

## Age Verification Audit Request Form

Send completed form to:  
PO Box 9262  
Amarillo, TX 79105  
800-858-4330 / Fax 817-887-5264  
pvp@microbeef.com

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: All questions must be answered completely in order to process your request.**

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:		Email:	
Telephone:	Cell Phone:	Request Phone Audit? <input type="checkbox"/>	
Date cattle will be shipped from farm/ranch of origin:		Requested Agent:	
AUDIT ELIGIBILITY			
Group Name for Cattle being verified (example, '11 Spring Calves, '11 Fall Calves):			
List the birth dates for the first and last calf born in this group:		First _____/_____/_____	
<i>Note: All birth dates must fall within this range</i>		Last _____/_____/_____	
Number of head to be verified:		Number of cows currently on your operation:	
What documentation can you provide to verify head count? Examples would be inventory reports, total calves born written on your calving records, total number of bulls, vaccine purchases or pregnancy check receipts.			
*** <u>Note</u> : This information is used only to determine eligibility for age and source and is kept CONFIDENTIAL			
Does your operation have multiple calving groups such as spring and fall calving groups? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", do the cattle ever run together? If "Yes", describe how each group is uniquely identified:			
Does your operation leave bulls with the cows all year? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", Do you have individual birth dates on every calf? <input type="checkbox"/> Yes <input type="checkbox"/> No If you have bulls out all year, calves must be individually identified and there must be calving records showing actual birth dates for each calf. If you do not have this, there will be no way to approve these cattle.			
Are you verifying all of your calves? <input type="checkbox"/> Yes <input type="checkbox"/> No Describe: <input type="checkbox"/> Steers only <input type="checkbox"/> Heifers Only <input type="checkbox"/> Mixed Other:			

## IDENTIFICATION AND TRACEABILITY

Describe the steps or process used to ensure identification and traceability are maintained:  
In order for Micro Beef to issue the ASV certificate, we need to know all forms of ID on subject cattle.

- Do subject cattle have visual id tags?  Yes  No

If "Yes", you **MUST** describe color and number system:

- When were visual id tags applied?

- Do subject cattle have electronic id (EID) tags?  Yes  No If "Yes", when were tags applied?

- Were any left over EID tags utilized from a previous years' order?  Yes  No

- If "No", have EID tags been ordered?

- Do cattle have other identification, such as ear notch?  Yes  No

If "Yes", describe notch location and notch description:

- Are cattle branded?  Yes  No

If "Yes", describe each brand, location and ownership of each brand:

**Describe the steps or process used to record birth date information:**

- **What birth date information is collected?**  Actual Individual Birth Dates or  First and Last Birth Dates

- **Calving records are recorded on which of the following:**

Calving Book  Calendar  Herd Software  Notebook  Other (describe):

- **How often are cattle checked during calving season?**

Multiple times per day  Once per day  Weekly  Other (describe):

Were the calves born at the producer or audit address listed above? (mark one)  Yes  No  
If you mark "No", list the address where the animals were located:

1. Have cattle already been shipped from their birthplace to a location not under your management? (mark one)  Yes  No

2. Have you purchased any of the cattle included in this request?  
If you mark "Yes", describe the situation: (mark one)  Yes  No

3. Have subject cattle been commingled with outside cattle prior to this audit? (mark one)  Yes  No

4. Will these cattle be shipped directly from your operation to a packer?  
If "Yes", a feed yard supplier evaluation will be required as well. (mark one)  Yes  No

5. Do you have any calves or yearlings at this location that were not born there? (mark one)  Yes  No

6. Have you previously participated in a Micro Beef Age Verification audit? (mark one)  Yes  No

## TAGGING INFORMATION

Will cattle be tagged with an electronic id tag prior to the audit?  
If "Yes", skip to next section.

(mark one)  Yes  No

Will cattle be tagged with an electronic id tag prior to shipment from this location? If "Yes", skip to next section.

(mark one)  Yes  No

**Are you requesting cattle be tagged upon arrival at a secondary location? This section must be read and completed thoroughly if you select "Yes".**

Yes  No

- **Note: In order to qualify for secondary tagging, cattle must be identified in a manner which matches the records from the ranch of origin. Ear notches or fly tags alone are not sufficient to allow identity preservation to the secondary location. Some form of ranch tag, brand, back tag, or other markings must be present on the subject cattle. Cattle must be traceable to the ranch of origin.**
- **Cattle Must ship direct to a Micro Beef Approved location and be tagged upon arrival.**

Secondary tagging is designed for those operations that cannot tag before they ship from the ranch of origin, not for those that just prefer not to tag. Extra charges and requirements apply to those requesting this option. All customers that request this option are not granted approval for this process.

Cattle cannot be shipped until audit is completed and 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 you are requesting this option, provide the full contact information for the secondary location, including name, address, and phone number:

Name:

Phone:

Address:

City:

State:

Zip:

How will cattle be shipped from your operation to the next location? (i.e. Hired custom cattle transport, self-trailer cattle, etc)

Where will cattle be loaded? (i.e. Loaded at the ranch, community scale, etc.)

Is there a possibility that cattle will ship to multiple locations? (i.e. Steers one buyer, heifers another buyer)  
Tags must be ordered by group, and must be sent to the correct destination for each set of calves.

If yes, Please explain the circumstance.

List other locations that cattle will be shipped to here:

**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
  
- **If bulls are turned out year round by the operation, individual calving dates and individual animal identification (i.e. calf tags) must be recorded on each animal. Records showing the individual birth records and individual calf ID must be provided to Micro Beef.**

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.

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

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

Micro Beef Technologies Attn: PVP  
PO Box 9262  
Amarillo, TX 79105  
800-858-4330

Fax: 817-887-5264  
Email: [pvpmicrobeef.com](mailto:pvpmicrobeef.com)

**INTERNAL USE ONLY**

The official Request, Report and Certificate if approved will all be available on the MICRO PVP Management System

**Micro Beef ADMIN Comment:**