INSTRUCTIONS FOR FILLING OUT REGISTRATION/INTAKE/RELEASE FORM

PLEASE READ and FOLLOW INSTRUCTIONS CAREFULLY-

The CART Registration person should either fill out or assist the owner to fill out all items in sections A, B, and C. If the owner fills out the form, the CART Registration person must review each item with the owner.
PLEASE PRINT or INFORM OWNER TO PRINT

For all check boxes not designated with a "yes" or "no" box – **if the answer is yes, then check the box; if answer is no, leave box unchecked.**

Date/Time: Indicate when you are filling out the form

Disaster Event/Type: Indicate the disaster's name and type of disaster (CART will indicate this)

Pet Registration #: To be filled in by CART staff issuing the ID bands

Pet Location: To be filled in by CART staff in the Animal Housing Area

A: OWNER INFORMATION

- **Owner's name:** Fill in the actual owner's name & information even if the animal is delivered by someone else. Use their original address even though their house may have been destroyed/impacted by the event
- **DL#/Co ID#:** Driver's License number or County ID number
- **Temporary Address:** This may be a hotel, motel, friend's or family's home, or temporary housing or emergency shelter
- **Number of pets registering:** Indicate if the owner is registering more than one animal. **However, each animal must have a separate registration form**
- **Out of area Contact's Name & #:** Ask owner to provide a contact & number outside of the impacted area

B: PET INFORMATION

- **Arrival by:** Indicate who has delivered the animal to the CART shelter
- **Distinctive Markings:**
  - Indicate fur length: short, medium, long
  - Indicate type of ears: erect, flopped, or cropped
  - Indicate type of tail: long, short, curly, bushy, or docked
  - Indicate if a cat is declawed
  - Indicate if there are any distinctive markings (ex: white face, white paws, or black tip ears)
- Indicate if animal came in with a **collar**; if it is **microchipped** & if yes, the number; if it has **tags** & if yes, the number; if it is **tattooed** & if yes, the number

C: ANIMAL HEALTH and KNOWN BEHAVIOR

- **If an animal appears to be in distress, notify the CART veterinarian and/or CART Shelter Manager immediately.**
- If an animal is **injured** or **sick** but not in immediate danger, notify the CART veterinarian and/or CART Shelter Manager **upon completion of registration**.
- If an animal appears to be **aggressive** or the owner confirms that the animal has **bitten in the past**, notify the CART veterinarian and/or CART Shelter Manager upon completion of registration. A sticker or tag should be placed on this animal's crate to notify CART members to use caution in handling.
- If an animal has **bitten a person within the last 10 days**, notify the CART veterinarian and/or CART Shelter Manager immediately. (They will notify the local health board as soon as possible. This animal will need to be separated and a bite watch sticker or tag placed on the crate. If this animal has not had a **Rabies vaccine within the last 3 years**, it will have to be placed in strict quarantine.)
- Food : Ask the animal's normal food/feeding schedule – brand, amount, and frequency

- **Special Needs/ Comments:**

  This information is very important for monitoring the animal's health and well-being. Use the following list to ask the owner if the animal currently has or has ever experienced any of the following:

  - Deafness
  - Blindness
  - Seizures
  - Diabetes
  - Asthma
  - Heart disease
  - Addisons' disease
  - Other health issues

- **Name of Medication/Treatment Required:** List any medications or supplements and indicate if the owner will be administering or if the CART veterinary staff will be administering medication. Regardless of who intends on administering medication or treatment, indicate frequency, mode of administration and amount.

- **Owner's consent for lifesaving/life safety veterinary treatment -- Owner must indicate <u>yes or no and sign</u>.** This includes medication or emergency treatment as deemed necessary by the CART veterinary staff and can't get a hold of the owner. Owner would have to pay for the emergency medication/treatment

<u>**UPON COMPLETION OF FILLING OUT THE FORM:**</u>

**CART Rep gives the owner the CART Shelter Rules and Regulations

** Owner signs the Registration form and dates

**CART Rep reviews the form then initials and dates

<u>D: ANIMAL RELEASE</u>

Fill out this section when an owner or their designated representative chooses to remove the animal from the CART shelter, prior to the closing of the CART Shelter,

- Indicate the **Date and Time the animal is released.**
- Indicate to whom the animal is **released**. If animal is released to a designee (agent) of the owner, the owner must first be contacted and give verbal or written permission.
- If the animal is **transferred** to another facility, indicate the name and location of this facility.
- Print the person's name who is taking the animal, record their driver's license number or county ID number, and have them sign their name.

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- If the CART Shelter is going to close before the animal and the animal has not been claimed by the owner, indicate the date and time it closes.
- At least three attempts must be made to contact the owner and inform them that they need to claim their animal. **Record the date and time of each attempt**. If the owner is contacted: indicate when they will pick up animal; if they are abandoning the animal; etc.

  There are dotted lines on the form where it can be folded up or down for use as a Cage Card or for filing in a binder or folder. If a copy of the form is displayed on the animal's crate the top portion can be folded down to hide the owner's private information. Utilizing the top or bottom fold also allows the form to fit in a letter size binder, plastic sleeve or folder.

  ** If your CART is printing this form (or any other forms) as duplicate or triplicate carbonless copies – indicate at the bottom of the page in the footer who receives which color copy. For example:

  White Copy: INTAKE   Canary Copy: ANIMAL'S CAGE/CRATE   Pink Copy: OWNER