



## PENNSYLVANIA OUT-OF-STATE DEALER LICENSE

### APPLICATION INFORMATION AND INSTRUCTIONS

#### Application Checklist

- Include the correct license fee in the form of a check or money order **payable to:** PA Department of Agriculture (no cash accepted). The license fee is the exact amount shown on the application.
- A new application must be submitted during the license year if your kennel class (size) has changed or you have moved. The Change Application is due within 7 days of the change to your Out-Of-State Dealer license. *You are responsible for paying the full price of a new license not the difference.*
- Please be sure to indicate the mailing address for the kennel if different than physical address.
- **ALL INFORMATION MUST BE COMPLETED ON APPLICATION – incomplete applications will be returned.**
- Complete and provide a copy of your nonprofit status if applicable. *Humane Society or Association for the prevention of cruelty to animals' applicants must provide the date of birth for all Board of Directors.*
- **Provide a copy of your 2023 records listing transactions which occurred within the state of PA.** This information **MUST** be provided or the application will be returned.
- **Application MUST** be signed by the appropriate parties as per your kennel organizational structure.

If you have questions regarding the application process, please contact the Bureau of Dog Law Enforcement:

Phone: (717) 787-3062; Fax: (717) 772-4352

[www.agriculture.state.pa.us](http://www.agriculture.state.pa.us)

**Complete the application and mail  
to the address below for processing:**

**Bureau of Dog Law Enforcement  
2301 N. Cameron Street  
Harrisburg, PA 17110**

#### **Section 206. Kennels**

(a) Applications, kennel license classifications and fees.—

(1) Any person who keeps or operates a kennel shall, on or before January 1 of each year, apply to the department for the appropriate type and class of kennel license. Kennels shall be classified by type, and the fee for the license shall be determined by the kennel type, the number of dogs housed, kept, harbored, boarded, sheltered, sold, given away or transferred in or by the kennel during the previous year.

(2) A person who did not keep or operate a kennel during the previous year shall apply for the type and class of kennel the person expects to operate during the calendar year.

(3) A person operating a kennel who changes the type or classification of kennel due to an increase in the number of dogs housed, kept, harbored, boarded, sheltered, sold, given away or transferred in or by the kennel during any calendar year shall, within seven days of the increase, apply to the department for the appropriate type and class of kennel license.

(4) The application forms and kennel licenses shall be as designated by the secretary. A separate license shall be required for each type of kennel and every location at which a kennel is kept or operated. A kennel license is required to keep or operate any kennel. All kennel licenses shall expire on December 31. When two or more licensed kennels are operated by the same person at the same location, each kennel shall be inspected and licensed as required by law. The total number of dogs housed, kept, harbored, boarded, sheltered, sold, given away or transferred in or by all of the kennels operated by that person at that location shall be counted to determine whether those kennels meet the definition of "commercial kennel" in section 102, in which case each kennel must apply for, and be inspected and licensed as, the appropriate Kennel Class C type.

### **Section 207. Requirements for Kennels**

(a.1) Prohibition to operate; injunction; fines.--

(5) A kennel operator that is applying for a different type or class of license because of an increase in the total number of dogs or due to birth of additional dogs housed, kept, harbored, boarded, sheltered, sold, given away or transferred in or by the kennel during a calendar year shall not be in violation, provided the application is filed within seven days of the increase.

### **Section 209. Dealer license; Application; Fee; Prohibitions**

(a) Out-of-state dealers.--All out-of-state dealers shall on or before January 1 of each year, apply to the secretary for an out-of-state dealer license. The fee for such license shall be the appropriate kennel license fees required under section 206. All fees collected under this section shall be remitted to the State Treasury for credit to the Dog Law Restricted Account. All licenses under this section shall expire upon December 31 of the year for which the license was issued. The forms for the application and license shall be approved by the secretary.

(b) Unlawful acts.--It shall be unlawful for out-of-state dealers to sell, exchange, negotiate, barter, give away or solicit the sale, resale, exchange or transfer of a dog or transport a dog into or within the Commonwealth or to operate or maintain a dealer kennel or to deal in any manner with dogs without first obtaining an out-of-state dealer license from the department. It shall be unlawful for a kennel licensed under this act to knowingly accept, receive, buy, barter or exchange a dog with an unlicensed out-of-state dealer for resale. A conviction for a violation of this section shall result in a penalty as determined under section 903(c). Each transaction for each dog shall constitute a separate violation.

