

Aid for Completing Your Livestock Dealer Application

The following is to aid you in completing your Livestock Dealer Application. Be sure to complete all areas. If something does not apply to you, please cross out the area or write "N/A" on the line. Be sure to complete the information on the back of the application as well. Failure to adequately complete your application may result in your application being returned to you and a delay in processing.

1. **License Year Ending:** This is the year your license will expire. Remember, an application expires yearly on September 30th. Therefore, you will need to write down the year whenever the next September 30th will fall.
2. **Status:** Please check "new" if the livestock business is new (is not currently licensed with MDARD). As a license is not transferable, you must select "new" if the livestock business has been licensed with MDARD, but the business has moved or undergone new ownership. If you are renewing a license for a livestock business that is currently licensed with MDARD and the business has neither moved nor changed owners, please check "renewal." If you are no longer operating as a Livestock Dealer, please check "no longer needed," complete the business information and corporate/owner information, sign and date the application, and return it to the department. Alternatively, you may supply a signed written letter indicating that you are no longer operating as a Livestock Dealer. If choosing this option, you must site the name and address (street, city, state, zip code) of the business in your letter.
3. **If Renewal, License No. of Establishment:** If this is a renewal application, please record your license number. If you do not know your number, please refer to your most recent license as the number is displayed there.
4. **Business Name:** Please indicate the name of your livestock business.
5. **Business Address:** This is the address (street number and name) where you do business. This is where your livestock facility is located.
6. **City:** This is the city where your livestock business is located.
7. **State:** This is the state where your livestock business is located.
8. **County:** This is the county where your livestock business is located.
9. **Zip:** Please indicate the zip code where your livestock business is located.
10. **Business Phone:** Please indicate the phone number, including the area code, at the business.
11. **Business Fax:** Please indicate the fax number, including the area code, at the business.
12. **Business E-mail:** Please indicate the email address for the business.
13. **Mailing Address if different from above:** If mail for the business goes to a different address than the business address, please indicate this address (street Number and name, or P.O. Box). MDARD will mail all mailing, including licenses, renewals, memos, newsletters, and hearing notices to this address. If a mailing address is not indicated, all mailings will be sent to the business address.)
14. **City:** If your mail goes to a different address than the business address, please indicate the city where your mail goes.
15. **State:** If your mail goes to a different address than the business address, please indicate the state where your mail goes.
16. **County:** If your mail goes to a different address than the business address, please indicate the county where your mail goes.
17. **Zip:** If your mail goes to a different address than the business address, please indicate the zip code where your mail goes.
18. **Ownership Type:** Please mark the box indicating the type of ownership of the business.

- a. **Corporation:** A group of persons authorized to act as an entity having privileges and liabilities distinct from those of its members.
 - b. **Sole Ownership:** Ownership of property by a single person or entity.
 - c. **Partnership:** An association of two or more partners in a business enterprise.
 - d. **L.L.C.:** A Limited Liability Company is a legal company that provides limited personal liability for business debts and claims. The owner is responsible for all taxes on their shares of the business income on their personal tax returns. It is neither a corporation nor a partnership.
 - e. **Other:** A type of business not noted above. Please indicate the specify type of ownership (e.g. cooperative, non-profit)
19. **Corporation Name:** If the type of business is a corporation, please provide the name of the corporation.
 20. **Owner/President (CEO) Name:** Please indicate the name of whoever is ultimately responsible for the business, and makes the major business decisions for the business.
 21. **Street Address of Corporation or Owner:** Please indicate the address (street number and name, or P.O. Box) of the owner of the business, or, if a corporation, the corporate office address.
 22. **City:** Please indicate the city where the owner of the business, or, if a corporation, the corporate office resides.
 23. **State:** Please indicate the state where the owner of the business, or, if a corporation, the corporate office resides.
 24. **County:** Please indicate the county where the owner of the business, or, if a corporation, the corporate office resides.
 25. **Zip:** Please indicate the zip code where the owner of the business, or, if a corporation, the corporate office resides.
 26. **Phone:** Please indicate the phone number where the owner of the business, or, if a corporation, the corporate office resides.
 27. **Fax:** Please indicate the fax number where the owner of the business, or, if a corporation, the corporate office resides.
 28. **Email:** Please indicate the email address for the owner of the business, or, if a corporation, the corporate office.
 29. **Emergency Contact:** Please indicate the phone number, preferably a 24 hour number for the department to call in the event of an emergency.
 30. **Cell Phone:** Please indicate the cell phone number to whoever is ultimately responsible for the business.
 31. **Federal/Tax ID:** Please indicate your federal tax number.
 32. **License Fees:** Please select the type of license desired. If you operate a livestock business at a separate location, you must apply for that business license separately.
 - a. **Class I (Livestock Auction):** A facility where livestock are accepted on consignment and sold via the auction method.
 - b. **Class II (Collection Point/Buying Station):** A Collection Point is a place where livestock are congregated for future movement to market or to be purchased by the owner or agent of the facility for movement for direct slaughter. A Buying Station is any stockyard or concentration point, other than a public stockyard, at which livestock is brought and sold or assembled for shipment to a packing plant or a public stockyard, or graded or weighed for the purpose of establishing a basis for sale or reshipment.
 - c. **Class III (Horse Auction):** A horse auction is a livestock market where only horses, ponies, donkeys, or mules are offered for consignment.
 - d. **Class IV (Dealer /Broker/Agent):** A Dealer or Broker is any person, copartnership, association, or corporation engaged in the business of buying,

receiving, selling, exchanging, transporting, negotiating, or soliciting sale, resale, exchange, transportation or transfer of any such animals. Please note that this includes livestock trucking businesses. An Agent is any person, firm, association, copartnership or corporation buying, receiving, selling, exchanging, transporting, negotiating or soliciting sale, resale, exchange, transportation or transfer of any animals for on behalf of someone.

33. **Payment Method:** Please indicate the check number and/or money order number.
34. **Amount Enclosed:** Please indicate the total amount paid via check and/or money order.
35. **Signature:** The individual completing the application must sign their name.
36. **Date:** The date the application was signed.
37. **Please print your name here:** The individual completing the application must print their name.
38. **Title:** Please indicate the title or position the individual completing the application has as it relates to the business.
39. **Truck and Trailer Information:** You must list all trucks or trailers to be used commercially to haul livestock.
 - a. **Type:** Please indicate if the information is for a truck or a trailer.
 - b. **Make:** Please indicate the brand of truck or trailer (e.g. Chevrolet, Titan).
 - c. **VIN Number:** Please indicate the vehicle identification number.
 - d. **License Plate Number:** Please indicate the license plate number of the truck or trailer.
 - e. **State:** Please indicate the state where the truck or trailer is licensed (i.e. state on the license plate).
40. **Agent Information:** Only complete this section if applying for an agent license. Please note that each agent must apply separately for a license.
 - a. **Name of Agent:** Please the name of the agent.
 - b. **Street Address of Agent:** Please indicate the home address of the agent.
 - c. **City:** Please indicate the city where the agent resides.
 - d. **State:** Please indicate the state where the agent resides.
 - e. **County:** Please indicate the county where the agent resides.
 - f. **Zip:** Please indicate the zip code where the agent resides.
41. **Bonding Information:** All Class I and Class III must provide proof of bonding.
 - a. **Name of Bonding Company:** This is typically a bank.
 - b. **Bond Number:** Please indicate the Bond number, also known as the credit number.
 - c. **Amount:** Please indicate the maximum amount for which the livestock business is bonded.