



Checklist for New York City Pet Shops Selling Dogs or Cats Documents for Each Sale

DOHMH Form Number	Document	Recordkeeping, Subject to Inspection (Maintain for 5 years unless otherwise noted)	Provide to Purchaser
	USDA, Animal and Plant Health Inspection Service (APHIS)		
201-D-USDA 7001	Form 7001	√	√
201-D-USDA 7006	Form 7006	√	
n/a	Copy of source's USDA APHIS inspection reports from last 3 years	√	√
	NYS Agriculture and Markets, Division of Animal Industry		
204-D-AGMKT-Form A	Veterinary Health Certificate	√ Pet shop to keep original	
205-D-AGMKT-Form C	Receipt	√	√
206-D-AGMKT-Form E	Information Statement	√	√
207-D-AGMKT-Form H	Pedigree (for animal capable of being registered)	√ (if applicable)	√ (if applicable)
208-D-AGMKT-Form I	Consumer Rights/NYS Article 35-D	√	√
	New York City-Only Documents		
209-D-VPHS-Purchaser Statement	Purchaser Statement	√ Maintain statement for 10 years and attachments for 5 years	√
n/a	Microchip usage instructions provided by the manufacturer or registration company	√	√
n/a	Sterilization Certification (Record from the veterinarian of sterilization procedure performed on dog or cat)	√	√
n/a	Receipt log showing sale of dog license (if the pet shop does not use the online dog license system and the dog will live in NYC)	√	
213-D-VPHS-Source Affidavit	Affidavit from source	√	
214-D-VPHS-38	Self-inspection of Animal Holding Facilities	√	
203-D-AGMKT-Vet Care Plan	Veterinary Care Plan	√	