## **APPLICATION DEFINITIONS:**

**A. General Rules of Licensure:** All out-of-state dealers shall on or before January 1 of each year, apply to the department for an out-of-state dealer license. Out-of-state dealers shall be classified by type; and the fee for the license shall be determined by the out-of-state dealer type, the number of dogs housed, kept, harbored, boarded, sheltered, sold, given away or transferred in or by the out-of-state dealer. A separate license shall be required for each type of out-of-state dealer. All Out-of -State Dealer licenses expire December 31 of the year for which the license was issued.

### **B. Out-of-State Dealer / Kennel Types (Definitions):**

Rescue Network Kennel – A kennel that utilizes rescue network kennel homes with the goal of ultimately transferring the dog to a permanent owner or keeper through any means of transfer.

Research Kennel – Any Federal research kennel or other research kennel duly registered with and inspected by the Federal Government under the provisions of the Animal Welfare Act (Public Law 89-544, 7U.S.C. § 2131 et seq.) and its attendant regulations.

Humane society or association for the prevention of cruelty to animals – A nonprofit society or association duly incorporated pursuant to 15 Pa. C.S. Ch. 53 Subch. A (relating to incorporation generally) for the purpose of the prevention of cruelty to animals, which has a licensed physical kennel facility that can house a minimum of ten dogs, and which is not located on a residential property.

Out-of-State Dealer – A person who does not reside in the Commonwealth of Pennsylvania and who: (1) Sells or offers for sale a dog in this Commonwealth belonging to another person, for any type of consideration, fee, commission or percentage of the sales price; or

(2) transfers a dog in this Commonwealth for resale to another or any type of consideration, fee, commission or percentage of the sales price.

**C. Kennel License Categories:**

1. Humane society or association for the prevention of cruelty to animals Class – A kennel “Type” meeting the definition of a Humane society or association for the prevention of cruelty to animals.
2. Municipal Holding Pen – A kennel “Type” run by local or state government for the housing of stray animals.
2. Out-of-State Dealer Class – Kennel “Types” meeting the definition of an Out-of-State Dealer.  
The classification (I-VI) under this type of kennel is determined by dog numbers.

**D. Type and Class of License:** The applicant shall check the box on the application next to the Type and Class of kennel they seek to operate in the calendar year. *Please note that failure to properly designate the type or class of kennel could be a reason for refusal of your kennel license application. If you have any questions regarding the type or class of kennel, please contact the Bureau of Dog Law Enforcement.*

Kennel Type - The Type of kennel license shall be based on the definition under which the applicant’s kennel falls.

Kennel Class - The kennel Class shall be based on the cumulative number of dogs housed, kept, harbored, boarded or sheltered in the kennel during the previous year, PLUS, the number of dogs sold, given away or transferred by the kennel.

New Kennels - For a new kennel, with no previous history, the kennel Class shall be based on the number of dogs to be housed, kept, harbored, boarded or sheltered in the kennel, PLUS, an estimate of the number of dogs that will be sold, given away or transferred by the kennel.

Change of Type or Class during the Kennel Licensure Year - If the kennel “Type” or “Class” changes during the licensure year, the kennel owner shall notify the Department of the change and file a new kennel license application within 7 days of the change. *You are responsible for paying the full price of a new license not the difference.*

# COMMONWEALTH OF PENNSYLVANIA

## KENNEL LICENSE APPLICATION



### Application for Pennsylvania **OUT-OF-STATE DEALERS** 2024 Kennel License

<b>Pennsylvania Kennel License #</b> (fill in where renewal is sought)	
<b>Renewal of Prior License</b>	<input type="checkbox"/>
<b>New Kennel</b>	<input type="checkbox"/>

Kennel applications must be either typed or printed and returned to the appropriate address indicated on the instruction sheet. Checks or money orders shall be made payable to the PA Department of Agriculture.

Money Order:  Yes  No

Check #: \_\_\_\_\_ Payment Amount: \_\_\_\_\_

All information must be completed, and incomplete applications will be returned. Each kennel license type and kennel location must have a separate application.

