



**STATE of CALIFORNIA**  
 California Department of Food and Agriculture  
 Animal Health and Food Safety Services  
 Animal Care Program

**CDFA FORM**  
**ACP-73-004**  
**EST. 12/2023**

**CERTIFYING AGENT ACCREDITATION APPLICATION**

DEPARTMENTAL USE ONLY			
DATE RECEIVED	ENTERED BY	APP STATUS	DATE ISSUED
		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	

*Submit a completed application via email, postal mail, fax, or in-person using contact information listed at the bottom of this application.*

**Section 1: Applicant Information**

Application Type (Check One):

<input type="checkbox"/> NEW APPLICATION	<input type="checkbox"/> APPLICATION RENEWAL	<input type="checkbox"/> UPDATE CONTACT INFO
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Contact Information:

Business Name:		Business Phone Number:		Business Email:	
Physical Address:		City:	State:	Zip Code:	Country:
Mailing Address (if different from physical address):		City:	State:	Zip Code:	Country:
Business URL (if available):		Federal Tax ID Number:		Facsimile:	

Name of Person(s) Responsible for Accreditation Application and Day-to-Day Operations:

Primary Contact Name:	Phone Number:	Email Address:
Additional Contact Name (Optional):	Phone Number:	Email Address:

Type of Entity:

<input type="checkbox"/> FOR-PROFIT	<input type="checkbox"/> NOT-FOR-PROFIT	<input type="checkbox"/> GOVERNMENT ORGANIZATION
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**Section 2: Types of Operations to be Certified**

Type of Operation for Which Accreditation is Requested:

<input type="checkbox"/> EGG-LAYING HENS	<input type="checkbox"/> VEAL CALVES	<input type="checkbox"/> BREEDING PIGS	<input type="checkbox"/> DISTRIBUTOR OPERATIONS
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Estimated Number of Operations to Certify Annually:

EGG-LAYING HENS		VEAL CALVES		BREEDING PIGS		DISTRIBUTOR OPERATIONS	
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Additional Information:

If applicable, list each subsidiary office location in the area below. Include office physical address, mailing address, facsimile, business URL, and contact person name, phone number, and email for each of these subsidiary offices.

If applicable, list of each State or foreign country in which the applicant has previously conducted certification services and also list each state or foreign country in which the applicant intends to provide certification services pursuant to [3 CCR § 1326-1326.22](#).



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**Section 3: Supplemental Information Required for Application**

An applicant must submit to California Department of Food and Agriculture (CDFA) the following list of additional information. You may attach the documents in an email when you submit your application or mail or drop off the items as a package to the address listed at the bottom of this application.

1. A copy of documentation showing the applicant's status and organizational purpose, such as articles of incorporation and by-laws or ownership or membership provisions and date of establishment.
2. Personnel: Names and position descriptions in the applicant's operation (1) performing inspections, (2) members of any certification review committees and (3) inspection contractors.
3. Personnel: Description of the qualifications, including experience, training and education in auditing, inspection, covered animal production and/or covered product distribution or other relevant areas of work for:
  - a. For each inspector to be used by the applicant and
  - b. Each person to be designated by the applicant to review or evaluate applications for certification.
4. Personnel: Description of procedures, practices and training, including biosecurity training, to ensure that applicant's employees contractors, and responsibly connected persons with inspection, auditing and decision-making responsibilities have sufficient expertise to successfully perform the certification duties.
5. A copy of the applicant's procedures for evaluating certification applicants, making certification decisions, and issuing certificates of compliance.
6. A copy of the applicant's procedures for reviewing and investigating certified operations compliance with [Health and Safety Code §§ 25990-25994](#) and [Title 3 of California Code of Regulations \(CCR\) §§ 1326-1326.22](#) and reporting violations to CDFA.
7. A copy of the applicant's procedures to be used for complying with the recordkeeping requirements in [3 CCR § 1326.17](#).
8. A copy of the applicant's procedures to prevent the occurrence of conflicts of interest described in [3 CCR § 1326.13](#).
9. A copy of the applicant's schedule of fees for certification services under this application for accreditation.
10. Any other information the applicant believes may assist CDFA in evaluating the applicant's expertise and ability to perform certification services.