



RHODE ISLAND
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
DIVISION OF AGRICULTURE
235 Promenade Street, Room 370
Providence, Rhode Island 02908

Requirements and Guidance for filling out application for RESCUE / SHELTER / BROKER, etc.

Frequently Asked Questions (FAQs)

Who is required to apply as a Rescue, Shelter, Etc?

Both RI-based and out-of-state based Rescues, Shelters, Brokers and Remote Sales, as defined in Regulations and RI General Law

Who is Rescue, Shelter, etc. app NOT for?

While many of the reporting and record keeping requirements are the same, the Rescue/Shelter/etc. Application is NOT for RI Municipal Animal Control Facilities (Pounds / Municipal Shelters).

Is there a Fee?

NO.

Is Non-Profit status required?

For Rescues and Shelters, YES. Applying Entity must either be Federal or Domestic Non-profit Proof of valid, current Non-profit status must be provided with application.

Can a Rescue, etc. be Home-based or Foster-based?

Yes. However, if within RI, Proof of Municipal compliance for applicant must also be provided. All RI Fosters must also be municipally compliant.

What if Rescue, etc. is NOT located within RI but wants to Adopt to Foster with RI residents?

You can apply but must have a RI Point of Contact who must maintain all records as required in regulations and provide those records immediately upon request. All Rhode Island Fosters must be listed on application and updates provided as they occur.

Do Rescues, etc. have to Isolate animals prior to adoption?

It depends on whether applying as **Category A** or **Category B**.

As part of the application's "Operational Plan," Rescues, etc. that Import animals may apply as **Category A** and submit a "Pre Import Processing Plan" (within application). If approved, they can import and adopt or foster animals without further Isolation.

Alternatively, Rescues, etc. that Import animals can apply as a **Category B** and must Isolate animals at a RI-approved Isolation Facility for FIVE (5) days (Minimum 120 hours) and have animal examined by a private-sector Veterinarian prior to release from Isolation. Applying Rescue must establish connection with intended facility or individual. We do not maintain or provide a list of approved Isolation facilities. All proposed Isolation facilities within RI must be inspected and approved by RI DEM Division of Agriculture prior to use. If Isolation facility is based outside of RI, proof of licensing as Isolation facility must be provided.

What if Rescue, Shelter, etc. is RI-based and only handles RI animals (does not import)?

Rescues that handle only RI origin animals are not required to submit a Pre Import Processing Plan or Isolate animals (unless advised by private sector vet). All record keeping requirements are the same.

Can Rescue, etc. adopt animals from RI to another State?

Generally, each US State has importation requirements for all animals (such as OCVI and proof of Rabies). Many have specific Import requirements for Rescues. You will need to check each destination state for their requirements.

Here are links to resources: <https://www.interstatelivestock.com/> (Dogs and Cats, too!)
<https://www.aphis.usda.gov/aphis/pet-travel/interstate-pet-travel>

What about animals imported into RI and Fostered in RI later being adopted outside of RI?

RI Import requirements require an OCVI to be issued for an animal to enter RI. However, State of Destination requirements must also be met which generally means a New OCVI must be issued in RI prior to movement to another state. Rescue may also be required to be licensed in other state in order to adopt or foster into that state.

What does RI Licensed Rescue, etc. do if an infectious, contagious disease has been diagnosed in: a) an adopted animal b) a fostered animal or c) animal commingled with on transport, etc.??

Per Part 11.6 A 1 of [Rules and Regulations Governing Reportable Animal Diseases and Conditions in the State of Rhode Island \(250-RICR-40-05-11\)](#): “Any person who knows or believes an animal is infected with any reportable disease, or is affected by a reportable condition, is required to report that disease or condition to the Rhode Island State Veterinarian.”

URL: <https://rules.sos.ri.gov/regulations/part/250-40-05-11>:

How?

Here is Direct Link to Reportable Disease Form:

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

Can RI Licensed Rescue, etc. adopt animals from RI to another Country?

Check <https://www.aphis.usda.gov/aphis/pet-travel> for requirements.

Rescue, etc. must maintain records as required.

Can RI Licensed Rescue, etc. import animals from outside of US?

Yes. However, animal(s) must meet USDA Import requirements and Rescue must maintain ALL records. <https://www.aphis.usda.gov/aphis/pet-travel/bring-pet-into-the-united-states>
https://www.aphis.usda.gov/aphis/ourfocus/animalwelfare/ct_awa_import_live_dogs_regulation

More Questions?

