

## Age Verification Audit Request Form

This form is used to begin the age verification process for cattle still at the farm or ranch of origin. Upon receipt of a completed request and calving records, Micro Beef staff will initiate the verification process.

The purpose of this process is to verify the ages of the subject cattle by reviewing records, processes, and practices of the applicant.

**IMPORTANT: Cattle can not be shipped to a location not under your management until the audit has been completed.**

**IMPORTANT: Audit requests must be submitted at least 10 days before the cattle ship to avoid rush charges.**

PRODUCER INFORMATION		AUDIT LOCATION	
CattleLog ID (CIN) #:		<input type="checkbox"/> AUDIT LOCATION IS SAME AS PRODUCER INFORMATION	
Producer Name:		Audit Contact:	
Operation Name:		Audit Address:	
Mailing Address:		Audit City, State, Zip:	
Mailing City, State, Zip:		Requested Agent:	
Telephone:	Cell Phone:	Request Phone Audit? <input type="checkbox"/>	
Email:	Date Cattle Will be Shipped From Farm/Ranch of Origin:		
AUDIT ELIGIBILITY			
Number of Head to be Verified:		Number of cows currently on your farm/ranch:	
Group Name for Cattle being verified (example, 09 Spring Calves, 09 Fall Calves):			
List the birth dates for the first and last calf born in this group: <i>Note: All birth dates must fall within this range</i> First ____/____/____      Last ____/____/____			
Describe the steps or process used to ensure identification and traceability are maintained:			
<ul style="list-style-type: none"> <li>▪ Do subject cattle have visual id tags? <input type="checkbox"/> YES <input type="checkbox"/> NO    If yes, describe color and number system:                             <ul style="list-style-type: none"> <li>▪ When are visual id tags applied?</li> </ul> </li> <li>▪ Do subject cattle have electronic id tags? <input type="checkbox"/> YES <input type="checkbox"/> NO    If yes, when were tags applied?</li> <li>▪ Do cattle have other identification, such as ear notch? <input type="checkbox"/> YES <input type="checkbox"/> NO    If yes, describe:</li> <li>▪ Are cattle branded? <input type="checkbox"/> YES <input type="checkbox"/> NO    If yes, describe:</li> </ul>			
Describe the steps or process used to record birth date information:			
<ul style="list-style-type: none"> <li>▪ What birth date information is collected? <input type="checkbox"/> Actual Individual Birth Dates    or    <input type="checkbox"/> First and Last Birth Dates</li> <li>▪ Calving records are recorded on which of the following:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Calving Book    <input type="checkbox"/> Calendar    <input type="checkbox"/> Herd Software    <input type="checkbox"/> Notebook    <input type="checkbox"/> Other (describe):</li> </ul> </li> <li>▪ How often are cattle checked during calving season?                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Multiple times per day    <input type="checkbox"/> Once per day    <input type="checkbox"/> Weekly    <input type="checkbox"/> Other (describe):</li> </ul> </li> </ul>			
Were the calves at the producer or audit address listed above during the calving season? If you mark "No", list the address where the animals were at: <span style="float: right;">(mark one) <input type="checkbox"/> YES    <input type="checkbox"/> NO</span>			
1. Have cattle already been shipped from their birthplace to a location not under your management? <span style="float: right;">(mark one) <input type="checkbox"/> YES    <input type="checkbox"/> NO</span>			
2. Have you purchased any of the cattle included in this request? <span style="float: right;">(mark one) <input type="checkbox"/> YES    <input type="checkbox"/> NO</span>			

3. Have subject cattle been commingled with outside cattle prior to this audit?	(mark one) <input type="checkbox"/> YES <input type="checkbox"/> NO
4. Will these cattle be shipped directly from your operation to a packer? If yes, a feedyard evaluation will be required as well.	(mark one) <input type="checkbox"/> YES <input type="checkbox"/> NO
5. Do you have any calves or yearlings at this location that were not born there?	(mark one) <input type="checkbox"/> YES <input type="checkbox"/> NO
6. Have you previously participated in a Micro Beef Age Verification audit?	(mark one) <input type="checkbox"/> YES <input type="checkbox"/> NO

### TAGGING INFORMATION

Will cattle be tagged with an electronic id tag prior to the audit? If yes, skip to next section.	(mark one) <input type="checkbox"/> YES <input type="checkbox"/> NO
Will cattle be tagged with an electronic id tag prior to shipment from this location?	(mark one) <input type="checkbox"/> YES <input type="checkbox"/> NO
Are you requesting cattle be tagged upon arrival at a secondary location? Cattle cannot be shipped until you receive notice that the cattle are eligible for secondary tagging. Cattle will not be approved until we receive confirmation that the cattle have been tagged. If "YES", you <b>MUST</b> provide the full contact information for the secondary location, including name, address, and phone number:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Name:	
Address:	City: State: Zip: Phone:

### CALVING RECORDS

Age must be verified by reviewing calving records. **If you are requesting a phone audit, a copy of your calving records are required and must accompany this verification request or be sent via mail, fax, or email.** All records are kept confidential. USDA allows two ways to record birth dates:

- Individual Age Verification: must list individual animal identification number and individual birth dates
- Group Age Verification: must list the birth date range for the group of cattle being verified

See the Micro PVP Ranch Manual for full processes and procedures.

### RELEASE

I hereby request audit services from Micro Beef to verify that the livestock information identified above is accurate and meets the age verification requirements and specifications outlined in the policies and procedures of the Micro Beef Process Verification Program. I understand that this audit request is not a guarantee that the animals or animal information being audited will be verified under terms of the Micro Beef Process Verified Program and that Micro Beef reserves the right to (a) assign independent third-parties to perform on-site audits of collected information and (b) suspend approved data as outlined in the policies and procedures of the Micro Beef Process Verified Program. All audit, calving, and production records must be retained for at least three years. I acknowledge that USDA staff may visit the locations listed above in order to review production records and verify the approved Process Verified Program activities. I further understand that the completed Audit Report is subject to review by Micro Beef, USDA, or other third-parties and that I am solely responsible for the accuracy and authenticity of the information provided in support of the data verification claim listed above.

Print Name:		Title:	
Signature:		Date:	
What is the best time to contact you to complete the audit?		Audit Contact Phone Number:	

**Return the completed Audit Request and Calving Records to Micro Beef via mail, email, or fax.**

Micro Beef Technologies Attn: PVP	Fax: 817-887-5264
PO Box 9262	Email: pvp@microbeef.com
Amarillo, TX 79105	
800-858-4330	

### INTERNAL USE ONLY

Date Received:		Micro Beef Comments	
Data Reviewed:	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Calving Records Reviewed:	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Approved for Secondary Tagging?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Secondary Tagging Completed By:	
Audit Approved?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Audit Approved By:	