conducts more than one such operation, each operation shall be licensed separately.

I hereby apply for a license to operate as one of the above designated businesses in accordance with the Animal Welfare Act, (225 ILCS 605/), and its Rules (8Ill. Adm. Code 25).

1. Please print

Name of Operation	
Physical Address	
City	State
Zip Code	County
Business Phone Number	
Business E-Mail	
FEIN #	

2. Ownership (check or circle one):

Corporation ☐

Partnership ☐

Individual ☐

Non-Profit Verification:

All animal shelters and animal rescues must provide verification of non-profit status. No license will be issued without status verification. Methods of verification may include the following:

- EIN used for 501c3 registration: _____
- Non-profit corporation file number from the Secretary of State: _____
- A copy of a "Certificate of Good Standing" issued by the Secretary of State
- A copy of the shelter or rescue's charter for nationally recognized organizations

No animal shelter license will be issued without non-profit status verification.

3. List below owner(s) name and present residence. If a partnership, name, phone #, and email of each partner. If a corporation, name, phone #, and email of each director and officer and/or other person authorized to represent or act for the above designated ownership. If a municipality or humane society, name, phone #, and email of person(s) in charge of operation.

4. Are all persons listed under #3 citizens of the United States of America? Yes <input type="checkbox"/> No <input type="checkbox"/> If not, state citizenship:
5. Business name and address of all branch locations, if any:
6. Previous business connections or experience relating to any of the aforementioned license categories:
7. Bank Reference (Name & Address):
8. Name, Phone #, and Email of two (2) professional or business references:
9. Has any license of the applicant(s) under this Act or any federal, state, county, or local law, ordinance, or regulation, relating to dealing in, or handling of dogs, cats, birds, fish, reptiles, or other animals customarily obtained as pets in this State, ever been suspended or revoked?
If so, please explain:
10. Has any applicant ever been convicted of a felony?
11. If a foreign corporation, partnership, or individual, are you authorized by the Secretary of State to do business in the State of Illinois?
12. Hours and days per week animals are offered for sale, exchange, or adoption:
13. Does applicant, in addition to dogs, cats, birds, fish, or reptiles, offer any other animals for sale, trade or adoption? If yes, please name:

Building and Premise:

14. Describe buildings and premises where applicant intends to conduct operation (dimensions, type of flooring, roofing, and size of different rooms):
15. Number of cages, pens, and/or aquariums on the premises:
16. Average number of dogs, cats, birds, fish, or reptiles on hand:
17. Describe storage and disposal of waste materials and dead animals (schedule of pick-up service and by whom):
18. What control measures are taken to prevent infestation of animals and premises with external parasites and vermin?
19. What precautions are taken for the isolation of diseased animals to avoid exposure to healthy and salable animals?
20. How often are cages, runs, and tanks cleaned and disinfected when in current use?
21. Describe heating and ventilation system in kennel area:

General Care of Animals:

22. Specify days attendant is on duty to care for animals:
23. Specify hours attendant is on duty:

Animals In Transit:

24. Method of handling animals in transit in relation to feeding, watering, freedom of movement, type of conveyance, heat and ventilation, disinfecting, and sanitary measures. (describe in detail)

Health of Animals at Time of Release:

25. What precautions are taken to assure that each animal for sale or release is healthy and free from any infection or disease? (explain)
26. When are the services of a veterinarian used?
27. Name and address of your veterinarian or veterinarians:
<u>28.</u> If animals are accompanied by guarantee, explain provisions of guarantee:
29. What procedure is used to satisfy complaints?

Records:

30. Is a record of all purchases or adoptions with description of animals maintained for a minimum of twelve (12) months?
YES <input type="checkbox"/> NO <input type="checkbox"/>
31. Are all out-of-state animals accompanied by an official health certificate?
YES <input type="checkbox"/> NO <input type="checkbox"/>
32. Is a record of each retail sale maintained by the applicant for a period of twelve (12) months after date of sale or transfer of animals?
YES <input type="checkbox"/> NO <input type="checkbox"/>
33. Does the sale invoice given to the customer identify the animal, and show immunizations and medications administered?
YES <input type="checkbox"/> NO <input type="checkbox"/>

Kennel Operators Only:

