



RHODE ISLAND
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
DIVISION OF AGRICULTURE
235 Promenade Street, Room 370
Providence, Rhode Island 02908

Guidance for filling out application for RESCUE/SHELTER/etc.

Review and be familiar with Governing Regulations and Laws listed below and on page seven (7) of the Application. The Application is intended to help capture information Rescues, etc. are obligated to collect, maintain and provide upon request.

Primary Governing Regulation:

RULES & REGULATIONS GOVERNING THE IMPORTATION OF ANIMALS

(Updated October 2015):

[Rules and Regulations Governing the Importation of Animals \(10/8/15\)](#)

For Licensed Releasing Agencies that import animals for adoption, foster, etc., the most relevant parts are:

RULE 5: DEFINITIONS

RULE 6: GENERAL REQUIREMENTS AND GENERAL EXEMPTIONS

RULE 7: CERTIFICATE OF VETERINARY INSPECTION

RULE 8: DOGS AND CATS FOR RESCUE, SHELTER, FOSTER, BROKER

RULE 20: VIOLATIONS

ALL REGISTRANTS

Review all below listed information as pertains to Licensed Releasing Agency.

ONLINE REPORTING SYSTEM

Once application is reviewed and approved, unless already on the system, Registrants will be provided instructions and provided access to the online RI DEM Division of Agriculture Animal Shelter System (which replaced the Monthly Log form in July of 2015).

NOTIFICATION REQUIREMENT (per Rule 8.04 (e))

8. 04 General Requirements of all entities and carriers: (e). Must notify the Department of all expected shipments of dogs or cats being imported into the state as to the time and location of the arrival of the shipments. Notification must be received by the Department no less than 24 hours prior to arrival of the shipment.

Preferred format for Notification is as follows:

-Name of Licensed Releasing Agency (Rescue/Shelter/Broker, etc.) =

-Number of animals =

-Date of arrival =

-Approximate time =

-Point of arrival/location (as specific an address as possible, even if it is an exit # off of a specific highway) **even if outside of RI.** =

-Transporter (Provide **Name** of **USDA** Licensed Carrier **OR** **complete details** of **Pre Approved** Alternate transport Plan) =

You can email info to marisa.coates@dem.ri.gov or fax to 401-222-6047. Email is preferred.

REPORTABLE DISEASES

Link to [Reportable Animal Diseases](#)

Rescues/Shelters/Brokers/Etc. must report to State Veterinarian via phone or email:

-Parvovirus

-Giardia

Reporting must be done immediately, even if the animal is in Foster or already adopted.

FORMS *Download and print forms as needed*

[Rescue Animal Identification Record](#) **Per RULE 8.08 Record keeping** (vii and viii)

Records must be maintained for a period of three years after the importation of the animal.

Include Microchip number or Photos (left, right and front) with record.

Point of Contact within Rhode Island must make available for review as needed.

[Dog and Cat Importation Manifest](#) **Per RULE 8.05 Requirements of Category A entities** (RULE 8.05 (d) v): Entities that are seeking a Category A registration but that are not intending on using a USDA licensed transporter as in 8.05 (c) are required to keep all records as defined in 8.08 (b) i, ii.

NOTICE TO NEW OWNERS OF RABIES VACCINATION “Rabies Log” per 4-13-31

<http://www.dem.ri.gov/programs/agriculture/documents/rabieslog.pdf>

REGULATIONS

NEW Rules and Regulations Governing Animal Care Facilities (6/20/16)

(New October 2015, Updated June 2016)

RULES & REGULATIONS GOVERNING THE IMPORTATION OF ANIMALS

(Updated October 2015)

[Rules and Regulations Governing the Importation of Animals \(10/8/15\)](#)

RULES & REGULATIONS GOVERNING THE PREVENTION, CONTROL AND SUPPRESSION OF RABIES WITHIN THE STATE OF RHODE ISLAND

(Updated February 2016)

[Rules and Regulations Governing the Prevention, Control and Suppression of Rabies Within the State of Rhode Island \(2/25/16\)](#)

RULES & REGULATIONS GOVERNING IMPORTATION AND POSSESSION OF WILD ANIMALS

[Rules and Regulations Governing Importation and Possession of Wild Animals \(2/25/16\)](#)

FISH AND WILDLIFE / R.I. FERRET REGULATIONS

[Ferret Regulations \(7/17/97\)](#)

RABIES PROTOCOL

The State of Rhode Island Manual for Rabies Management and Protocols (June 2016)

[2016 Rabies Protocol Manual](#) (Updated 6/16)

RI GENERAL LAWS

State of Rhode Island General Laws / TITLE 4 - Animals and Animal Husbandry

<http://www.rilin.state.ri.us/Statutes/TITLE4/INDEX.HTM>

Relevant Chapters:

- [CHAPTER 4-1 Cruelty to Animals](#)
- [CHAPTER 4-4 Animal Diseases in General](#)
- [CHAPTER 4-13 Dogs](#)
- [CHAPTER 4-13.1 Regulation of Vicious Dogs](#)
- [CHAPTER 4-19 Animal Care](#) (changes enacted July 16, 2016)
- [CHAPTER 4-22 Cat Identification Program](#)
- [CHAPTER 4-24 Permit Program for Cats](#)
- [CHAPTER 4-25 Pet Warranties – Dogs](#)

Link to Application:

[Registration Application for ALL Animal Shelters, Rescues, Brokers, Remote Sales \(Category A and B\)](#)

Application is a fillable PDF. Type or Print legibly.
Confirm that entered information appears as intended once printed.
Use additional pages if necessary.