Submit via email to Marisa.Coates@dem.ri.gov

New for Registration for 2021:

Per Part 4.9 K of the [Rules and Regulations Governing Animal Care Facilities \(250-RICR-40-05-4\)](#):

4.9 Applications for Licenses or Certificates of Registration to Operate an Animal Care Facility
K. It shall be unlawful for any person to operate any animal care facility licensed or registered pursuant to this Part on an expired license or on an expired license application unless the Department receives a renewal application no greater than ninety (90) days after the expiration of the license or certificate of registration. All such renewal applications must be postmarked, emailed, faxed, or hand delivered no greater than ninety (90) days after the expiration date listed on the most recent license or certificate of registration. *Any application received after the ninety (90) day grace period for renewal will require the applicant to submit an application for a new license or certificate of registration, not a renewal of the previous license or certificate of registration.*

Where to START!

Review and be familiar with Governing Rules and Regulations and RI General Laws listed below and on page seven (7) and eight (8) of the Application. The Application is intended to capture information Rescues, etc. are obligated to collect, maintain and provide upon request.

NOTE: All Regulations have been moved to the RI Secretary of State's Rhode Island Code of Regulations (RICR) website: <https://rules.sos.ri.gov/organizations>
Use the Search feature to find specific Rules and Regulations.
They may also be found through the <http://www.dem.ri.gov/> website:
<http://www.dem.ri.gov/documents/regulations/index.php> by scrolling to "Agriculture"

Primary Governing Regulation:

Rules and Regulations Governing the Importation of Domestic Animals (250-RICR-40-05-1)

URL: <https://rules.sos.ri.gov/regulations/part/250-40-05-1>

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

Online ANIMAL TRACKING & REPORTING SYSTEM

Once application is reviewed and approved, unless already on the system, Registrants will be provided instructions and access to the online RI DEM Division of Agriculture Animal Tracking and Reporting System (which replaced the Monthly Log form in July of 2015).

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

Link to Animal Tracking & Reporting System: https://www.ri.gov/app/dem/shelter/users/sign_in

Most current "User Guide" is Version 3.1 (updated July 2020).

Email DEM.AdminATRS@dem.ri.gov for copy.

For inquiries regarding the online Animal Tracking & Reporting System:

-Passwords, access to the system, questions about rules and regulations, any errors you may have made entering data or how to enter data:

Contact DEM.AdminATRS@dem.ri.gov at the DEM call 401-222-2781 ext. 4515 (email preferred)

-Technical questions, system errors and error messages or how to get additional training:

Contact rihelp@egov.com or call 401-831-8099

IMPORTATION NOTIFICATION REQUIREMENT (per PART 1.8 (D)(5))

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, for RI Licensed Rescues, etc., 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

Email form to marisa.coates@dem.ri.gov or fax to 401-222-6047. Email is preferred.

Entities using USDA Licensed Transports (Carriers)

USDA Licensed Carriers transporting dogs intended to go to RI, as indicated by OCVI (Official Certificate of Veterinary Inspection aka "Health Certificate" are required to Register with our office and maintain records and provide Notification when importing (separate from the Rescue, etc. Import Notification). Rescues, etc. using non-compliant Carriers may be charged with a violation.

Carrier registration is required even if drop off occurs outside of Rhode Island!!!

Carrier application can be found here: [Application for Animal Carrier \(Dog/Cat Transporters\)](#)

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

Carriers also have record-keeping requirements and must provide a confirmed RI Point of Contact on application that must maintain all records as required in regulations and provide those records immediately upon request.

ALTERNATE TRANSPORT PLAN

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

Per Part 1.8 (E) Requirements of Category A entities (Part 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.

Entities using an Alternate Transport Plan must maintain a completed Manifest and submit upon request.

[Importation Manifest for Dogs and Cats](#)

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

REPORTABLE DISEASES

[Rules and Regulations Governing Reportable Animal Diseases and Conditions in the State of Rhode Island \(250-RICR-40-05-11\)](#) URL: <https://rules.sos.ri.gov/regulations/part/250-40-05-11>

Direct Link to Reportable Disease Form:

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

Part 11.6 A Describes requirement and procedure for reporting

Part 11.6 B Reportable Disease List and Types (Specific to Dogs/Cats)

11.6 Compulsory Reporting of Diseases and Conditions

A. Procedure for reporting diseases and conditions

1. Any person who knows or believes an animal is infected with any reportable disease, or is affected by a reportable condition, is required to report that disease or condition to the Rhode Island State Veterinarian.

