



Wildlife Shelter Permit Renewal Application Instruction

Below is a listing of the required forms to be completed for a Wildlife Shelter Permit.

1. Wildlife Shelter Permit Renewal Application Form.
2. Bond form or a Certificate of Insurance from insurance agency.
3. Proof of Financial Responsibility Form.
4. If the written plan of action has changed since the initial application, provide the written plan of action if one of the animals listed escapes.
5. If the plan of action has changed, a letter from the Sheriff of the county where the animals are held acknowledging receipt of the revised written plan of action.
6. If the plan of action has changed, a letter from the chief law enforcement officer and the fire chief of the township or municipal corporation where the animals are held acknowledging receipt of the revised written plan of action.
7. Signed Background Check Permission and Release Form, please be advised you will need to be fingerprinted at your local WebCheck location for a BCI to be sent to the Ohio Dept. of Agriculture.

To find your local WebCheck location please visit:

<http://www.ohioattorneygeneral.gov/Business-and-Non-Profits/Business/Webcheck/Webcheck-Community-Listing.aspx>

****Please note that background checks may take up to 30 days to complete after fingerprints are submitted.****

8. If applicable or applicant has added or removed employees, an E-1 form listing applicant's employees.
9. Affidavit regarding compliance with facility and care standards as provided in the Ohio Administrative Rules.
10. Affidavit regarding no public contact with any dangerous wild animals in possession of applicant.
11. Affidavit regarding sterilization.
12. Appropriate fee for number of animals

**ALL INCOMPLETE/INCORRECT APPLICATIONS WILL BE RETURNED,
UNPROCESSED.**

