



## PACFA License Renewal Tips

- ☐ Two ways to renew: [Online](#) or [Paper Application](#)
- ☐ **Renewal fees:** Prior to paying, double-check the license renewal fee amount. If the fee amount appears to be incorrect or you are unsure of the correct amount owed, please call your PACFA inspector to assist you.
- ☐ **Link to Renew Online:** [AgLicense](#)
- ☐ **Log In / Password issues:** Emailed notifications will be sent 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: Must register your account. *Only the Primary Business Contact is authorized to receive license account information.*
- ☐ **Changes to License:** A NEW application is required for any of the following changes: Business Physical Address, Entity, [Primary Business Contact](#) and/or License Category. Any attempt to make these types of account changes online will be REJECTED.
- ☐ **Statistics Forms: New!** Please visit the [PACFA webpage](#) to find the new [Report Statistics Portal](#). You will need to submit your statistics 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.* You must download the report to your computer or print it. Then log into your account in [AgLicense](#) to process your renewal and upload your stats, or include with your renewal application.
- ☐ **No longer in business:** Please fill out the [Closed Business Form](#) on our webpage.
  - Breeders, Rescues, Shelters and Transporters will need to [submit your 2020 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 application must be approved Please log into your account to print your renewed license.
  - *Licenses are not mailed*
- ☐ **For Additional Assistance Please Contact the Help Desk:** 1-844-235-3815

*All PACFA licenses expire March 1, 2021*

*Be sure to renew your license prior to March 1<sup>st</sup> in case there are any issues with your renewal*

*Pursuant to 35-80-106(2), C.R.S.*

*Any license renewed after March 1, 2021 will be assessed an automatic 10% late fee*

*Operating a Pet Animal Facility without a valid license is unlawful pursuant to 35-80-108(1)(a), C.R.S.*