



## Restricted Snake Propagation Permit Renewal Application Instructions

Below is a listing of the required forms to be completed to renew a restricted snake propagation permit.

1. Restricted Snake Propagation Permit Renewal Application form.
2. Bond form or a Certificate of Insurance from insurance agency, if applicable.
3. If the plan of action has been modified for any reason, submission of the revised written plan of action if one of the animals listed escapes. **The plan of action must include a list of each species of venomous snake in possession of applicant. Applicant must include with the plan of action proof of access to antivenom for each species of venomous snake in possession of applicant.**
4. If the plan of action has been modified, a letter from the Sheriff of the county where the animals are held acknowledging receipt of the revised written plan of action **and proof of access to antivenom.**
5. If the plan of action has been modified, a letter from the chief law enforcement officer and fire chief of the township or municipal corporation where the animals are held acknowledging receipt of the revised written plan of action **and proof of access to antivenom.**
6. Signed Background Check Permission & Release form, fee for background check, and completed electronic fingerprinting. Applicant will need to schedule a time with a WebCheck Facility (locations are provided on the ODA Website) to complete electronic fingerprinting, and must have the fingerprinting completed before the application will be accepted. **Appointments at the ODA WebCheck location may be made by calling 614-728-6220. *\*Please note that background checks may take up to 30 days to complete after fingerprints are submitted.\****
7. If applicable or employees have been added or removed, an E-1 form listing applicant's employees.
8. Affidavit regarding compliance with facility and care standards as provided in the Ohio Administrative Rules.
9. Affidavit regarding no public contact with any restricted snakes in Propagation of applicant if applicable.

ALL INCOMPLETE/INCORRECT APPLICATIONS WILL BE RETURNED, UNPROCESSED.