



SERVICE REQUEST for Animal Service

Required info is First and Last name, Address, Species, First Responder Agency

Incident Name	Date	Time	Taken by:
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Step 1 Owner or Reporting Party and Address of Animals

OWNER CALLING		
First and Last name*	Phone#	Alt Phone #
NON-OWNER CALLING / REPORTING PARTY / FIRST RESPONDER		
Non-Owner First and Last Name*	Phone #	Agency (if applicable) *
COMMENTS/ALTERNATE CONTACT INFO, if any. For Non-Owner calling, ADD OWNER NAME IF KNOWN.		
STREET ADDRESS AND CITY of animal location, or rough location. WRITE COMPLETE STREET NAME ("Ave" "Dr" "St") and City *		

Step 2 Animals to be Assisted – Animal Information

Name of Animal		SPECIES*		SIZE	
PRIMARY COLOR		SECONDARY COLOR		SEX	
AGE		FIXED Yes / No		AGGRESSIVE Yes / No	
ACO REQUIRED Yes / No		CONFINED Yes / No		INJURED Yes / No	
BEHAVIOR and/or MEDICAL INFO, if any					
MULTIPLE of same- # - How many of this EXACT ANIMAL (example: 20 chickens, 15 rabbits)					

ADD ANOTHER Animal or go to STEP 3

Name of Animal		SPECIES*		SIZE	
PRIMARY COLOR		SECONDARY COLOR		SEX	
AGE		FIXED Yes / No		AGGRESSIVE Yes / No	
ACO REQUIRED Yes / No		CONFINED Yes / No		INJURED Yes / No	
BEHAVIOR and/or MEDICAL INFO, if any					
MULTIPLE of same- # - How many of this EXACT ANIMAL (example: 20 chickens, 15 rabbits)					

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BEHAVIOR and/or MEDICAL INFO, if any					
MULTIPLE of same- # - How many of this EXACT ANIMAL (example: 20 chickens, 15 rabbits)					

ADD ADDITIONAL Animals by using the Additional Animals form

Step 3 Priority and Additional Information

PRIORITY	Very High	High - DEFAULT	Medium	Low	Lowest
Additional information – Notes for Evac/SIP to access animals, find address, keys, food, locks, other.					
VERBAL PERMISSION to force entry if needed? Yes / No	KEY PROVIDED? Explain how to obtain in Additional Info Yes / No	ACCESSIBLE WITH 2-WHEEL DRIVE? Yes / No	CAN A TRUCK-TRAILER TURN AROUND? Yes / No		

WRITE OWNER/REPORTING PARTY NAME from Page 1 to confirm Service Request pages are matched: _____

Step 4 For Data Entry

Enter original call info: Name of who took call, date, time.

Entered in Shelterly Name _____ Date _____ Time _____