GENERAL INFORMATION:
[3] The license holder must read the “License Holder - Priority Information” document;
[4] A GDA licensed establishment or person operating with a “GDA” animal shelter license must comply with the following: (A) “Georgia Animal Protection Act” O.C.G.A. 4-11-1; (B) “Rules of GDA” Chapter 40-13-13 Animal Protection
[5] Documents: (A) “GDA” required information must be recorded on “GDA” approved paper documents or “GDA” approved computer documents; (B) Documents requiring a signature must be signed; (C) All required information documents must be available for inspection at the address listed on the current “GDA” animal shelter license;

ALL RECORDS REQUIRE THE FOLLOWING INFORMATION THAT IS APPLICABLE TO THE TRANSACTION:
[1] Transactions: (A) Transaction Date; (B) Name, physical address, city, state, zip of the establishment and person involved in the transaction; (C) “GDA” license number; (D) Phone number; (E) Pet identification number; (F) Pet type; (G) Pet description;

INCOMING RECORD KEEPING REQUIREMENTS:
[1] Incoming records include but not limited to the following: (A) Impounding or harboring seized, stray, homeless, abandoned, or unwanted dogs, cats, and other animals; (B) Release of ownership to animal control; (C) Live births; (D) Custodial care; A custodial care provider that receives a fee or compensation must have a “GDA” kennel license; (E) See the “Animal Control – Record Keeping Form”;
[2] Interstate shipment requirements: (A) “Rules of GDA” 40-13-13-.06 Animal Protection”; (B) If a certificate of veterinary inspection is required it must be made available for “GDA” inspection;

OUTGOING RECORD KEEPING REQUIREMENTS:
[1] Outgoing records include but not limited to the following: (A) Adoption; (B) Animal control release of ownership; (C) Owner reclaim; (D) Euthanized; (E) Deceased; (F) Escaped; (G) Stolen; (H) Custodial care; A custodial care provider that receives a fee or compensation must have a “GDA” kennel license; (I) See the “Animal Control - Record Keeping Form”; 

PET LOCATION RECORD KEEPING REQUIREMENTS:
[1] The current location must be recorded for all pets that are not maintained at the address listed on the current “GDA” animal shelter license; (A) This information can be recorded in the comments area on the “Animal control – Record Keeping form”; (B) Location name, physical address, and dates at the location must be included; (C) Foster home locations must be recorded on foster home forms; (D) See the “Animal Control - Pet Location Form”;

FOSTER HOME/ANIMAL SHELTER AGENT REQUIREMENTS:
[1] A Foster Home/Animal Shelter Agent that receives a fee or compensation for a licensable activity must obtain a “GDA” license;
[2] Foster Home/Animal Shelter Agent - Agreement: (A) A Foster Home/Animal Shelter Agent must enter into the “Foster Home/Animal Shelter Agent - Agreement”; (B) See the “Foster Home/Animal Shelter Agent - Agreement”; 
[3] Foster Home/Animal Shelter Agent - Inspection Report: (A) An initial inspection prior to placing a pet with the Foster Home/Animal Shelter Agent; (B) Twice yearly inspections, one each summer & winter; (C) For your Foster Home/Animal Shelter Agent that is your pet transporter, the transport vehicle must be inspected; (D) See the “Foster Home/Animal Shelter Agent - Inspection Report”;
[4] Foster Home/Animal Shelter Agent - Pet Inventory form: (A) Name of the “GDA” licensed establishment or person and Foster Home/Animal Shelter Agent; (B) Pet identification number; (C) Date in and date out; (D) See the “Foster Home/Animal Shelter Agent - Pet Inventory Form”.

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ANIMAL CONTROL - INFORMATION SHEET
Georgia Department of Agriculture (Hereinafter “GDA”)