2. Reports may be made by telephone or fax.

a. Reports during regular business hours may be made by calling (401) 222-2781 (DEM Division of Agriculture).

b. Reports outside of regular business hours may be made by calling (401) 222-3070 (DEM Division of Law Enforcement).

c. Reports made by fax made by sending fax to (401) 222-6047.

3. All reports shall include, but not be limited to: the name, address, and telephone number of the person making the report, the name of the animals' owner(s), the physical address of the animal(s), the animal owner's phone number, the total number of animals in the household/flock/herd, the number of animals affected, the number of animals that have died, the disease or condition that is being reported (for diseases a definitive diagnosis is

not required) and date when the disease or condition was first noted. A link to a reportable disease form can be found at <http://www.dem.ri.gov/programs/agriculture/>.

4. All Type 1 Reportable Diseases and Conditions must be reported immediately upon detection, diagnosis, or suspicion.

5. All Type 2 Reportable Diseases and Conditions must be reported no later than the next regular business day after detection, diagnosis, or suspicion.

B. Reportable Disease List and Types

11. Dogs and Cats Type 1:

- a. Any disease listed on the NLRAD, incorporated above at § 11.4 of this Part, under other species
- b. Leptospirosis (all serovars)
- c. Rabies

12. Dogs and Cats Type 2:

- a. Canine distemper if diagnosed within 4 weeks of the dog being housed in a kennel, pet shop, animal pound, animal shelter, animal rescue, foster home, broker, breeder, or transport.
- b. Canine influenza
- c. Canine parvovirus if diagnosed within two (2) weeks of the dog being housed in a kennel, pet shop, animal pound, animal shelter, animal rescue, foster home, broker, breeder, or transport.
- d. Chagas disease
- e. Giardia if diagnosed within two (2) weeks of the dog being housed in a kennel, pet shop, animal pound, animal shelter, animal rescue, foster home, broker, breeder, or transport.

Other relevant FORMS

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

[Identification Record for Rescue Animals](http://www.dem.ri.gov/programs/agriculture/documents/sheltid.pdf) aka “INDIVIDUAL ANIMAL IDENTIFICATION RECORD” URL: <http://www.dem.ri.gov/programs/agriculture/documents/sheltid.pdf>

See **Section 1.8 (H)(1) and (3) Record Keeping**

Records listed in the Regulations 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.

Rhode Island Point of Contact must maintain records (within Rhode Island) and make available immediately upon request.

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

[Rabies Log](http://www.dem.ri.gov/programs/agriculture/documents/rabieslog.pdf) URL: <http://www.dem.ri.gov/programs/agriculture/documents/rabieslog.pdf>

For any dog, cat or ferret that is adopted at less than 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).

RABIES PROTOCOL

The State of Rhode Island Manual for Rabies Management and Protocols (June 2016)

[2016 Rabies Protocol Manual](#) (Updated 6/16)

URL: <http://www.dem.ri.gov/programs/agriculture/documents/rabiesprot2016.pdf>

REGULATIONS

URL: <https://rules.sos.ri.gov/organizations>

If links do not work, use the Search feature to find specific Rules and Regulations.

- [Rules and Regulations Governing the Importation of Domestic Animals \(250-RICR-40-05-1\)](#)
- [Rules and Regulations Governing the Prevention, Control, and Suppression of Rabies Within the State of Rhode Island \(250-RICR-40-05-2\)](#)
- [Rules and Regulations Governing Importation and Possession of Wild Animals \(250-RICR-40-05-3\)](#)
- [Rules and Regulations Governing Animal Care Facilities \(250-RICR-40-05-4\)](#)
- [Rules and Regulations Governing Reportable Animal Diseases and Conditions in the State of Rhode Island \(250-RICR-40-05-11\)](#)

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](#)
- [CHAPTER 4-22 Cat Identification Program](#)
- [CHAPTER 4-24 Permit Program for Cats](#)
- [CHAPTER 4-25 Pet Warranties – Dogs](#)
- [CHAPTER 4-27 Retirement of Research Dogs and Cats](#)

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

-Fill in Application Year (Licenses are from January 1 to December 31)

-Check either New License or Renewal.

