Shelterly Service Request

Required info is First and Last name, Address, Species

Incident Name	Date	Time	Taken by

Step 1 Owner or Reporting Party and Address of Animals

OWNER		
First and Last name*	Phone#	Alt Phone #
NON-OWNER / REPORTING PARTY / FIRST RESPONDER		
Non-Owner First and Last Name*	Phone #	Alt Phone #
COMMENTS/ALTERNATE CONTACT INFO/FIRST RESPONDER AGENCY, if any.		
STREET ADDRESS AND CITY of animal location, or rough location. WRITE FULL STREET NAME incl "Ave" or "St" and City*		
OWNER STREET ADDRESS AND CITY if different from animal location.		

Step 2   Animals to be Assisted – Animal Information

NAME OF ANIMAL		SPECIES*		SIZE	
MULTIPLE of same- # - How many of this EXACT ANIMAL (example: 20 chickens, 15 rabbits) If unknown, enter 1 and explain in Instructions for Field Teams.					
PRIMARY COLOR	SECONDARY COLOR	SERVICE, DEFAULT IS REPORTED Reported / Evac Request / SIP Req / Return req		SEX	AGE
FIXED Unknown / Yes / No	AGGRESSIVE Unknown / Yes / No	SPECIAL HANDLING Unknown / Yes / No	CONFINED Unknown / Yes / No	INJURED Unknown / Yes / No	
BREED/DESCRIPTION, ANIMAL NOTES and/or MEDICAL NOTES, if any. Include date/time last seen if known.					

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ADD ADDITIONAL Animals by using another SSR attached to this one

Step 3 Priority and Additional Information

PRIORITY Urgent High (DEFAULT) Low	SR FOLLOWUP DATE (DEFAULT IS TODAY)

Instructions for Field Team – Notes for Evac/SIP to access animals, find address, keys, food, locks, other. For Return Requests: list current location(s) and intended destinations(s) of animals.

LIABILITY RELEASE?	KEY AT STAGING?	ACCESSIBLE WITH 2WD?	CAN A TRUCK-TRAILER TURN AROUND?
Yes / No	Yes / No	Unknown / Yes / No	Unknown / Yes / No

OWNER/REPORTING PARTY NAME from Page 1, to match if form is printed on separate sheets: _____

Step 4 For Data Entry

Entered in Shelterly: Name _____ Date_____Time _____ SR# _____