

The following is to aid you in completing your Livestock Dealer Application with the Michigan Department of Agriculture and Rural Development (MDARD). A Livestock Dealer Application is required for all individuals/businesses operating as a livestock auction, buying station, collection point, agent, broker, dealer, or hauler. While you complete your application, if you have any questions please contact MDARD at 800-292-3939. Be sure to complete all areas, including page two of the application. Failure to adequately complete your application will result in a delay in processing. As a reminder, it is against the law to operate without a valid Livestock Dealer License, so please submit your completed application and supporting documents as quickly as possible.

### **Important Information:**

Livestock Dealer Licenses are valid October 1<sup>st</sup> through September 30<sup>th</sup> of the following year. Honorably discharged U.S. veterans looking to acquire a Class III or IV license may have their license fees waived by providing a copy of their DD214 with their completed application.

*For all renewal applications, please review the pre-filled Business Information and Corporate/Owner Information for accuracy and update incorrect information by crossing out the incorrect information and printing the correct information next to it. If you are no longer in need of a Livestock Dealer License, please check the box at the top of the application and sign and date the application.*

### **Completing the Livestock Dealer Application:**

- **Livestock Dealer License Application:**
  - License Year Ending: Pre-filled.
  - License No Longer Needed: Not applicable for new license applications.
  - If Renewal, License No. of Establishment(s): Not applicable for new license applications (otherwise pre-filled).
- **Business Information:**
  - Business Name: Indicate the name of your livestock business.
  - Business Address: This is the address (street address, city, state, ZIP, & county) where your business/livestock facility is located. If you operate a livestock business at a separate location, you must apply for that business license separately.
  - Business Phone: Indicate the phone number, including the area code, of the business.
  - Business Fax: Indicate the fax number, including the area code, of the business.
  - Business E-mail: Please indicate the email address for the business.
  - Mailing Address (*if different from above*): If the business' mail goes to an address other than the business address, please provide this complete address. MDARD will send all mailings, 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.

- **Corporate/Owner Information:**

- Ownership Type: Please mark the box indicating the type of ownership of the business.
  - Corporation: A group of persons authorized to act as an entity having privileges and liabilities distinct from those of its members.
  - Sole Ownership: Ownership of property by a single person or entity.
  - Partnership: An association of two or more partners in a business enterprise.
  - 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.
  - Other: A type of business not noted above. Please indicate the specify type of ownership (e.g. cooperative, non-profit)
- Corporation Name: If the type of business is a corporation, please provide the name of the corporation. This may be the same as your Business Name.
- Owner/President (CEO) Name: Please indicate the name of whoever is ultimately responsible for the business and makes the business' major decisions.
- Complete Address of Corporation or Owner: Please indicate the address (street address, city, state, ZIP, & county) of the business' main office, if a corporation, the corporate office address. This may be the same as your Business Address.
- Phone: Indicate the phone number where the owner of the business, or, if a corporation, the corporate executive officer may be contacted.
- Fax: Indicate the fax number where the owner of the business, or, if a corporation, the corporate executive officer may be contacted.
- Email: Indicate the email address for the owner of the business, or, if a corporation, the corporate executive officer may be contacted.
- Emergency Contact: Please indicate the phone number, preferably a 24 hour number for the department to call in the event of an emergency.
- Cell Phone: Indicate the cell phone number to whoever is ultimately responsible for the business.
- Federal/Tax ID: Indicate your federal tax number, if applicable. If not applicable, then this may be left blank.

- **License Fees:**

- License Fees: Select the type of license desired. Class III and IV license fees are waived for honorably discharged U.S. veterans if a copy of your DD214 is submitted with the application.
  - Class I (Livestock Auction): A Livestock Auction is where livestock are accepted on consignment and sold via the auction method. Livestock includes, but is not limited to, cattle, bison, swine, sheep, goats, horses, privately owned cervids, poultry, ratites (e.g. ostriches and emus), camelids (e.g. llamas and alpacas), and aquaculture species.

