



## **LICENSE HOLDER - PRIORITY INFORMATION DOCUMENT**

Georgia Department of Agriculture (Hereinafter "GDA")

"Establishment"; "Person"; "Pet"; are used as defined in the "Rules of "GDA" 40-13-13-.01 Animal Protection"

### **"GDA" CONTACT INFORMATION:**

Website > [www.agr.georgia.gov](http://www.agr.georgia.gov) - Phone 404-656-4914 or Fax 404-463-8195

Georgia Department of Agriculture  
Companion Animal/Equine Section Room 122  
19 Martin Luther King, Jr., Dr., S.W.  
Atlanta, Ga. 30334

### **RULES & LAWS:**

[1] An establishment or person operating with a "GDA" animal shelter license, bird dealer license, kennel license, or pet dealer license must comply with the following laws and rules that are applicable: {A} "Bird Dealer Licensing Act" O.C.G.A. 4-10-1; {B} Rules of "GDA" Chapter 40-13-12 Bird Dealer Licensing"; {C} "Georgia Animal Protection Act" O.C.G.A. 4-11-1; {D} "Rules of "GDA" Chapter 40-13-13 Animal Protection";

[2] For a copy of the laws and rules go to the above website, call one of the above phone numbers, or contact your "GDA" Inspector;

### **THE "GDA" MUST BE NOTIFIED IMMEDIATELY ABOUT THE FOLLOWING:**

#### **(Notification phone number 404-656-4914 or notify your inspector)**

[1] Changes: Change of information on the "GDA" license application {A} Change of physical address – inspection required; {B} Change of ownership – inspection required; {C} Change of mailing address; {D} Change of establishment name; {E} Change of phone number(s);

[1] Diseases: {A} Any clinical diagnosis, laboratory confirmation, or clinical signs of any reportable disease; {B} See the "Reportable Animal Diseases in Georgia Information sheet", the "Reportable Animal Diseases in Georgia List", and the "Reportable Animal Diseases Form" (these items are in your establishment folder);

[2] Records: {A} Any question about maintaining complete and accurate records;

[3] Additions: {A} "GDA" licensed establishment/person adding a new location or mobile unit;

### **RECORDS KEEPING REQUIREMENTS:**

[1] 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" license;

### **LICENSE RENEWAL INFORMATION:**

[1] Renewal: {A} The license holder is responsible for license renewal; {B} Please be aware of the expiration date on the license; {C} If you have not received your license renewal notice prior to the expiration date on your license please call 404-586-1411 or 855-424-5423 {D} There is a late fee penalty for the renewal of any license that is not renewed within ten days following the expiration date on the license (excluding bird dealers);

### **UPDATED ESTABLISHMENT FOLDER INFORMATION:**

[1] Updates: {A} Please check the above website periodically for updated information that may be applicable to your establishment; {B} The updated information will be recorded in the "Forms and Information - by license type" section: