



Date \_\_\_\_\_

Humane Officer name \_\_\_\_\_ Level  1  2

Name of organization \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Name of Attorney/Law Firm (if applicable) \_\_\_\_\_

Attorney mailing address \_\_\_\_\_

Attorney Phone \_\_\_\_\_ Ext. \_\_\_\_\_ Fax \_\_\_\_\_

I have completed 40 hours of continuing education and training relating to the powers and duties of a humane officer sponsored or provided by an accredited postsecondary institution, law enforcement agency, or the State Humane Association of California.  Yes  No

Date of training \_\_\_\_\_ Training provider \_\_\_\_\_

Brief description of training \_\_\_\_\_

Date of training \_\_\_\_\_ Training provider \_\_\_\_\_

Brief description of training \_\_\_\_\_

**Attach an additional sheet if more space is needed to document training.**

**You must also attach the following:**

Documentation establishing that the society has a written agreement with another entity, such as a public or private animal shelter or licensed veterinary clinic, that (i) provides for the humane care and treatment of any animals seized by the society, (ii) is capable of preserving evidence that may be used to prosecute an animal cruelty case, and (iii) is compliant with all applicable federal, state, and local laws, including licensing laws. Alternatively, you may provide documentation that the society is operating its own animal shelter that meets the requirements of clauses (i), (ii), and (iii).

*I declare under penalty of perjury under the laws of the State of California that the statements above are true and correct.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **CERTIFICATE SUBMISSION PROCESS**

This form and all required documentation must be submitted to the Department of Justice no later than 21 days after the expiration of each three-year period. Failure to file the certificate of compliance with the Department of Justice no later than 21 days after the expiration of a three-year period shall result in immediate revocation of the appointment.

### **Mail, fax, or email this form and all required documentation to:**

Humane Officers Compliance (G241)  
Office of the Attorney General  
California Department of Justice  
P.O. Box 903417  
Sacramento, CA 94203-4170

FAX: (916) 227-3774

EMAIL: [cahumaneofficers@doj.ca.gov](mailto:cahumaneofficers@doj.ca.gov)

### **You must also send a copy of this form and all required documentation to each of the following organizations:**

1. Superior Court in the county in which the principal office of the appointing society is located.
2. The police department having jurisdiction in the city in which the principal office of the appointing society is located.
3. The sheriff's department having jurisdiction in the county in which the principal office of the appointing society is located.
4. Department of the California Highway Patrol:

California Highway Patrol  
Field Support Section  
601 North 7th Street  
Sacramento, CA 95811

5. State Humane Association of California:

Mailing Address: P.O. Box 2098, El Cerrito, CA 94530  
Fax Number: 510-525-2772  
Email: [info@californiastatehumane.org](mailto:info@californiastatehumane.org)