#### ***I. PART 1: Applicant Information***

Name of Kennel to Appear on the Out-of-State Dealer Kennel License	Kennel License #	County
<b>Kennel Address (physical location of kennel)</b> (street address, city, state, zip code)		<b>Twp./Borough</b>
<input type="checkbox"/> Please check box if mailing address is different than above.		<b>Business Phone #</b>
List mailing address here: _____		

**1. The information requested below must be supplied for every person who holds an ownership interest in the kennel.**

Out-of-State Dealer / Kennel Owner(s) / Applicant(s): <i>(If a Corporation, Enter Corporate Name/Address)</i>	Date of Birth	Contact Information	Percent Owner (%)
<b>Owner 1:</b> (name and title / relationship to kennel operation)  ----- Address (street address, city, state, zip code):		Telephone Number: ( ) Fax Number: ( ) E Mail Address:	
<b>Owner 2:</b> (name and title / relationship to kennel operation)  ----- Address (street address, city, state, zip code):		Telephone Number: ( ) Fax Number: ( ) E Mail Address:	
<b>Owner 3:</b> (name and title / relationship to kennel operation)  ----- Address (street address, city, state, zip code):		Telephone Number: ( ) Fax Number: ( ) E Mail Address:	

For any additional owners provide all requested information on a separate sheet.

**2. Previous Owner Interest:**

Has the Owner(s) ever owned, operated, managed or been employed by any licensed Pennsylvania in-state kennel under the Pennsylvania Dog Law?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes," provide the following information:  1. Owner Name _____  2. Type of Interest _____  3. Name(s) and Address(es) of Kennels: _____ _____  4. Dates owned, operated, managed or employed _____ _____	

**3. Management - Enter the following information:**

- (i) The names of all hired managers.
- (ii) If no managers, please **mark N/A** (not applicable).

Position	Name and Address of Individual	Date of Birth

\*(Note): For Partnerships, Corporations, Limited Liability Companies, please attach a list of partners, officers and directors, or members as applicable with position held and address. Attach a separate sheet of Owners/Stockholders that own 10% or greater share of the business and indicate the number of shares for each stockholder.

(iii) Do you have a person who does or will own a financial interest in the kennel operation or participate in the management of the kennel who has been convicted (convicted includes a guilty plea or no contest plea) of a violation of 18 Pa.C.S. § 3129 or Chapter 55, Subchapter B (relating to cruelty to animals) or of substantially similar conduct pursuant to an animal cruelty law of another state or Commonwealth?

No  Yes

If “Yes” list the individual(s) by name and address and the role they will play in the kennel:

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**II. PART 2: Eligibility Criteria**

**For purposes of this Kennel License Application – “You” – means any person holding an ownership interest in the kennel.**

- 1. Have you ever been convicted (convicted includes guilty plea or no contest plea) of a violation of 18 Pa.C.S. § 3129 or Chapter 55, Subchapter B (relating to cruelty to animals) or of substantially similar conduct pursuant to an animal cruelty law of another state or Commonwealth?  
 No  Yes

If you answered “Yes,” provide the following additional information for each such person.

Name of person: \_\_\_\_\_

a. Total number of convictions: \_\_\_\_\_

b. For each charge on which convicted, individually set forth the court, county and state of the conviction and court docket number: \_\_\_\_\_

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c. For any convictions that occurred more than 10 year prior to the filing of this Kennel License Application, provide any information you wish the Department to consider as evidence you have been rehabilitated and that the granting of the kennel license will not jeopardize the health, safety, and welfare of the dogs: \_\_\_\_\_

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2. Do you have a person who does or will play a role in the transportation and/or care of dogs being transported into or out of the Commonwealth of Pennsylvania, who has been convicted (convicted includes a guilty plea or no contest plea) of a violation of 18 Pa.C.S. § 3129 or Chapter 55, Subchapter B (relating to cruelty to animals) or of substantially similar conduct pursuant to an animal cruelty law of another state or Commonwealth? A role includes management by the person applying for a PA Out-of-State Dealers License and/or participation in transporting / caring for the dogs in your possession.
- No  Yes

If "Yes" list the name of the individual(s) by name and address and the role they will play in the kennel:

\_\_\_\_\_.

3. Have you ever been convicted (convicted includes a guilty plea or no contest plea) of a felony?
- No  Yes

If you answered "Yes," provide the following additional information.

