



CITY OF LONG BEACH

DEPARTMENT OF PARKS, RECREATION AND MARINE



ANIMAL CARE SERVICES BUREAU • 7700 E. Spring Street • Long Beach, CA 90815 • (562) 570-7387 FAX (562) 570-3053

Restricted Dog and Cat Transfer Permit Application Instructions

Any person, business or 501(c)(3) Incorporated organization wishing to sell or transfer a dog or cat for any form of compensation in the City of Long Beach must first apply for a Dog and Cat Transfer Permit. The owners of the animals to be transferred must:

- ❑ Completely fill out the transfer permit application - The application must be signed by all owners of the animals to be transferred. (501(c)(3) organizations must include all persons listed as agents, trustees, board members or representatives acting on behalf of the rescue organization)
- ❑ Provide proof of a valid City of Long Beach business license or completely fill out business license application (501(c)(3) non-profit organizations are eligible for fee exemption but must fill out additional application for exemption)
- ❑ Provide the information of the breeder, distributor of dogs or shelter where dogs or cats are obtained.
- ❑ Provide location of where animals are kenneled/housed while awaiting placement/adoption. All foster homes must be included
- ❑ Provide proof of valid 501(c)(3) (if applicable)
- ❑ Provide proof of micro-chipping for all animals to be transferred
- ❑ Provide proof of valid rabies vaccinations for all animals to be transferred
- ❑ Pay the required application fee (non-refundable)

Prior to processing the application, the non-refundable application fee of \$210.00 must be received by the Bureau. Once the Bureau has received the required application fee, the application will be reviewed for proper qualifications and documentation and a background check will be performed. Upon background approval a property inspection will be performed. Notification will be sent that you are approved for a Dog and Cat Transfer Permit or that the requirements have not been met.

If you are approved for a Dog and Cat Transfer Permit, there is an additional permit fee of \$320.00 that will be due prior to the permit being issued.

Application for Restricted Dog and Cat Transfer Permit

The application for a restricted dog and cat transfer permit shall be filed by all of the owners and/or handlers of both dogs and cats to be transferred, including persons who may reside outside of the City, and shall contain such information as is requested by the City, including without limitation the following:

No person, as principal, agent, employee or otherwise, shall sell or transfer, for compensation or otherwise, any dog or cat within the City, without first applying to and receiving a transfer permit to do so from the Department of Parks, Recreation and Marine, Animal Care Services Bureau.

Dog owners who have received a breeding permit under Section 6.16.190 shall not be required to apply for a transfer permit.

One transfer permit shall be issued per litter, unless the applicant for a transfer permit operates a pet store or is a validly incorporated 501(c)(3) animal rescue organization, in which case the transfer permit shall be issued annually.

The application for a transfer permit shall be filed by all of the owners of the dogs or cats to be transferred, and shall contain such information as is requested by the City, including without limitation the following:

1. The name and address of the breeder(s) / distributors of the dogs or cats to be transferred or offered for transfer, or if unknown, evidence that the applicant is a validly incorporated 501(c)(3) animal rescue organization.
2. The address of the location at which the dog or cat litter was whelped, or if unknown, evidence that the applicant is a validly incorporated 501(c)(3) animal rescue organization.
3. Such other information as may be required by the director, or designee, consistent with the purposes of this Chapter, this Code, and applicable law.

Prior to processing the application the director shall receive the required transfer permit application fee, and such application fee shall be non-refundable. After processing the application but prior to issuing a transfer permit, the director shall receive the required transfer permit fee, and such permit fee shall be non-refundable.

The following dogs and/or applicant(s) are exempt from both the application fee and transfer permit fee requirements but are subject to the other requirements of this Section to the extent such requirements do not conflict with state or federal law:

1. Dogs documented as having been appropriately trained and actively used by law enforcement agencies for law enforcement or rescue activities, the offspring of which are to be used for the same purposes.
2. Dogs documented as guide, signal or service dogs pursuant to the California Penal Code or the California Business and Professions Code.
3. Validly incorporated 501(c)(3) animal rescue organizations.

