



**VIRGINIA DEPARTMENT  
OF AGRICULTURE AND  
CONSUMER SERVICES**

**DIVISION OF ANIMAL & FOOD INDUSTRY SERVICES  
OFFICE OF VETERINARY SERVICES  
P.O. BOX 1163  
RICHMOND, VA 23218  
animalcare@vdacs.virginia.gov  
Phone: 804-692-4001 Fax: 804-371-2380**

**PET SHOP SELLING DOGS OR CATS – REGISTRATION FORM**

In accordance with § 3.2-6501.1 and 2 VAC 5-105: Each existing pet shop shall register and pay a \$250 registration fee with the department annually by July 1. A new pet shop that will sell dogs or cats shall register prior to offering dogs or cats for sale, and that registration shall be valid through June 30 of the following calendar year. A pet shop shall apply for registration using this format developed by the State Veterinarian.

**Complete all fields of this registration form. Submit this form by postal mail along with a check for \$250, made payable to: Treasurer of Virginia.**

Postal Mail Address:

**Virginia Department of Agriculture and Consumer Services  
P.O. Box 1163  
Richmond, VA 23218**

**Official Name of Pet Shop Establishment:**

**Establishment Phone Number:**

**Business Email Address:**

**Establishment Physical Address:**

**Business Mailing Address (if different):**

☐ Same as physical address

**Indicate which regulated species are offered for sale by this pet shop (check all that apply): ☐ Dogs ☐ Cats**

**Hours of Business Operation:**

**Pet Shop Owner Information**

**Owner Name and Address of Individual(s):**

**Owner Name and Address of Business Entity:**

**Name of Principal Officer/Agent:**

**Owner/Officer/Agent  
Contact Information**

**Phone Number:**

**Email Address:**

☐ I agree to comply with all code and regulatory requirements. I understand that the pet shop is subject to unannounced inspections.

**REGISTRATION SUBMISSION**

**Date:**

**Signature:**

Registration Certificate will be mailed to the pet shop business mailing address unless otherwise requested.

VDACS Finance Use Only

CC: 304

Revenue Account: 02692