

Animal Industry Division

Below are <u>step-by-step instructions</u> on how to login and enter information into the Nevada Department of Agriculture's (NDA) online Brand Re-recording system.

## **1.** Access the website

a. Open your web browser and type <u>https://nv.certifyag.com/Renew/</u> in or <u>click here</u>.

## 2. Log In

- a. To log in to the system you must have your brand number and renewal access code.
- b. Enter your brand number and your renewal access code as they appear on your renewal letter and click on the "Renew Brand" button.

Sign In Renewal Int	Nevada Department of Agriculture	NEVADA DEPARTMENT OF AGRIC DIVISION OF LIVESTOCK IDENTII 4780 E. IDAHO STREET, ELKO, NEV Phone: 775-738-8076 / Fax: 775-73	ICATION ADA 89801	
Inter your Brand No.	and Ronowal Access (	Brand Renewal Code, and click "Renew Brand" to begin th	e renewal process.	
Brand No. ixample: 1234 or T-12345 1234		Renewal Access Code: Example: 123456 123456	Renew Brand	
December 31, 2019, wil lease refer to your Ren	l expire. They will be lo	ost to record January 1, 2020.	the end of each 4-year period. All brands not r example below to locate your Brand Number	
December 31, 2019, wil lease refer to your Ren	l expire. They will be lo	ost to record January 1, 2020.	example below to locate your Brand Number 64.120, all ist be re- rear period. sember 31,	-
December 31, 2019, wil lease refer to your Ren	1 expire. They will be lo ewal Notice for your Be 4780 E. Idaho Street Elko, NV 89801	exat to record January 1, 2020. rand Number and Renewal Access Code. See Per Nevada Revised Statute f Nevada Ivestock brands m reveals Department of Agriculture 2019 Nevada Registered Brand Renewal Nevada Registered Brand Renewal	example below to locate your Brand Number 64.120, all 1st be re- rear period. 2ember 31, 1st to record	-
December 31, 2019, wil	l expire. They will be lo ewal Notice for your B: 4780 E. Idaho Street Elko, NV 69801 (775) 738-8076 John Doe 123 Anywhere A Ourtown, NV 88 Renewal Options: • Online https:	exat to record January 1, 2020. rand Number and Renewal Access Code. See Per Nevada Revised Statute f Nevada Ivestock brands m reveals Department of Agriculture 2019 Nevada Registered Brand Renewal Nevada Registered Brand Renewal	example below to locate your Brand Number 64.120, all 15.15 to re- rear period. zember 31, sst to record Notice Expires: 12/31/2019 er and renewal access code to retrieve	-

For changes other than address, phone, and email, please contact our office at (775) 738-8076. Removal of minor status requires proof of age - please renew via mail and attach copy of driver's license or birth certificate. For assistance, contact the Brand Inspection Office at 775-738-8076.

## Brand Re-recording System



Animal Industry Division

#### 3. Renewal Information

- a. If there have been changes to your address, phone, or email address, please update.
- b. You may renew multiple brands. Click "Add Another Renewal" if you wish to renew additional brands.
- c. If you do not wish to renew a brand, please indicate by clicking the check box.
- d. Click the "Proceed to Payment" button once you have completed the renewal information.

	Nevada Department of Agriculture	Phone: 775-7					
e electro there ha	nger prints brand books. Previous o onic brank book is available online i ve been changes to your address, ph	here: <u>Online Brand Bool</u> ione, or email, please up	<u>k</u> date below	- 7.			
u may r	enew multiple brands. Click "Add A Brand and Owner(s)	Another Renewal" below	to add add				Fee
18268	NV A	G TEST	Mailing Add	dress		Phone	Renewal Fee:
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rtemove			City	State		Email Address	
Comove					12345	<b>T</b> .	
Controve -	If you do not wish to renew this brand, pl	ease indicate by checking here.	Test	NV	12345	Test	
remove -	If you do not wish to renew this brand, pl	ease indicate by checking here.	Physical Add		12345	Vebsite Address	
ruemore -	If you do not wish to renew this brand, pi	ease indicate by checking here.	Physical Add Test	dress			
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## **Brand Re-recording System**

Animal Industry Division



#### 4. Payment Information

- a. The payment information tab contains the Brand No., Brand Name, Renewal Fee, and Total Fee based on the information you entered on the Renewal Info. Tab.
- b. To pay via a credit card, enter the following required information:
  - i. Card number
  - ii. Security code
  - iii. Expiration date (month and year)
  - iv. Card type (select from drop down)
  - v. Billing first and last name
  - vi. Billing address
  - vii. City, state, zip
- c. To pay via eCheck (an electronic version of a paper check, which can be used by anyone with a checking account) enter the following required information:
  - i. Select checking or savings
  - ii. Bank routing number
  - iii. Account number
  - iv. Billing first and last name
  - v. Billing address
  - vi. City, state, zip

address to pro	ocess your payment vi	DIVISION OF LIVE: 4780 E. IDAHO STRE Phone: 775-738-80 ent Certificate & Receipt		Log Out unt number, routing number, and name a formation. The information entered is
	18268	NV AG TEST	\$120	\$120
		Grand Total	\$120	\$120
*Billing Firs *Billing Add *City, State *Required Fields			e-Check Credit Card What is an e-Check? Account Type: Bank Routing Number:	Checking Savings
	All fees paid are no certificate and/or w	n-refundable. When renewal transaction allet card.	Account Number:	n to print a receipt, brand

405 South 21st St. Sparks, NV 89431 2300 East St. Louis Ave. Las Vegas, NV 89104 4780 East Idaho St. Elko, NV 89801

# Brand Re-recording System

Animal Industry Division



- d. Click on the box indicating you certify that the information provided is true, accurate and complete.
- e. Click on the "Submit & Process Payment" button to complete your transaction.

## 5. Certificate and Receipt

a. From the Certificate & Receipt tab you may print your full Certificate(s), wallet Certificate(s), and your receipt.

his applicati Brand No. 8268	on has been processed. I Brand Name NV AG TEST	Please click the buttons Expiration Date 12/31/2023	below to retrieve yo Renewal Fee \$120	bur full Certificate(s Brand Books \$0	s), wallet Certifi Total Fee \$120	certificates and Receipts           Certificates         Wallet           Wallet         Wallet
	1999 - 19			2000 (25-00 - 20)		
Sign In	Renewal Info Paymen	t Certificate & Receipt	7			
	Nevada Depar of Agricult	rtment	e: 775-738-8076 / F	ax: //2-/38-2039		Log Out
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