The following provisions shall apply to the sale, adoption or other transfer of dogs and cats, whether or not a transfer permit is required:

1. Any person who offers or provides any dog or cat for sale or transfer, whether for compensation or otherwise, shall disclose to the transferee in writing information regarding the dog's or cat's immunization history and the license and permit requirements of the City applicable to the transferred animal.
2. No person shall sell or otherwise transfer any dog without such dog having an electronic animal identification device implanted, and such device shall identify the breeding permit number under which the dog was bred or the transfer permit number, as applicable, and a description of the transferred dog including the breed, gender, color and age.
3. No person shall sell or otherwise transfer any dog or cat without reporting the name, address and phone number of the transferee to the director within ten business days of the transfer.
4. Any advertisement to the public regarding the availability of any dog which was bred within the City for sale or transfer, whether for compensation or otherwise, shall prominently display the breeding permit number.
5. Any advertisement to the public regarding the availability of any dog or cat for sale or transfer, which was bred outside the City, whether for compensation or otherwise, shall prominently display the transfer permit number.
6. No person shall give away any dog or cat as a prize or as an inducement to enter into any contest, lottery, drawing, auction, game or competition.
7. No person shall give away any dog or cat as an inducement to enter a place of business, or to enter into a business arrangement.
8. No person shall sell, barter, exchange or offer for adoption, whether for compensation or otherwise, any dog or cat to any minor under the age of eighteen.
9. Proper shelter shall be provided for all dogs and cats to be transferred.
10. Clean and reasonably temperate water shall be provided to all dogs and cats at all times.
11. Nutritious food sufficient to properly nourish the dog or cat shall be provided.
12. Dogs' and cats' living quarters and yards shall be properly maintained at all times, including without limitation removal of feces and urine to prevent odors from entering surrounding areas.
13. Dogs shall be kept in a manner which prevents barking from disturbing occupants or users of surrounding areas.
14. A valid business license shall be required for all transfers made for compensation.
15. All pet shops, Incorporated 501(c)(3) animal rescues and designated certified fosters with facilities will meet all local, state and federal standards as required by law.

Applicant Information

Business Name / 501(c)(3) Non-profit Organization

Name _____
Address _____
Phone Number (____) ____ - _____ Alt Phone Number (____) ____ - _____
Driver's License/ID # _____
Type of Business _____

Business Owner / Officer of Organization

Owner/Officer Name _____
Address _____
Phone Number (____) ____ - _____ Alt Phone Number (____) ____ - _____
Driver's License/ID # _____ Birthdate: ____ / ____ / ____

Additional Acting Agents or Representatives

Representatives Name _____
Title/Position _____
Address _____
Phone Number (____) ____ - _____ Alt Phone Number (____) ____ - _____
Driver's License/ID # _____ Birthdate: ____ / ____ / ____

Additional Acting Agents or Representatives

Representatives Name _____
Title/Position _____
Address _____
Phone Number (____) ____ - _____ Alt Phone Number (____) ____ - _____
Driver's License/ID # _____ Birthdate: ____ / ____ / ____

Additional Acting Agents or Representatives

Representatives Name _____
Title/Position _____
Address _____
Phone Number (____) ____ - _____ Alt Phone Number (____) ____ - _____
Driver's License/ID # _____ Birthdate: ____ / ____ / ____

Additional Acting Agents or Representatives

Representatives Name _____
Title/Position _____
Address _____
Phone Number (____) ____ - _____ Alt Phone Number (____) ____ - _____
Driver's License/ID # _____ Birthdate: ____ / ____ / ____

City of Long Beach Business License

Name _____
License # _____ License Type _____

List of Breeders, Shelters or Distributor of Dogs and/or Cats

Name of Breeder/Shelter _____
Address _____
Phone Number (____) ____-____ Alt Phone Number (____) ____-____
Type of Animal _____ Driver's License/ID # _____