BOTH New and Renewal Application must be filled out **in full** unless directed otherwise

Incomplete and/or illegible applications may be rejected or returned.

-If NEW (or late renewal) RI-Based LRA, Municipal Approval is required.

Per Part 4.9 (G) of Rules and Regulations Governing Animal Care Facilities (250-RICR-40-05-4):

4.9 Applications for Licenses or Certificates of Registration to Operate an Animal Care Facility

G. All applications listed in §§ 4.9(A) through (F) of this Part shall be on forms provided by the office of the Rhode Island state veterinarian. The applicant shall identify the intended purpose of seeking the appropriate license or certificate, the proposed operational plan for the facility if approved, copies of any applicable state and federal licenses, any municipal approvals that may have been granted for the operation of the proposed facility, and the location and dates upon which the proposed facility is available for inspection by the Rhode Island state veterinary and/or his/her staff.

-This means you must provide proof **In Writing** from the appropriate Municipal official indicating your intended activity is municipally compliant.

PAGE 1 (Cont'd)

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?

Provide name, physical address, phone, fax, email and website/social media (if applicable).

****No P. O. Boxes unless for mailing address****

LICENSE TYPE:

If Entity is based within Rhode Island and DOES NOT Import Animals, Rescue/Shelter **will not** be Category A or B and it is **not** required to fill out specific parts of Application indicated for either A or B.

LICENSE TYPE (cont'd):

Any Rescue/Shelter Importing Dogs and Cats, whether based in RI or outside of RI, MUST indicate Category 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 Domestic Animals (250-RICR-40-05-1)*

“Licensed Releasing Agency” as well as Rescue, Shelter, Broker and Remote Sale are defined in either: *Rules and Regulations Governing the Importation of Domestic Animals (250-RICR-40-05-1)*, RI General Law (CHAPTER 4-19 Animal Care) and/or *Rules and Regulations Governing Animal Care Facilities (250-RICR-40-05-4)*

OPERATIONAL PLAN (Pages 2-7)

For Rhode Island based entities, 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. For ALL entities, New Sources of Animals, Fosters or changes in staff must be reported immediately (PRIOR to importation).

PAGE 2

-Rhode Island Point of Contact For 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, 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). I.e. Massachusetts Dept. of Agricultural Resources, Connecticut Dept. of Agriculture, Georgia Dept. of Agriculture. Include agency name, address and phone number.

-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.

-DO NOT 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 and on Animal's Individual Record.

NOTE:

-For any animals reported as "Stray" you must provide address where found. For RI Rescues, Shelters, Brokers, etc., all strays MUST be reported to Municipal Animal Control in the municipality they are found.

-Failure to provide complete owner information for privately relinquished Animals 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 online Animal Tracking and Reporting System. We will populate "Known Entities" with Source information provided by applicants. Update as necessary using format on page 3 of application

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. ***

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CATEGORY A REGISTRANTS

PRE IMPORT PROCESSING PLAN *NOTE: Unless instructed otherwise by our office, submit 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 CATEGORY A**

****HEARTWORM POSITIVE Animal s are NOT eligible for Importation.****

The standard of treatment of Heartworm Positive should be:

1. AHS protocol and
2. Statement by a veterinarian that the animal was properly treated and is no longer considered as being infectious for HW

<https://www.heartwormsociety.org/>

PAGE 6

USDA LICENSED CARRIER(S): Must also be registered with RI DEM Division of Agriculture.

Application can be found here: [Registration Application for Animal Carrier \(Dog/Cat Transporters\)](#)

URL: <http://www.dem.ri.gov/programs/bnatres/agricult/pdf/carrier.pdf>

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CATEGORY A REGISTRANTS cont'd

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 may be considered for a Category B provided they 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 State-authorized facility outside of RI for FIVE (5) days (120 hours). **Dogs/Cats must be examined by Licensed Veterinarian prior to release from Isolation.**

PAGES 7 and 8

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

- Registration renewal (Expires December 31st of each year).
- Submission instructions
- Attestation to provided Operational Plan and knowledge of 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 Coates
RI DEM Division of Agriculture
Animal Health Section
401-222-2781 x4515
Marisa.Coates@dem.ri.gov (email preferred)

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