Ohio | Department of Agriculture
Governor John R. Kasich • Lt. Governor Mary Taylor
Director David T. Daniels

Division of Animal Health
Dangerous Wild Animal Office
8995 East Main Street, Reynoldsburg, OH 43068
Phone: 614-728-6220 • Fax: 614-752-3065
www.agri.ohio.gov • candice.miller@agri.ohio.gov

Wildlife Shelter Permit Application Instructions

Below is a listing of the required forms to be completed for a wildlife shelter permit.

1. Wildlife Shelter Permit Application form.
2. Bond form or a Certificate of Insurance from insurance agency.
3. For those applicants requesting waiver of the written examination requirements regarding care of their animals, proof of two years' experience in care for each animal in their possession. Such proof should include time spent actually caring for such animals and the location such experience took place, any professional or work experience in caring for the animals, and any education. If you were previously licensed, you must provide proof of licensure.
4. A written plan of action if one of the animals listed escapes.
5. A letter from the Sheriff of the county where the animals are held acknowledging receipt of the written plan of action.
6. A letter from the chief law enforcement officer of the township or municipal corporation where the animals are held acknowledging receipt of the written plan of action.
7. Signed Background Check Permission and Release form, and fee for background check. Applicant will need to schedule a time with a WebCheck Facility (locations are provided on the ODA Website) to complete electronic fingerprinting, and must have the fingerprinting completed before the application will be accepted. **Appointments at the ODA WebCheck location may be made by calling 614-728-6220.** ***Please note that background checks may take up to 30 days to complete after fingerprints are submitted.****
8. Affidavit regarding sterilization of any male dangerous wild animals in possession of applicant. If applicable, a copy of the veterinarian's determination that sterilization of any male animals in possession of applicant is medically contraindicated. ***This affidavit must be completed even if applicant has no male animals.***
9. If applicable, an E-1form listing applicant's employees.
10. If applicable, written request for waiver of requirement of having property of at least 1 acre due to the type of animal held.
11. Affidavit regarding compliance with facility and care standards as provided in the Ohio Administrative Rules.
12. Affidavit regarding no public contact with any dangerous wild animals in possession of applicant.

You must have the following on file prior to being scheduled for examination.

1. Properly completed application, printed or typed.
2. For initial or new applicants, a surety bond or certificate of insurance is required as a part of permitting. The bond or certificate of insurance must be written in the exact name that is stated on the WILDLIFE SHELTER PERMIT APPLICATION. BONDS MUST HAVE A BOND NUMBER AND BE SIGNED. Bond amount must be in the amount required for the number of animals.
3. Appropriate permit fee. A check or money order needs to be made payable to Treasurer, State of Ohio. Ohio permits are issued annually.

After all forms and proofs have been filed and if you meet the requirements, you will be notified, by mail, of the date, time and place of examination, if applicable. The examination is given four (4) times a year. Your permit will be issued if you meet all the requirements and pass the examination.

ALL INCOMPLETE/INCORRECT APPLICATIONS WILL BE RETURNED, UNPROCESSED.