Name of Breeder/Shelter _____
Address _____
Phone Number (____) ____-____ Alt Phone Number (____) ____-____
Types of Animal _____ Driver's License/ID # _____

Name of Breeder/ Shelter _____
Address _____
Phone Number (____) ____-____ Alt Phone Number (____) ____-____
Type of Animal _____ Driver's License/ID # _____

Name of Breeder/Shelter _____
Address _____
Phone Number (____) ____-____ Alt Phone Number (____) ____-____
Type of Animal _____ Driver's License/ID # _____

Name of Breeder/Shelter _____
Address _____
Phone Number (____) ____-____ Alt Phone Number (____) ____-____
Type of Animal _____ Breed of Animal _____

Designated Foster

Name _____
Address _____
Phone Number (____) ____-____ Alt Phone Number (____) ____-____
Driver's License/ID # _____ Birthdate: ____/____/____

Designated Foster

Name _____
Address _____
Phone Number (____) ____-____ Alt Phone Number (____) ____-____
Driver's License/ID # _____ Birthdate: ____/____/____

Designated Foster

Name _____
Address _____
Phone Number (____) ____-____ Alt Phone Number (____) ____-____
Driver's License/ID # _____ Birthdate: ____/____/____

Designated Foster

Name _____
Address _____
Phone Number (____) ____-____ Alt Phone Number (____) ____-____
Driver's License/ID # _____ Birthdate: ____/____/____

All permit holders must keep Long Beach Animal Care Services updated with list of current breeders, shelters or Distributor of Dogs and/or Cats and all designated Fosters.

The following must be included:

- Copy of valid Long Beach City Business License
- Copy of valid 501 (c) (3) status
- Copy of certificates of micro-chipping for all dogs and/or cats
- Proof of valid rabies vaccination

Any person, business or 501(c)(3) Incorporated business must micro-chip all animals, dog and cat immediately upon taking possession of such animal. Proof of micro-chip number must be provided to Long Beach Animal Care Services within 24 hours of obtaining such animals.

Any person, business or 501(c)(3) Incorporated business must comply with LBMC 6.16.160 possession without owner's consent when taking possession of a stray animal. Person responsible must notify Long Beach Animal Care Services within 24 hours of taking possession of any stray animal, dog and/or cat. A description of the animal including the type, breed, gender, color, age, micro-chip must be provided. You must also include the location of where the animal was found (cross streets) and how the stray animal was obtained.

Employees of the Animal Care Services Bureau shall have the right to inspect, on more than one occasion, any area of the entire property. There are no limitations to the interior or exterior of any structures on property of any permittee used for breeding, whelping, holding, transfer, or fostering of any animals during reasonable hours and without advance notice.

Failure of any person to comply with all terms and conditions of the breeding permit or the transfer permit and applicable law shall be grounds for the revocation or suspension of said breeding permit or transfer permit and shall be grounds for denial of future breeding and/or transfer permits.

Persons who violate any provision of Chapter 6.16.190 of the Long Beach Municipal Code may be assessed an administrative penalty under Section 9.65 of the Long Beach Municipal Code, in addition to any criminal penalties that may be assessed under Section 1.32 of the Long Beach Municipal Code.

Possession of a valid breeding or transfer permit under Chapter 6.16.190 of the Long Beach Municipal Code does not entitle the permittee to engage in an activity which is otherwise prohibited by law.

I have reviewed and will comply with all applicable rules and regulations regarding breeding, transferring, fostering, rescuing and keeping animals on private property in this transfer permit, business and business license. I have read this document, understand it, and sign voluntarily.