- a. Total number of convictions \_\_\_\_\_
- b. For each charge on which convicted, individually set forth the court, county and state of the conviction and court docket number: \_\_\_\_\_
- \_\_\_\_\_

4. Within 10 years prior to the filing of this Out-of-State Dealers License Application have you:
- a. Been found to have violated Section 9.3 of Act of December 17, 1968 (P.L. 1224, No. 387) known as the "Unfair Trade Practices and Consumer Protection Law" (otherwise known or referred to as the "Puppy Lemon Law")?
- No  Yes
- b. Been required to cease and desist from operating a kennel or owning, selling or caring for dogs or both?
- No  Yes
- c. Entered into an agreement with the Pennsylvania Office of Attorney General which requires or required you to cease and desist from operating a kennel or owning, selling or caring for dogs, or both?
- No  Yes

If you answered "Yes" to any of the above, for each such instance provide the date legal action or agreement was filed or consented to, the court in which the proceedings were initiated, the court's docket number, the prosecuting authority bringing the charge, citation or with whom the agreement was reached:

\_\_\_\_\_

\_\_\_\_\_

5. Have you ever been found to have violated the Act of December 15, 1986 (P.L. 1610, No. 181), known as the "Rabies Prevention and Control in Domestic Animals and Wildlife Act"? (3 P.S. § 455.8)
- No  Yes

6. Have you ever violated Section 214 of the Dog Law relating to certificates of veterinary inspection?
- No  Yes

If you answered "Yes," provide the following additional information:

- a. Total number of violations/convictions: \_\_\_\_\_
- b. For each charge on which convicted, individually set forth the court, county and state of the conviction and court docket number: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

7. Have you had a PA kennel license, dealer license or out-of-state dealer license refused or revoked within the past ten years?

No  Yes

If you answered "Yes," set forth the Type of License and the year revoked or refused.

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#### IV. PART 3: *Kennel Operation Criteria*

1. Total number of shipped dogs.
  - a. Total number of dogs shipped to Pennsylvania in 2023 \_\_\_\_\_
  - b. Total number of dogs shipped from Pennsylvania in 2023 \_\_\_\_\_
  - c. Method of transportation used (Make, Model, Current license number): \_\_\_\_\_
2. If your business entity is a Humane Society, Association for the Prevention of Cruelty to Animals or Municipal Holding Pen, please provide proof of your nonprofit status along with this application:  
 Attached
3.  **As an attachment to this application for a PA Out-of-State Dealers license, please provide a copy of your 2023 records showing all transactions involving dogs which have taken place between the person/organization shown on this application as applying for a 2024 Out-of-State Dealers License and individuals or kennels within PA, licensed or unlicensed, during the 2023 calendar year.** Such records shall include the name and address of the PA individual(s) or kennel(s) with which you have conducted business, and the number of dogs you have taken to or acquired from the individual(s) or kennel(s).
4.  **The attached affidavit (Pg. 7) must be filled out each year.** A separate affidavit is required for every individual attesting to the same.

#### III. PART 4: *Kennel Type and Class*

Please consult the Instruction Sheet for information on kennel types and classes.

1. Please indicate the appropriate Kennel Type and Class for which you are applying:

**a. DEALER KENNEL CLASS** – Must check a type below (rescue network, research, kennel)

<input type="checkbox"/> \$100 – DK I: 50 dogs of any age or less per year	<input type="checkbox"/> \$500 – DK IV: 151 to 250 dogs of any age per year
<input type="checkbox"/> \$250 – DK II: 51 to 100 dogs of any age per year	<input type="checkbox"/> \$625 – DK V: 251 to 500 dogs of any age per year
<input type="checkbox"/> \$375 – DK III: 101 to 150 dogs of any age per year	<input type="checkbox"/> \$950 – DK VI: over 500 dogs of any age per year
<b>Type:</b> <input type="checkbox"/> Rescue Network Kennel <input type="checkbox"/> Research Kennel <input type="checkbox"/> Kennel	

**b. HUMANE SOCIETY, ASSOCIATION FOR THE PREVENTION OF CRUELTY TO ANIMALS OR MUNICIPAL HOLDING PEN.**

<input type="checkbox"/> \$35
<b>Type:</b> <input type="checkbox"/> Humane Society <input type="checkbox"/> SPCA <input type="checkbox"/> Municipal Holding Pen



