



## KENTUCKY BOARD OF VETERINARY EXAMINERS

107 Corporate Drive, Second Floor, Frankfort, KY 40601

Office: 502-782-0273 • Fax: 502-695-5887

[kybve.com](http://kybve.com) • [vet@ky.gov](mailto:vet@ky.gov)

### Reinstatement Application for Animal Control Agencies (Restricted Controlled Substance Registration Authorization)

OFFICIAL USE ONLY

**Instructions:** This application shall be completed by the animal control agency and a designated on-site manager identified in order to have the certification of an animal control agency reinstated pursuant to KRS Chapter 321. Completion of all fields on this application is mandatory. Insufficient answers or omissions will be sufficient grounds for rejection of this application. **Review the check list at the end of the application to ensure your submission is complete. Print SINGLE SIDED; DO NOT staple.**

201 KAR 16:550, Section 1(4) states, “Designated On-site Manager’ means a person who registers with the board to assume responsibility for the ordering, management, use, and disposal of controlled substances at a board-certified animal control agency.”

I. Agency Contact Information				
Name of Animal Control Agency				
Agency Phone Number		Certificate Number		
Agency Website		Date Expired		
Agency Email Address				
Address Type	Street	City	Zip	County
Mailing Address				
Physical Address #1				
Physical Address #2				
Fiscal Agent of Agency				
Fiscal Agent Address				
Fiscal Agent Phone Number				
Fiscal Agent Email Address				

Submit Complete Application to:  
 Kentucky Board of Veterinary Examiners  
 107 Corporate Dr, Second Floor  
 Frankfort, Kentucky 40601



II. Agency Designated On-site Manager <sup>†</sup>					
First Name	Middle Name	Last Name			
Date of Birth (required)		Social Security Number (required)			
Address Type	Street	City	ST	Zip	County
Personal Mailing Address					
Business Phone		Cell Phone			
Personal Email Address					
Business Email Address					
<p>1. Are you now, or have you ever been, addicted to or undergone treatment for the use of narcotics, drugs, prescription drugs, or the excessive use of intoxicating substances, including alcohol?  <input type="checkbox"/> Yes or <input type="checkbox"/> No If yes, explain. Attach supporting documents if necessary.</p> <p>_____</p>					
<p>2. Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?  <input type="checkbox"/> Yes or <input type="checkbox"/> No If yes, explain. Attach supporting documents if necessary.</p> <p>_____</p>					

<sup>†</sup>**NOTE:** The animal control agency is required to notify the Kentucky Board of Veterinary Examiners (KBVE) of any change to the designated on-site manager within ten (10) days, pursuant to 201 KAR 16:550, Section 2(6).

III. Agency Veterinary Information		
Name of Veterinarian(s), if applicable*	License Number	Employment Status (Direct employee, contract work, fulltime, part time, etc.)
Name of Veterinary Technician(s), if applicable*	License Number	Employment Status
Name of Animal Euthanasia Specialists*	Certificate Number If not yet board certified, indicate, "pending"	Employment Status

\*Attach additional pages as necessary.

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### IV. Background Information

3. Complete the following table about the animal control agency’s Drug Enforcement Administration (DEA) Registration number

DEA Registration Number	DEA Address of Record	DEA Responsible Party

4. Has the DEA taken any action against this DEA Registration?

Yes or  No If yes, explain. Attach supporting documents if necessary.

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5. Identify the counties served by the animal control agency.

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6. Indicate if a veterinary facility serving the publically owned animals exists on the same premises as the animal shelter.

Yes or  No

If yes, provide the veterinary facility registration number.

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7. Indicate if any services other than animal shelter and adoption services are provided to the public on the same premises as the animal shelter.

Yes or  No

If yes, list the services provided to the public.

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8. Indicate if the animal control agency or any agency employee holds one (1) or more of the following permits from the Kentucky Department of Fish and Wildlife Resources (KDFWR).

KDFWR Regulatory Citation	Permit Name	Permit Number	Expiration Date
301 KAR 2:075	Certified Wildlife Rehabilitator		
301 KAR 3:120	Commercial Nuisance Wildlife Control Operator		
301 KAR 2:081	Captive Wildlife Holder		
301 KAR 2:082	Wildlife Transporter		



**V. Application Check List**

- Inspection agreement.** Acknowledgment of agreement to submit to inspection by a Board representative pursuant to 201 KAR 16:550, Section 5.
- Background Check.** Complete and submit the official results of a background check to KBVE for the agency designated on-site manager from a board approved provider. Visit [www.kybve.com](http://www.kybve.com) on the Applications and Forms page and look under the Background Checks heading for more information.  
Date Requested: \_\_\_\_\_ Regulatory Citation: 201 KAR 16:550, Section 2(7).
- Disciplinary records.** If applicable, complete copies of any and all records of actions or circumstances listed in Section II, Question 1. If no disciplinary records to disclose, check the box:  N/A
- Animal Control Agency Verification Letter.** Submit a signed letter from the governing body within the county or municipality, including a statement about the animal shelter’s role as an animal control agency or contractor pursuant to KRS 258.195.  
  
A template letter may be downloaded from the KBVE website, and should be transferred to official letterhead of the governing body for submission in support of this application.
- Reinstatement Fee - \$300.** Payable to the **Kentucky State Treasurer**. Checks may be personal, business, cashier’s check, or money order. Send check attached to the application to the KBVE. Do not send cash.

**I hereby state that the information contained herein and attached to this application is true and accurate to the best of my knowledge, and that should the Kentucky Board of Veterinary Examiners determine that any statement herein is false, I acknowledge the board may suspend, revoke, or terminate any certificate issued by the board.**

**Further, I understand that the animal control agency and all animal euthanasia specialists employed by or contracted with the agency, if any, are required to abide by KRS Chapter 321 and 201 KAR Chapter 16. For direct links to the statutes and administrative regulations that shall govern the agency’s euthanasia activities, I am aware I can review the materials by visiting the KBVE website at [www.kybve.com/practice-act.html](http://www.kybve.com/practice-act.html).**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