Applicant/Business Owner/Officer

Date _____

(Signature)

(Print Name)

Acting Agent/Representative

Date _____

(Signature)

(Print Name)

Acting Agent/Representative

Date _____

(Signature)

(Print Name)

Acting Agent/Representative

Date _____

(Signature)

(Print Name)

Acting Agent/Representative

Date _____

(Signature)

(Print Name)

Owner of Dam/Acting Agent

Date _____

(Signature)

(Print Name)

Owner of Sire/Acting Agent

Date _____

(Signature)

(Print Name)

Designated Foster

Date _____

(Signature)

(Print Name)

Designated Foster

Date _____

(Signature)

(Print Name)

Designated Foster

Date _____

(Signature)

(Print Name)

Designated Foster

Date _____

(Signature)

(Print Name)

For Office Use Only

Application Received:		Received By:		
Background Check Completed:		Findings:		
Property Inspection Completed:				
Business License Received:				
501(c)(3) Received:				
Permit Approved:				
By:	Date:			
Permit Number #				Permit Denied:
Re-check:				By: Date:
New Owner Information Received:				Permit Suspended:
Micro-chipping Certificates Received:				By: Date:
Additional Information:				

Please list all animals to be transferred/ currently being housed/ kenneled:
(Certificate of micro-chip, proof of valid rabies and proof of spay/neuter must be provided)

Type _____ Sex _____ Spay / Neuter? Yes ___ No ___
Breed _____
Color _____

Rabies Inoculation Date: _____
Birth Date: _____
Microchip # _____

Type _____ Sex _____ Spay / Neuter? Yes ___ No ___
Breed _____
Color _____

Rabies Inoculation Date: _____
Birth Date: _____
Microchip # _____

Type _____ Sex _____ Spay / Neuter? Yes ___ No ___
Breed _____
Color _____

Rabies Inoculation Date: _____
Birth Date: _____
Microchip # _____

Type _____ Sex _____ Spay / Neuter? Yes ___ No ___
Breed _____
Color _____

Rabies Inoculation Date: _____
Birth Date: _____
Microchip # _____

Type _____ Sex _____ Spay / Neuter? Yes ___ No ___
Breed _____
Color _____

Rabies Inoculation Date: _____
Birth Date: _____
Microchip # _____

Type _____ Sex _____ Spay / Neuter? Yes ___ No ___
Breed _____
Color _____

Rabies Inoculation Date: _____
Birth Date: _____
Microchip # _____

Type _____ Sex _____ Spay / Neuter? Yes ___ No ___
Breed _____
Color _____

Rabies Inoculation Date: _____
Birth Date: _____
Microchip # _____

Type _____ Sex _____ Spay / Neuter? Yes ___ No ___
Breed _____
Color _____

Rabies Inoculation Date: _____
Birth Date: _____
Microchip # _____

Type _____ Sex _____ Spay / Neuter? Yes ___ No ___
Breed _____
Color _____

Rabies Inoculation Date: _____
Birth Date: _____
Microchip # _____

Type _____ Sex _____ Spay / Neuter? Yes ___ No ___
Breed _____
Color _____

Rabies Inoculation Date: _____
Birth Date: _____
Microchip # _____

Type _____ Sex _____ Spay / Neuter? Yes ___ No ___
Breed _____
Color _____

Rabies Inoculation Date: _____
Birth Date: _____
Microchip # _____

Type _____ Sex _____ Spay / Neuter? Yes ___ No ___
Breed _____
Color _____

Rabies Inoculation Date: _____
Birth Date: _____
Microchip # _____

RECORD OF TRANSFER

Transfer Permit Number _____ Date of Transfer/Sale _____

Transferring Owner Information:

Name _____

Address _____

City _____ State _____ Zip _____

Phone Number (____) ____-____ Alt Phone Number (____) ____-____

New Owner Information:

Name _____

Address _____

City _____ State _____ Zip _____

Phone Number (____) ____-____ Alt Phone Number (____) ____-____

Animal Information:

Type _____ Sex ____ Spayed or Neutered? Yes ____ No ____ (if altered, provide proof)

Breed _____ Birth Date: _____

Color _____ Microchip # _____

Immunization History (if given by licensed veterinarian please attach copies):

All dogs aged 4 months or older must have a valid dog license issued by the City of Long Beach. In order to receive a dog license, a valid certificate of rabies inoculation must be submitted along with the required dog licensing fee.

(copies to be given to new owner and to Long Beach Animal Care Services)