

## Montana Board of Veterinary Medicine

PO Box 200513  
301 S Park, 4<sup>th</sup> Floor  
Helena, MT 59620-0513  
Phone: 406-444-5711

Email: [dlibsdhhelp@mt.gov](mailto:dlibsdhhelp@mt.gov) Website: [www.vet.mt.gov](http://www.vet.mt.gov)

## Licensing Requirements and Application Checklist Certified Euthanasia Agency

### License Requirements for Certified Euthanasia Agency

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. Drug Enforcement Agency (DEA) permit to possess and store controlled substances for euthanasia - [[ARM 24.225.920\(2\)\(b\)](#)]
2. Pass inspection by a department inspector - [[MCA 37-18-603\(7\)](#), [ARM 24.225.920\(2\)\(a\)](#)]
3. List of all veterinarians and certified euthanasia technicians employed by the applicant - [[ARM 24.225.920\(2\)\(c\)](#)]
4. Designate the certified euthanasia technician responsible for all aspects of euthanasia - [[ARM 24.225.920\(2\)\(d\)](#)]

### Checklist of Required Documents to Submit for Application for Certified Euthanasia Agency

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- Official license verification from states and jurisdictions in which you hold or have ever held a professional license of any type. It is up to you to request official verification from those states and jurisdictions. Montana accepts whatever official form of verification is offered by other states or jurisdictions.
- Signed [Certified Euthanasia Agency Power of Attorney for DEA Order](#) form
- Copy of completed DEA Form 224 application for registration (visit <https://www.deadiversion.usdoj.gov/> for more information on the form and DEA requirements). Once the DEA has issued a number, the applicant must submit the DEA number to department staff.
- If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.).

### Application Fee(s) for Certified Euthanasia Agency

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or a bank account. If you submit a paper application you must submit a check or money order. Do not mail cash.

- \$150 application fee
- \$200 inspection fee

**You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.**

**Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.**

**If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.**