

SUSANA MARTÍNEZ
Governor



Rebecca J. Washburn, DVM Chair

> Frances R. Sowers Executive Director

## APPLICATION FOR LICENSURE - VETERINARY FACILITY

(PLEASE TYPE OR PRINT LEGIBLY)							
Please read the entire form carefully, and fill in as appropriate; incomplete application forms will not be processed. This form is available for download from the web site address at bottom of page. (See reverse side of form for fee schedule.) Please make check or money order payable to: BOARD OF VETERINARY MEDICINE							
Check as appropriate:							
Current Facility License No							
PHYSICAL ADDRESS* *APPLICATION WILL NOT BE PROCESSED WITHOUT PHYSICAL ADDRESS.  FACILITY NAME			MAILING ADDRES	MAILING ADDRESS			
STREET			STREET OR PO BOX				
CITY	STATE	ZIP CODE	CITY		STATE	ZIP CODE	
PHONE	FAX		LICENSEE MANAGER / RESPONSIE	BLE DVM			
Every veterinary facility must be licensed by the New Mexico Board of Veterinary Medicine. "Facility" means a building, kennel, mobile unit vehicle, animal shelter, pet shop, or animal supply store where "the practice of veterinary medicine," as defined in the Veterinary Practice Act, NMSA 1978. 61-14-2.B (1), (2), and (3), regularly occurs, including regularly scheduled vaccination clinics or any other veterinary services. A mobile unit or vehicle that operates from a currently licensed facility does not need a separate license; however, such a unit or vehicle is subject to inspection as part of the licensed facility.  Facility licenses are issued and valid for one year and expire on September 30. Separate facility licenses are required for each veterinary location. Any facility that changes location, owner, or Licensee Manager must apply for a new facility license from the Board; facility licenses are not transferable.  Each veterinary facility must have a DVM currently licensed to practice in the state of New Mexico to oversee the facility's services. Each application for facility license must include the name and original signature of said Licensee Manager. The Licensee Manager assumes responsibility for the maintenance of minimum standards as set forth in the Rules and Regulations.  When it is determined that a facility's owner, Licensee Manager, or associate has violated any provision of the Veterinary Practice Act and/or Rules and Regulations, the Board may take disciplinary action as provided in the Veterinary Practice Act.							
OFFICE USE ONLY:					POST	MARK DATE	
DOC. DATE	DOC. NO.  BC MO		AMOUNT				

## **FACILITY LICENSEES**

List all licensed Doctors of Veterinary Medicine (DVMs) and Registered Veterinary Technicians (RVTs) currently employed at the facility.

NAME	ТҮРЕ	LICENSE NO.
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
11)		
12)		

**FEES:** The application fee for a new veterinary facility is \$100. The fee for a change in the physical location of the facility or a change in Licensee Manager is \$100. Fee(s) cannot be refunded, for any reason, once the application process has begun. An annual renewal fee of \$100 is due and must be paid on or before September 30 (postmark verification.) If paid or postmarked after September 30, but not more than 30 days, a late fee of \$25.00 will be incurred. If paid and postmarked after October 30, a penalty of \$100 will be incurred and the facility's name will be brought before the Board at its next regularly scheduled meeting.

I, the named Licensee Manager below, apply for a veterinary facility license, in accordance with the New Mexico Veterinary Practice Act and the Rules and Regulations published by the Board of Veterinary Medicine, and herein affirm that I understand fully all conditions, requirements, and/or statements prescribed in this document. I further attest to the fact that if I did not understand any part of this application, or statements contained herein, I requested and received from the Board office explanation to my complete understanding.

PRINTED NAME OF LICENSEE MANAGER, DVM	FACILITY LICENSE NO.
SIGNATURE	DATE

\*\* SIGN AND DATE IN INK COLOR OTHER THAN BLACK; AND

\*\* SUBMIT ORIGINAL FORM WITH FEE, IF APPLICABLE, TO BOARD OFFICE. RETAIN A COPY OF FORM FOR YOUR RECORDS.

FACSIMILES OR COPIES OF FACIMILES ARE NOT ACCEPTED AND WILL BE RETURNED TO APPLICANT.