COLORADO
Department of Agriculture
Inspection & Consumer Services Division

PACFA
Safeguarding Colorado's Pets

Change of Primary Business Contact

Pursuant to 8 CCR 1202-15, Part 7, PACFA licensed facilities are required to notify the program, in writing, when the Primary Business Contact has changed for a licensed facility. The Primary Business Contact is the person who is *legally responsible* for the facility's license and is the main point of contact.

Ownership Change: Pursuant to 8 CCR 1202-15, Part 3.4, PACFA licenses are not transferable. If you have or are purchasing an existing PACFA licensed business a new application must be submitted by the new owner of the business.

Steps to Request and Submit:

Letter: If the business contact for the PACFA license has changed, a letter must be submitted by the "Legal Authority" for the organization. Legal authority means the Chair/President of the Board of Directors if the new business contact for the PACFA license is a new CEO or Executive Director for corporations, non-profit corporations and S corporations. For Government organizations the legal authority means the City, County or Town Manager. For LLC's the legal authority means the managing member of the LLC.

1.

- The letter will need to be signed by the "Legal Authority".
- Information required to be included in the letter: Name of the facility, physical address of the facility, assigned PACFA license ID, name of the current primary contact, name of the new contact and provide the contact information for the new contact (at least email address and phone number)

Application: The new primary business contact will need to fill out and sign pages 1 and 2 of the application.

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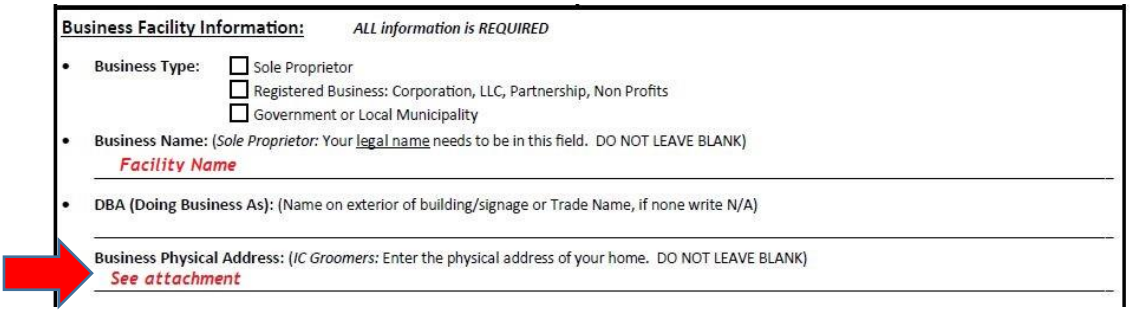
Pet Animal Care Facilities Act (PACFA) License Application

☐ New Application
☐ Renewal

☐ Business moved locations
☐ Adding category to existing license AG_____
☐ Change of Ownership
☐ Change of Business Contact

- For *multiple facilities* with the same Primary Business Contact: Only 1 application is needed, however, the letter will need to list each facility's PACFA license ID and address in which the new contact will be representing. On the application's Business Facility Information section, write "See attachment" in the physical address field (see below).


Business Facility Information: *ALL information is REQUIRED*

- **Business Type:** ☐ Sole Proprietor
  ☐ Registered Business: Corporation, LLC, Partnership, Non Profits
  ☐ Government or Local Municipality
- **Business Name:** (*Sole Proprietor:* Your legal name needs to be in this field. DO NOT LEAVE BLANK)
  Facility Name
- **DBA (Doing Business As):** (Name on exterior of building/signage or Trade Name, if none write N/A)
- **Business Physical Address:** (*IC Groomers:* Enter the physical address of your home. DO NOT LEAVE BLANK)
  See attachment

Submission: Email the letter and application to cda_pacfa@state.co.us

- Email subject line: should read "Request for Primary Business Contact Change".
- The letter and application will need to be submitted together.

As soon as the office processes your request, an email will be sent to notify you. If you have any questions, please contact your inspector.

Thank you for contacting PACFA.