



## License Renewal Tips: 2019/2020 Season

- **PACFA Renewals open December 2019:** All PACFA licenses expire March 1, 2020. All licenses renewed after March 1, 2020, an automatic 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.*

- **Renewal fees:** Please review the updated PACFA rules to know what the updated fees are.

*Double-check the amount you are being charged prior to paying. If the amount appears to be incorrect or you are unsure of the correct amount owed, please call your inspector to assist you. We do not issue refunds.*

- **The licensee must be the person processing the renewal:** Licensees are required sign and initial where applicable.

*Secondary contact(s) are not acceptable to sign/initial on behalf of the licensee.*

- **You have the option to renew your PACFA license online or by paper application.**

- **Shelter, Rescue, Transporter and All Breeder Facilities:** Your *annual statistic reports* are due with your renewal. *You will not be able to renew without your statistics.* We suggest you start gathering your stats ASAP.

Please visit the PACFA webpage to view the Stats Reporting Form and the requirements.

*Renewing online: You will need your stats report submitted prior to your renewal. The system will not allow you to renew without your completed stats report is uploaded first.*

*Paper application: You will need to fill out the Stats Reporting Form online first. Include a print out of the produced stats report with your application.*

- **Change of Physical Address:** You cannot change online. A *new paper application* is required.

- **Adding License Categories:** You cannot change online. A *new paper application* is required.

- **Change of Business Contact:** Please call your inspector.

- **No longer in business:** Please fill out the Closed Business Form on our webpage.

<https://docs.google.com/a/state.co.us/forms/d/e/1FAIpQLSfwL1-hPgwrIUdtlMs9Kd7G1wzpSuyPJaeOE3sAuYqB2Dt-KQ/viewform>

- **Renewal Notices:** We send out notices via email. Notices will provide you information and instructions for your renewal.

*If you wish to receive a paper notice instead, please contact us ASAP, so we can add you to our mailing list.*  
[cda\\_pacfa@state.co.us](mailto:cda_pacfa@state.co.us)

- **LLCs and Corporations:** Make sure your Colorado Secretary of State listing is compliant and up to date.

- **Call the Renewal Helpline for immediate assistance, once renewals open:** 1-844-235-3815