

Animal Intake Form SOG

Intake forms should be printed on three-part colored (white, yellow, pink) NCR paper:

- White copy stays with the originating agency.
- Yellow copy goes with the animal if transferred.
- Pink copy goes with the owner or is transferred with the animal if no owner is identified.

Never place the intake paperwork on the animal's kennel or crate.

Purpose: The intake form tracks an animal while in care.

Intake Number: This unique number, preceded by your organizations nine digit Zip code (Zip + 4) or postal code, can be preprinted by the print shop.

Note on above: We suggest adding your Zip/Postal code because some incidents involve multiple agencies. Nine digit Zip codes can be traced back to a specific address in the USA. This may be helpful when animals are moved in large disasters. Paperwork can become separated from an animal and this can help re-identify the animal by connecting the animal to the agency that registered the animal.

Today's Date: the date the animal was brought to the shelter.

Arriving Status of Animal:

- Rescued – can be by field team or other.
- Dropped off - can be by owner or other
- Dead on Arrival.

Received by: The printed name of the person filling out the intake form.

Requested Rescue: If the animal being in-processed was rescued at the request of the owner, a copy of the rescue request, found in the "Active" file should be placed with the intake form. The owner requesting the rescue should be notified that the animal has arrived at the shelter.

Offsite Status: Used to track the location of the animal whenever it leaves and returns to the shelter, such as for a vet visit.

Are you the owner?: This is used to establish if the person bringing in the animal is the owner, family, friend or Good Samaritan.

Contact Information: Completed by the owner or person dropping off the animal. Information listed should be the current address and phone number of where this person is staying during the disaster.

- **Permission to foster?** – can only be given by the owner.
- **Surrendered?** – can only be surrendered by the owner.

Location of Animal Pickup: Must be completed by the field team or person dropping off the animal. Obtain as much information as possible, including street names and landmarks.

Animal information:

- Be as detailed as possible.
- Be sure to denote any distinguishing markings.
- Scan for a microchip and note whether located.
- Note any tag information found on a collar and do not remove the collar unless it is a danger to the animal.
- Note if the animal is aggressive or a possible fear-biter.
- **Has animal bitten anyone** – during the rescue, during intake, and ask the owner for bite history.

Attempts to Contact Owner: If microchip, tags, address or any other identifying owner information are present, denote any attempts to contact the owner.