# Applicant Verification, Certification and Acknowledgment

## (All Applicants Previously Listed Must Sign Below)

The applicant(s) verifies to the Commonwealth of Pennsylvania, Department of Agriculture, Bureau of Dog Law Enforcement, that:

- The information contained herein and in all attachments and supporting material is true and correct, the filing of the Kennel License Application has been duly authorized by the applicant(s), and the Board of Directors thereof if a corporation, and the undersigned(s) has/have authority to execute this Kennel License Application on behalf of the applicant(s). The applicant(s) affirm(s) the information set forth in this Kennel License application form is true and correct to the best of his/her knowledge, information and belief and makes these statements subject to the penalties of 18 Pa.C.S.A. § 4904, relating to unsworn falsification to authorities.
- All information provided herein and, in all attachments, and supporting documents are material to this Kennel License Application and the licensing decision of the Commonwealth of Pennsylvania, Department of Agriculture, of Bureau of Dog Law Enforcement. By executing this application, applicant(s) acknowledge and agree that all misrepresentations are and will be considered material misrepresentations and misstatements under the provisions of the Dog Law, at 3 P.S. § 211(a)(1).

**Signature instructions:** Please sign below in the space provided applicable to your status as an applicant. All persons with an ownership interest in the kennel are applicants and must sign. If applicant is one of several persons with an ownership interest in the kennel, look for the listing below for the type of entity in which applicant possesses an ownership interest and sign there.

1. Check one of the following indicating the structure of the organization for which the license is requested:

- Corporation                       Partnership                       LLC                       Municipal  
 S Corporation                       Individual/Sole Proprietor                       Other – Explain \_\_\_\_\_

<p><b>Individual / Sole Proprietor:</b></p> <p>_____ Signature</p> <p>_____ Legibly Print Name</p> <p>_____ Date</p>	<p><b>Partnership:</b></p> <p>_____ Signature – General Partner</p> <p>_____ Legibly Print Name</p> <p>_____ Date</p> <p>_____ Signature – General Partner</p> <p>_____ Legibly Print Name</p> <p>_____ Date</p>
<p><b>Corporation / S Corporation:</b></p> <p>_____ Name of Corporation</p> <p>_____ Signature of President / VP (<i>circle which</i>)                      Date</p> <p>_____ Legibly Print Name</p> <p>_____ Signature of Secretary / Treasurer (<i>circle which</i>)                      Date</p> <p>_____ Legibly Print Name</p>	<p><b>Municipal:</b></p> <p>_____ Name of Municipality</p> <p>_____ Signature of Municipal Manager                      Date</p> <p>_____ Legibly Print Name</p> <p>_____ Signature of Animal Control Officer                      Date</p> <p>_____ Legibly Print Name</p>
<p><b>Limited Liability Company (LLC):</b></p> <p>_____ Name of Corporation</p> <p>_____ Signature – Member                      Date</p> <p>_____ Legibly Print Name</p> <p>_____ Signature – Member                      Date</p> <p>_____ Legibly Print Name</p>	

**PENNSYLVANIA DEPARTMENT OF AGRICULTURE  
BUREAU OF DOG LAW ENFORCEMENT**

**AFFIDAVIT\***

I, \_\_\_\_\_, from the state of \_\_\_\_\_, owner of \_\_\_\_\_ kennel, am an "Out-of-state dealer" as defined in section 102 of the Pennsylvania Dog Law, Act of December 7, 1982, P.L. 784, No. 225, *as amended* (3 P.S. § 459-102). I hereby verify that I have not been convicted of a violation relating to cruelty to animals or of substantially similar conduct pursuant to a cruelty law of any state within the last ten years.

I hereby further verify that there is no employee or other person working in the kennel who will play a role in the ownership of the kennel or caring for the dogs who has been convicted of a violation relating to cruelty to animals or of substantially similar conduct pursuant to a cruelty law of any state within the last ten years. A role shall include ownership of a financial interest in the kennel operation, caring for the dogs or participating in the management of the kennel.

I affirm the foregoing to be true and correct, and make this statement subject to the penalties of 18 Pa. C.S.A. § 4904, relating to unsworn falsification to authorities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\*A separate Affidavit is required for every individual attesting to the same.