

OBTAINING A NEW REGISTRATION	All facilities engaging in research activities covered by the AWA must have a valid registration. [2.30]
Criteria	<p>The research facility must:</p> <ul style="list-style-type: none"> • submit a properly completed APHIS Form 7011 (Application for Registration) (see 3.4.4) • have the Institutional Official or CEO sign APHIS Form 7011: <ul style="list-style-type: none"> ▸ certifying that the information provided is true and correct ▸ acknowledging receipt of the regulations and agreeing to comply with the regulations and standards • complete and submit the Taxpayer Identification Number (TIN) sheet (see 3.4.5) • submit the completed Application and TIN sheet to the Animal Care Regional Office for the State in which the principal place of business/headquarters is located
Registering Unit	<p>The registering unit is the lowest independent legal entity which uses or intends to use live animals for research, tests, experiments, or teaching.</p> <p>College or University School or Department: The college or university is considered the research facility, rather than the school or department, UNLESS the school or department demonstrates to the AC Deputy Administrator that:</p> <ul style="list-style-type: none"> • it is a separate legal entity, and • its operations and administration are independent of the college or university

Registrant

Business Corporation

The subsidiary of a business corporation is considered the research facility, rather than parent corporation, UNLESS:

- the subsidiary is under direct control of the parent corporation, **and**
- the AC Deputy Administrator determines that, based on this control, the parent corporation is the unit to be registered

Federal Research Facility

A Federal Research Facility is exempt from registration by the USDA.

Registrant must provide all of the following information on the Application for Registration:

- name of the research facility
- valid mailing address
- a list of all locations where animals are housed, used or regulated activities occur
- business information requested on APHIS Form 7011
- name, title and address of each partner or principal officer

Note: It is strongly recommended that a contact person and phone number be submitted with the Application for Registration.

Issuance of a Registration

Registrations are issued to a specific research facility.

If a non-registered institution, organization or person acquires or purchases a registered research facility, the new owner must, before conducting any regulated activities:

- properly complete an Application for Registration
- file the Application with the appropriate AC Regional Director

If two or more registered research facilities merge, **and:**

- a completely new research facility is formed, the new research facility must:
 - ▶ inform the appropriate AC Regional Office
 - R in writing
 - R by certified mail
 - R within 10 days of the change
 - ▶ have the merged research facilities cancel their registrations
 - ▶ complete a new Application for Registration
 - one registered research facility absorbs the other one(s), the research facility must:
 - ▶ inform the appropriate AC Regional Office
 - R in writing
 - R by certified mail
 - R within 10 days of the change
 - ▶ have the absorbed research facility(s) cancel its registration
 - ▶ submit a list of the absorbed research facility's sites or locations which are to be added to the existing registration
 - ▶ complete a new Application for Registration (APHIS Form 7011) ONLY if the Institutional Official, partners, or principal officers change
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