



## License Renewal Tips

All PACFA licenses expire March 1, 2020. Licenses renewed after March 1, 2020, an automatic 25% late fee (based off your license fee) will be charged.

*It is a violation of PACFA rules and regulations to operate your facility without a renewed license.*

- **Two ways to renew:** [Online](#) or [Paper Application](#)
- **Renewal fees:** Please review the [updated PACFA rules](#) to know what the increased fees are. Prior to paying, double-check the amount you are being charged. If the amount appears to be incorrect or you are unsure of the correct amount owed, please call your inspector to assist you.
- **Link to Renew Online:** [AgLicense](#)  
Additionally, here are [Step-by-Step Instructions](#) to guide you.
- **Log In / Password issues:** We have sent emailed notifications to you with this information. Please check your spam folder as well. If you cannot find this information, please call the Help Desk.  
First time users: Register the account. *Only the Primary Business Contact is authorized to receive account information.* Call the Help Desk to provide you your AgLicense ID and Pin ID required for registration.
- **Changes to License:** For any changes, such as change of Physical Address, Entity, [Primary Business Contact](#) or License Category, a *new application* is required. You will not be able to make changes online.
- **Statistics Form:** *There is a new form!* Please visit the [PACFA webpage](#) to find the Stats Reporting Form. You will need to submit your stats prior to processing your renewal.  
Breeders, Rescue, Shelters and Transporters are required to submit annual statistics reports and are due with renewal. *Renewals will not be processed without this form.*  
*The stats form will not be emailed to you.* Download the PDF when you view the Summary Page. Then scroll down and click 'Submit' to finish. Then log into your account in [Aglicense](#) to process your renewal.
- **No longer in business:** Please fill out the [Closed Business Form](#) on our webpage.  
Breeders, Rescues, Shelters and Transporters will need to [submit your 2019 Statistics](#) in addition to filling out the closure form. Email your stats to: [cda\\_pacfa@state.co.us](mailto:cda_pacfa@state.co.us)
- **LLCs and Corporations:** Make sure your Colorado Secretary of State Registration is in 'Good Standing' and up to date.
- **Issues with printing your PACFA License:** Be sure your Pop-up Blocker is enabled!  
Each renewal is reviewed for approval. Upon approval the office does not send the renewed license so you will be need to log in and print your renewed license.
- **Contact the Help Desk:** 1-844-235-3815