



# Arizona Department of Agriculture

## Animal Services Division

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

November 27, 2013

Enclosed you will find a set of Self-Inspection certificates. Beginning November 27, 2013, we will start using this version of the certificate. This is a new, universal certificate that **all** Self-Inspection customers will use.

These certificates are official documents of the State of Arizona issued under the provisions of Arizona Administrative Code R3-2-702.C. When you submitted your Self-Inspection application (<http://www.azda.gov/docs/selfinspectionapp.pdf>), you agreed to return used or voided certificates to the Department within ten 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.

Write in your own brand information, including the brand design, the brand number, the brand location and the brand expiration date. Only one brand per animal type can be used for each certificate. For example, the same certificate could be used for steers that have one brand and ewes that have a different brand.

The "Location Code" line on the form is used to identify the type of location the animals are moved from and to. Use the Location Code abbreviations to show the type of shipping point and destination.

The "86 D Backtags" line refers to the yellow tags with four black numbers available from the Department for dairy cattle only.

The "Official/Animal ID #" line refers to a nationally unique number that is permanently associated with an animal or group of animals that adheres to one of the following systems: National Uniform Eartagging System (NUES), Animal Identification Number (AIN), location- based number system, flock-based number system, or any other numbering system approved by the Administrator for the official identification of animals.

The "LID/PIN #" line refers to either the location identification (LID) number or the premises identification number (PIN). The LID is a nationally unique number issued by a State, Tribal, and/or Federal animal health authority to a location as determined by the State or Tribe in which it is issued. The PIN is a nationally unique number assigned by a State, Tribal, and/or Federal animal health authority to a premises that is, in the judgment of the State, Tribal, and/or Federal animal health authority, a geographically distinct location from other premises. For more information, please see [http://content.govdelivery.com/attachments/USDAAPHIS/2013/04/03/file\\_attachments/201083/FAQs%2BADT%2BPIN%2BStandards%2B2013.pdf](http://content.govdelivery.com/attachments/USDAAPHIS/2013/04/03/file_attachments/201083/FAQs%2BADT%2BPIN%2BStandards%2B2013.pdf).

"Non-range" refers to "backyarders" who maintain their cattle or sheep in close confinement not exceeding 10 acres and can move without being inspected by a livestock inspector if they are moving 5 cattle or less (or 10 sheep or less) to an auction, feedlot, or slaughter plant.

**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.**

This new certificate reflects the fees required by A.R.S. § 3-1337.D. There is a 20¢ per head 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.

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, which will be more efficient and economical. If you have any questions, comments, or concerns, call (602) 542-6407 or email [selfinspection@azda.gov](mailto:selfinspection@azda.gov).