PAGE 1

APPLICANT INFORMATION:

REGISTRANT Entity: What is the operating name of the Rescue / Shelter / Entity?

REGISTRANT Primary Contact: Who is the principal operator of the entity?

New License or **Renewal** of existing license? Check as appropriate.
BOTH New and Renewal Application must be filled out **in full**.
Incomplete and/or illegible applications may be rejected or returned.

LICENSE TYPE:

How to qualify as a Category A or Category B is outlined in Rule 8.05 and 8.06 of [Rules and Regulations Governing the Importation of Animals \(10/8/15\)](#)

“Licensed Releasing Agency” as well as Rescue, Shelter, Broker and Remote Sale are defined in either: [Rules and Regulations Governing the Importation of Animals \(10/8/15\)](#), RI General Law (CHAPTER 4-19 Animal Care) and/or [Rules and Regulations Governing Animal Care Facilities \(6/20/16\)](#)

OPERATIONAL PLAN (Pages 2-7)

OPERATIONAL PLAN

Any change in the maximum number of animals, housing of animals, types of animals, configuration of facility, etc., will require an amendment that must be approved by RI DEM Division of Agriculture, Animal Health Section prior to the change being executed. New Sources of Animals, Fosters or changes in staff must be reported immediately (PRIOR to importation).

PAGE 2

-Rhode Island Point of Contact. Rescues, etc. based outside of RI, required per Rule 8.04 (d). Many Rescues have a reliable Foster or previous adopter serve in this capacity. ****Out-of-State based Applications will not be considered without a confirmed RI-residing Point of Contact.****

-Business hours (if a brick and mortar facility in RI) OR best hours to contact (if no facility).

-Proof of Non-Profit Status is required for Rescue and Shelter

To be a registered Rescue or Shelter in RI, you must provide proof of current Non-Profit status. This can be a Federal non Profit or RI Domestic Non-Profit (via RI Secretary of State).

-Registration in other states

Provide registering Agency info if Rescue, etc. is registered/licensed in other State(s).

-Affiliated with a State / Municipal / County Animal Control?

Many Rescues work closely with Animal Control, either in RI or in base state.

If so, indicate those which you have any affiliation with. If none, indicate N/A (does Not Apply)

PAGE 3

SOURCE of Animals

Where do the Dogs and/or Cats that you import come from?

Check off and fill out for ALL applicable sources.

-You **cannot** list yourself or your Rescue as the Source.

-Provide Physical address (NOT a P.O. Box)

-For Privately-owned, relinquished animals, provide Name / Address / Phone number when entering online and in Animal's Individual Record.

-Enter COMPLETE Source information on Online Reporting System and Rescue Animal Identification Record: [Rescue Animal Identification Record](#)

-All Source information must be recorded via the RI DEM Division of Agriculture Animal Shelter Online Reporting System. We will populate "Known Entities" with Source information provided by applicants.

PAGE 4

EMPLOYEES / VOLUNTEERS / FOSTERS -Provide all information as required.

***NOTE: On page EIGHT (8) Principal Operator must attest that to the best of their knowledge NO employee, volunteer or foster has been convicted of animal cruelty or mistreatment. ***

PAGE 5

CATEGORY A REGISTRANTS

PRE IMPORT PROCESSING PLAN

NOTE: Must be submitted annually as our requirements may change with emerging diseases or increased prevalence of existing diseases

THIS IS YOUR OPPORTUNITY TO DEMONSTRATE SUFFICIENT EFFORT HAS BEEN TAKEN **PRIOR TO IMPORTATION** TO PREVENT IMPORTING AND ADOPTING DOGS and/or CATS WHICH HAVE BEEN EXPOSED TO OR ARE POTENTIALLY HARBORING DISEASE.

PAGE 6

CATEGORY A REGISTRANTS cont'd

USDA LICENSED CARRIER(S): Must also be registered with RI DEM Division of Agriculture. Application can be found here: <http://www.dem.ri.gov/programs/bnatres/agricult/pdf/carrier.pdf>
[Registration Application for Animal Carrier \(USDA licensed transports only\)](#)

ALTERNATE TRANSPORT PLAN: (For those not intending to use USDA licensed transport)

Per Rule 8.05 c, d and e, Category A rescues must either use a "USDA Licensed Carrier" (which must also be registered with the RI DEM Division of Agriculture) or submit a "detailed transportation plan" for review prior to approval. Provide all required information and if using an "Alternate Transport" Rescue must maintain Manifest and provide upon request.

[Dog and Cat Importation Manifest](#) for USDA Licensed Carriers and Alternate Transport Plan

CATEGORY B REGISTRANTS

Isolation Facility

If not able to be approved for a Category A, then Rescue must Isolate Dogs/Cats for FIVE (5) days (120 hours) at a facility within RI that has been **inspected and approved** by RI DEM Division of Agriculture OR an authorized facility outside of RI. **Dogs/Cats must be examined by Licensed Veterinarian prior to release from Isolation.**

PAGE 7

FLOOR PLAN OF FACILITY *(unless no "brick and mortar" facility in RI)*

This can be hand-drawn on 8x11. Use multiple pages if necessary. Must be legible. Category B entities must provide floor plan for Isolation Facility.

PAGE 8

Registration renewal (Expires December 31st of each year).

Submission instructions

Attestation to provided information

Signature page

-Insert appropriate title if not indicated.

-Print Name and Title and date of Signature_

Any questions regarding application contact:

Marisa L. Coates

Veterinary Paramedic

RI DEM Division of Agriculture

Animal Health Section

401-222-2781 x4515

Marisa.Coates@dem.ri.gov

<http://www.dem.ri.gov/>

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