



**VIRGINIA DEPARTMENT
OF AGRICULTURE AND
CONSUMER SERVICES**

**DIVISION OF ANIMAL & FOOD INDUSTRY SERVICES
OFFICE OF VETERINARY SERVICES
P.O. BOX 1163
RICHMOND, VA 23218
animalcare@vdacs.virginia.gov
Phone: 804-692-4001 Fax: 804-371-2380**

PRIVATE ANIMAL SHELTER APPROVAL INSPECTION APPLICATION

§ 3.2-6548. Private animal shelters; confinement and disposition of animals; affiliation with foster care providers; penalties; injunctive relief. C. The State Veterinarian or his representative shall inspect a private animal shelter prior to the shelter confining or disposing of animals pursuant to this section. The shelter shall meet the requirements of all laws with regard to confinement and disposition of animals before the shelter is approved to receive animals and provide a reasonable and comfortable climate appropriate for the age, species, condition, size, and type of animal.

Facility Name:

Facility Phone Number:

Facility Fax Number:

Facility Email Address:

Facility Physical Address:

Facility Mailing Address:

Facility Owner:

Official Name:

Incorporated Humane Society/Entity

Address:

Other: _____

Facility Operator:

Official Name:

Incorporated Humane Society/Entity

Address:

Other: _____

Weekly Hours of Public Access:

Facility Manager:

Facility Manager Email Address:

Board of Directors President/Chair:

Required Documentation:

1. **State Corporation Commission ID Number:** _____
2. **Proof of Nonprofit Status** (*please attach*)
3. **Proof of Compliance with Local Zoning Ordinances** (*please attach*)

APPLICATION SUBMITTED BY:

Name:

Phone:

Email:

Signature:

Date:

Instructions

Pursuant to Code of Virginia § 3.2-6548, *The State Veterinarian or his representative shall inspect a private animal shelter prior to the shelter confining or disposing of animals pursuant to this section. The shelter shall meet the requirements of all laws with regard to confinement and disposition of animals before the shelter is approved to receive animals and provide a reasonable and comfortable climate appropriate for the age, species, condition, size, and type of animal.*

To begin this process, please complete all fields of the Private Animal Shelter Approval Inspection Application and return it by any of the following methods:

Email: animalcare@vdacs.virginia.gov

Mail: Office of Veterinary Services
Virginia Department of Agriculture and Consumer Services
P.O. Box 1163
Richmond, VA 23218

Fax: 804-371-2380

After the application and attachments are reviewed and verified, the Animal Shelter Inspector will contact you to schedule a facility inspection.