



# Arizona Department of Agriculture

## Animal Services Division

1688 W. Adams Street, Phoenix, Arizona 85007  
(602) 542-6407 FAX (602) 364-1060

April 2, 2015

As of March 2015, the Department began using a new, universal certificate for all self-inspection customers.

Self-inspection certificates are official documents of the State of Arizona issued under the provisions of Arizona Administrative Code R3-2-702. When you submitted your self-inspection application (<https://agriculture.az.gov/sites/default/files/siapplication.pdf>), which must be renewed every two years, you agreed to return used or voided certificates to the Department within 10 days after the month in which the certificate was used or voided.

We have pre-printed the majority of the information we have on file onto the certificates. If there are errors, please make appropriate corrections on the certificate. But do not return these certificates to the Department for corrections. We will make corrections to our records as we receive the completed certificates, and these corrections will be reflected in the next set of issued certificates.

If a self-inspection certificate isn't completed accurately, the certificate is invalid and the owner is subject to criminal citation pursuant to A.R.S § 3-1347. Please follow the instructions below when filling out your certificates.

Fill out where the livestock were shipped from, including the physical address and location code.

Fill out where the livestock are being shipped to or who bought the livestock, including the physical address and location code.

Include the name of the transporter.

Include the number and type of livestock being conveyed.

Fill out the official/animal ID numbers.

Fill out the date shipped.

Fill out the description or breed of shipment and the total head shipped.

Fill out the payment box for cattle. Pursuant to A.R.S. § 3-1337.D, there is a 20¢ per head movement fee for beef cattle (both range and non-range), feedlots, and dairies. There is also a Beef Council charge of \$1.00 per head when any feedlot, dairy, range, or non-range cattle

change ownership. Beef Council isn't charged if the auction collects the monies or if an owner has the cattle for less than 10 days. Goat and sheep owners do not pay any fees or charges pursuant to statute. Pigs and horses are not included in the self-inspection program.

The owner shall sign and date the certificate. The buyer or buyer's agent shall also sign and date the certificate. Note: The certificates cannot be used for range cattle changing ownership.

For Dairy certificates, fill out the 86D backtag numbers and the department-issued permit number.

For Feedlot certificates, fill out the pen or lot number.

For Range certificates, the brand design, brand number, brand location, and brand expiration date will be pre-printed.

A self-inspection certificate CANNOT be used for changes of ownership in range cattle, removal of range cattle from the State, or custom slaughter because a livestock inspector must inspect these occurrences. If you need a livestock inspection, please call 623-445-0281.

A self-inspection certificate is NOT a Bill of Sale.

**You are required to return used or voided certificates to the Department within 10 days after the month in which the certificate was used or voided.** Make checks payable to the Arizona Department of Agriculture, and note the certificate number on the check. Do not send cash. Please mail the completed certificates (or voided certificates) and payment to:

Arizona Department of Agriculture  
Attention: Self-Inspection  
1688 West Adams Street  
Phoenix, AZ 85007-2617

Sending the form "Attention: Self-Inspection" will insure that it reaches the correct office.

Thank you for your patience as we transition to the new self-inspection certificate. If you have any questions, comments, or concerns, call (602) 542-6407 or email [selfinspection@azda.gov](mailto:selfinspection@azda.gov).