



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) and eight (8) of the Application. The Application is intended to help capture information Rescues, etc. are obligated to collect, maintain and provide upon request.

NOTE: All Regulations underwent re-codification in 2017. Appearance differs from previous versions, but information and sequence are unchanged.

Primary Governing Regulation:

RULES & REGULATIONS GOVERNING THE IMPORTATION OF ANIMALS

(Updated October 2015):

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

URL: <http://sos.ri.gov/documents/archives/regdocs/released/pdf/DEM/9057.pdf>

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

Section 1.5 Definitions

Section 1.6 General Requirements and General Exemptions

Section 1.7 Certificates of Veterinary Inspection and Owner Shipper Statements

Section 1.8 Importation of Dogs and Cats for the Purpose of Rescue, Shelter, Foster Care, Adoption, Brokering, or Remote Sale

Section 1.20 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).

Animal should be entered into the system immediately upon intake and complete records and disposition information should be entered as occurs.

NOTIFICATION REQUIREMENT (per PART 1.8 (D)(5) (formerly Rule 8.04 (e))

PART 1.8 D General Requirements of all entities and carriers: (5). 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.

NOTE: Effective November 2017, the only acceptable format is the “Rescue Import Notification Form”

Link: [Rescue Import Notification Form](#)

URL: http://www.dem.ri.gov/programs/agriculture/documents/rescue_notification.pdf

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 *All are fillable PDF. Illegible handwritten forms will not be accepted.*

[Rescue Animal Identification Record](#) **Per Section 1.8 (H)(1) and (3) Record Keeping**

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 possess and make available immediately upon request.

[Dog and Cat Importation Manifest](#)

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

For Entities using an ALTERNATE TRANSPORT PLAN (Not Using USDA Licensed Transport):

Per Section 1.8 (E) Requirements of Category A entities (Section 1.8 (E)(4) Entities that are seeking a Category A registration, but that are not intending on using a USDA licensed transporter as in § 1.8 (E)(3) of this Part are required to submit the following:

- a. A detailed transportation plan to include make and model of the vehicle being used for conveyance,
- b. Features of the vehicle that will ensure adequate climate control in the animal compartment, and
- c. Sanitation protocols for the conveyance.
- d. The Department will review the plan defined in § 1.8 (E)(4)(a) through (c) of this Part, and if approved will issue a Category A registration.
- e. Entities that are seeking a Category A registration but that are not intending on using a USDA licensed transporter as in § 1.8 (E)(3) of this Part are required to keep all records as defined in § 1.8 (H)(2) of this Part.

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

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

For any dog or cat adopted under 12 weeks of age, new owner must sign Rabies Log indicating knowledge of RI Law requiring the animal to be to get vaccinated once it reaches 12 weeks of age.

Rescues/Shelters/etc. in possession of animals over 12 weeks of age must have them vaccinated within TWO (2) weeks per Rules and Regulations Governing Animal Care Facilities Sections 4.8 DOGS (A) (10) (c) / Sections 4.8 CATS (B) (8) (d).

REGULATIONS URL: <http://www.dem.ri.gov/documents/regulations/index.php>

RULES & REGULATIONS GOVERNING ANIMAL CARE FACILITIES:

[Rules and Regulations Governing Animal Care Facilities \(6/20/16\)](#)

RULES & REGULATIONS GOVERNING THE IMPORTATION OF ANIMALS

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

RULES & REGULATIONS GOVERNING IMPORTATION AND POSSESSION OF WILD ANIMALS

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

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

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

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 October 2017)

See RI General Law 4-19-16 re Spay / Neuter Requirement:

<http://webserver.rilin.state.ri.us/Statutes/TITLE4/4-19/4-19-16.HTM>

- [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 \(Category A and B\)](#)

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

Application is a fillable PDF (Type or Print legibly). Use additional pages if necessary.

Confirm that entered information appears as intended once printed. Keep a copy for your records.

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:

If based within Rhode Island and DO NOT Import Animals, Rescue/Shelter will not be Category A or B and do not need to fill out Parts of Application indicated for either.

Any Rescue/Shelter Importing Dogs and Cats, whether based in RI or outside of RI MUST indicate A or B and fill out the relevant parts of the application.

How to qualify as a Category A or Category B is outlined in Sections 1.8 (E) and (F) of the [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 Section 1.8 (D) (4). Many Rescues have a reliable Foster or previous adopter serve in this capacity.

****Out-of-State 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 complete info for registering Agency if Rescue, etc. is registered/licensed in other State(s). Ie Massachusetts Dept. of Agricultural Resources, Connecticut Dept. of Agriculture, Georgia Dept. of Agriculture.

-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 addresses (NOT a P.O. Box)

-For Privately-owned, relinquished animals, provide Name / Address / Phone number when entering into Online Reporting System in Animal's Individual Record.

NOTE: Only Municipal Animal Control can report animals as "Stray".

Failure to provide complete owner information for privately-relinquished Animal is in violation of RI General Law (4-19-12 Disposition of animals) and/or the Import Regulations (Section 1.8 (H) (3) (c))

-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.

If None or No such Title, indicate with "None" or "N/A"

*****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 DOGS and/or CATS WHICH HAVE BEEN EXPOSED TO OR ARE POTENTIALLY HARBORING DISEASE. **APPLICANTS THAT DO NOT TEST FOR **HEARTWORM** WILL NOT BE APPROVED AS A CATEGORY A**

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 Section 1.8 (E) (3) and (4), 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 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 at a facility either within RI that has been **inspected and approved for that purpose** by RI DEM Division of Agriculture OR an authorized facility outside of RI for FIVE (5) days (120 hours).

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.

ADDITIONAL INFORMATION: Space for additional information is provided on page 7

PAGES 7 and 8

- Registration renewal (Expires December 31st of each year).
- Submission instructions
- Attestation to provided information and LINKS to Relevant Laws and Regulations
- Signature page
 - Insert appropriate Title if not indicated.
 - Print Name and Title and date of Signature_

Any questions regarding application contact:

Marisa L. Coates

RI DEM Division of Agriculture

Animal Health Section

401-222-2781 x4515 or Marisa.Coates@dem.ri.gov

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