34. All kennel operators that maintain dogs or cats for boarding must be in compliance with 225 ILCS 605/18.2 (Fire Alarm System), and 8 Ill. Adm. Code 25.145. Compliance can be satisfied by an affirmative answer and submission of required documentation to one of the following:
a. There is at least one fire alarm system or fire sprinkler system in operating condition that directly alerts emergency response in every building of the kennel that is used for the housing of animals.
YES <input type="checkbox"/> NO <input type="checkbox"/>
. If yes, include with the application a description and picture of the make and model of the system used:
b. The kennel is staffed at all times dogs or cats are on the premises.
YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, include with the application a staffing plan that contains names of staff and each shift that is covered each day that animals are present:

Pet Shop Operators:

35. Applicant certifies that any dogs or cats sold at its facility will be sourced from an animal control facility or animal shelter, located in-state or out-of-state, that is in compliance with the Animal Welfare Act and its corresponding administrative rules. A Pet Shop Operator must keep a record of each dog or cat offered for sale, and the record must be kept on file for a period of 2 years following the acquisition of each dog or cat, made available to the Department upon request, and submitted to the Department on May 1 and November 1 of each year.

Dog Dealers:

36. Dog Dealers are prohibited from selling dogs and/or cats at retail to the public. If this application is for a dog dealer license, by signing below, you certify that you will not sell, offer to sell, exchange, or offer for adoption dogs or cats at retail to the public. As indicated above, only Pet Shop Operators are permitted to sell dogs and/or cats at retail to the public, and all dogs and/or cats sold at retail to the public must be sourced from an animal control facility or animal shelter.

All Applicants:

37. By signing below, each applicant certifies its understanding and acknowledgment that pursuant to the Animal Welfare Act: (1) no person or entity is permitted to sell any animal at retail under any license except a pet shop operator license, and (2) any dogs or cats sold at retail must be sourced from an animal control facility or animal shelter.

38. Applicant irrevocably consents that actions against it for alleged violations of this Act may be filed in any appropriate court of any county or municipality of Illinois in which the plaintiff resides or in which some part of the transaction occurred out of which the alleged cause of action arose, and that process in any action may be served on the applicant by leaving 2 copies thereof with the Director of Agriculture of the State of Illinois, who shall forthwith send one copy by registered mail to the applicant at the address shown on this application. Applicant stipulates and agrees that such service of process shall be taken and held to be valid and binding for all purposes relating to such alleged violations.

39. Please note that all applicants are responsible for ensuring that they are in compliance with local ordinances and requirements.

By virtue of signing this application, the applicant grants permission to authorized employees of the Department of Agriculture to inspect the licensed premises during reasonable business hours or at other times deemed necessary by the Department to enforce the laws of the State of Illinois.

Submission and Fee Information:

A completed application is to be accompanied by the \$350.00 fee for each license of any classification. Please do not send cash. Check or money order is to be made payable to the Illinois Department of Agriculture. All license fees are non-refundable. Licenses are valid from July 1- June 30 of each year. If you apply for an initial license prior to June 1st, you will be required to pay the renewal fee for the upcoming Fiscal Year beginning July 1.

Applications and payments can be mailed to:

IDOA
Attn: AHW
PO Box 19281
Springfield, IL 62794-9281

If sending via UPS or FedEx please mail to:

IDOA
Attn: AHW
801 E. Sangamon Ave.
Springfield, IL 62702

The Department of Agriculture is a public body subject to the requirements of the Freedom of Information Act (5 ILCS 140). All application information is subject to disclosure upon request, except personal information. If a business submits an application without identifying business contact information, the personal contact information will be disclosed.

This state agency is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under Illinois Compiled Statutes, Ch. 225, Par 605/1 through 605/22. Failure to provide this information shall prevent this form from being processed.

Signature of Applicant

Date

**THE FOLLOWING DOES NOT APPLY TO BUSINESSES WITH FEDERAL
EMPLOYER IDENTIFICATION NUMBERS.**

Pursuant to 5 Illinois Compiled Statutes 100/10-65(c), applications for renewal of a license or a new license shall include the applicant's Social Security Number, and the applicant shall certify, under penalty of perjury, that he or she is not more than 30 days delinquent in complying with a

child support order. Failure to certify shall result in disciplinary action, and making a false statement may subject the applicant to contempt of court.

Are you more than 30 days delinquent in complying with a child support order? Yes ☐ No ☐

(NOTE: If you are not subject to a child support order, answer "no.")

Applicant's Social Security Number: ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____