- Class II (Buying Station): A buying station is any concentration point, other than a livestock auction, where livestock are congregated and purchased by the owner or agent of the facility for movement or sale.
- Class III (Dealer/Broker/Agent/Collection Point): A Dealer or Broker is any person, co-partnership, association, or corporation engaged in the business of buying, receiving, selling, exchanging, negotiating, or soliciting sale, resale, exchange, transportation or transfer of any such animals. An agent is a person that buys, receives, sells exchanges, negotiates, or solicits the sale, resale, exchange, or transfer of one or more animals for or on behalf of another person. A collection point is a place where livestock are congregated, but not sold, for movement to another location.
  - Exemptions:
    - Selling livestock that has been raised on my premises for longer than 21 days.
    - Occasionally holding consignment sales sponsored by and conducted by a breed association, 4H group, FFA group, or county/youth fair.
    - Buying or receiving animals for the purposes of breeding, grazing or feeding and only marketing them after 21 days of possession.
    - Being a butcher, packer, or processor to whom animals are delivered exclusively for slaughter.
    - Being the owner of a railroad or airline transporting animals interstate or intrastate.
    - By dispersal sale, permanently discontinuing the business of farming, dairying, breeding or feeding of animals.
    - No longer conducting activities of a livestock dealer, broker, agent, or auction.
- Class IV (Livestock Trucker): A livestock trucker is a person that engages in the business of transporting livestock not owned by the person, or the person's employer, from one premises to another.
  - Exemptions:
    - Only hauling livestock exclusively from another state directly to a federally inspected slaughter facility in Michigan.
    - Hauling on an occasional basis for individuals participating in livestock exhibition, fair, trail ride, youth livestock event or similar activity.
    - Hauling on an incidental basis in connection with another business, such as a veterinary practice or a stable, which I operate and does not involve the sale of livestock.
    - Hauling livestock for another person fewer than six times in a 12 month period.
    - No longer conducting activities as a livestock trucker.

- **Payment Information:**

- Payment Method: Indicate the check number and/or money order number. Please make all checks/money orders payable to: State of Michigan. If waiving Class III or IV licensing fees with the use of a DD214, enter, "See attached form DD214."
- Amount Enclosed: Indicate the total amount paid via check and/or money order. If waiving Class III or IV licensing fees with the use of a DD214, enter, "N/A."
- Signature: The individual completing the application must sign their name.
- Date: Indicate the date the application was signed.
- Please print your name here: The individual completing the application must print their name.
- Title: Indicate the title or position the individual completing the application has as it relates to the business.

- **Truck and Trailer Information:**

- Truck and Trailer Information: You must list all vehicles livestock will be loaded into for hauling in Michigan. Vehicles towing livestock trailers do not need to be listed; only the trailer needs to be listed.
  - Type: Indicate the category of vehicle.
  - Make: Please indicate the brand of vehicle (e.g. Titan, Chevy, Ford, etc.).
  - VIN Number: If present, indicate the vehicle identification number.
  - License Plate Number: Indicate the license plate number of the vehicle.
  - State: Indicate the state where the vehicle is licensed (e.g. state on license plate).

- **Bonding Information for Class I and II Licenses:**

- Bonding Information: All Class I and Class II licensees must submit proof of bonding with the application.
  - Name of Bonding Company: This is typically a bank.
  - Bond Number: Please indicate the Bond number, also known as the credit number.
  - Amount: Indicate the maximum amount for which the livestock business is bonded. The amount of the bond or other security shall be equal to the amount of gross dollar volume of livestock business conducted during the average week of the previous licensing year by the applicant, but cannot be less than \$1,500.00. If the average gross weekly livestock business conducted by the applicant during the previous licensing year was greater than \$25,000.00, the bond shall be increased above \$25,000.00, at the rate of \$1,000.00 for each \$5,000.00 above \$25,000.00 of average gross dollar volume of weekly livestock business conducted during the previous year. A licensee who owns or operates more than 1 livestock auction or buying station may file 1 bond in an amount determined by the formula described in this subsection. MDARD shall be the obligee on the bond for the benefit and purpose of protecting all persons selling or consigning livestock to the licensee against the licensee's failure to pay amounts due on livestock purchased by or consigned to them.