

Board of Veterinary Medicine  
301 South Park  
PO Box 200513  
Helena MT 59620-0513  
(406) 444-6880

**RENEWAL APPLICATION – CEA**

Check For New Name or Address.  
Indicate any changes below.

License No.

Name

Address

City  State  Zip

Country

E-mail

Your Montana Certified Euthanasia Agency license will expire on May 30.

**TO RENEW ONLINE, GO TO:** <https://ebiz.mt.gov/pol/> (Online transactions must be completed no later than 11:59 PM, MST on the renewal deadline date. Failure to complete the transaction by 11:59 PM, will result in the addition of a late fee).

**Or, in order to renew your license by mail:**

- 1) Complete the renewal application.
- 2) Answer the disciplinary question at the bottom of the form.
- 3) Submit a check or money order for \$457.00 made payable to the Board of Veterinary Medicine. Do not send cash. Canadian and foreign residents pay in U.S. funds only. The \$457.00 fee includes \$257.00 for the renewal and \$200.00 for the required annual inspection.
- 4) Renewals with a U.S. Postal Service postmark after May 30 will be assessed a penalty fee by state law of \$257.00, increasing the total amount due to \$714.00. NO EXCEPTIONS! That fee included \$514.00 for the renewal and late fee and \$200 for the inspection.
- 5) Sign the renewal application. Incomplete or unsigned renewal applications will not be processed and will be returned.
- 6) **Return the following to the board office, postmarked by May 30:** (1) the renewal application and fee; (2) verification of current DEA registration; and (3) a list of all currently employed certified euthanasia technicians (CET) and veterinarians with day, month, and year that each individual began employment and indication of which CET is responsible for all aspects of euthanasia at the agency.

**HAVE ANY LEGAL OR DISCIPLINARY ACTIONS BEEN INSTITUTED AGAINST YOU OR ANY OF YOUR PROFESSIONAL LICENSES SINCE EITHER YOUR INITIAL LICENSURE IN MONTANA OR SINCE YOU RENEWED YOUR LICENSE, WHICHEVER OCCURRED LATEST?**

**Yes** If so, please attach copies of the document that initiated each action and all final orders. Mont. Code Ann. Sec 37-1-105 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation of your license.

**No**

**I hereby declare under penalty of perjury the information included in my renewal to be true and complete to the best of my knowledge.**

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

DO NOT SEND CASH