

**Adoption Form**

**Date 01/25/2010**

**Purpose: To Explain the proper procedure for filling out the Pet Adoption Form and it's distribution.**

The current Pet Adoption Form is a three (3) page packet on carbonless paper of which the first two pages are duplicates and the third (3<sup>rd</sup>) page is a Certificate for Spay/Neuter and Rabies.

In order to properly fill out the form, you will need the Pets health Record in addition to the Pet Adoption Form. You will need to review the Health Record in order to properly fill out the document and explain what has been done to the Pet.

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**ADOPTION AGREEMENT**  
**HUMANE SOCIETY OF SCOTT COUNTY, IN. Inc.**  
P.O. Box 711, Scottsburg, IN 47170 Phone (812) 752-7500

**Date of Adoption** \_\_\_\_/\_\_(1)\_\_\_\_/\_\_\_\_ **PetID#** \_\_\_\_ ( 2 ) \_\_\_\_\_

**NAME** \_\_\_\_\_ ( 3 ) \_\_\_\_\_ **PHONE #** \_\_\_\_\_ ( 4 ) \_\_\_\_\_ ( 5 ) \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ ( 6 ) \_\_\_\_\_ **CITY** \_\_\_\_\_ ( 7 ) \_\_\_\_\_ **STATE** \_\_\_\_\_ **E-Mail** \_\_\_\_\_ **Zip** \_\_\_\_\_

**PET DESC: Nick Name** \_\_\_\_ ( 8 ) \_\_\_\_\_ **Breed** \_\_\_\_\_ ( 9 ) \_\_\_\_\_ **Color** \_\_\_\_ (10) \_\_\_\_\_

**Has Been:**  
(11) **DOG**\_\_ **PUPPY**\_\_ **CAT**\_\_ **KITTEN**\_\_ (12) **MALE**\_\_ **FEMALE**\_\_ (13) **Altered:** Yes [  ] No [  ]  
**Rabies :** Yes [  ] No [  ]

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**Review the Health Record:**

- Has the Dog or Cat received it's first set of Shots and have booster shots been given, if the first set were given over 3 weeks ago. Adult Dogs & Cats do not require Booster Shots.
- Compare the Pet ID#, Name and Picture to the Pet and be sure you have the correct Pet Health Record. All records are recorded in our Data Base , based on ID# and Pet Name.
- Has Pet been wormed, Spay/Neutered and given Rabies Shot?
- Have Dogs been Heartworm Tested, and Cats FLIV Tested.

**Filling in the form**

1. Show the Date that the adoption is taking place, do not postdate
2. From the Pet Health Record, record the Pet ID number, this number is used in our data base to lookup records for the Pet. If the Pet is a dog, it should have its C-Tag on the collar and the adopter should be encouraged to keep this tag on the Dog's Collar along with the Rabies tag, if a new collar is purchased. Cats do not wear collars and it is not necessary to wear a Tag but a pet ID has been assigned.

- 3. Adopters First and Last Name Items 3, 4, 5, 6, & 7. can be filled in by adoptee but we suggest that you fill it in and please print. If you allow the adoptee to fill in, make sure you can read it, if you can not, who ever if entering the information into the computer can not read the hand writing? Make sure all blanks are completed.
- 8. For items 8 through 13, you will need the Health Record. Item 8, Usually underneath the Pet Number ID you will find a Pet Name. This is a name that we have given the Cat or Dog and seldom will they answer or perk up to it. The adopter may want to change it once they get home.
- 13. Item 13 is important due to allowing the adopter, if altered and rabies are checked NO, to get the Dog or Cat Spayed or Neutered at one of our local Veterinary Clinics in addition to a Rabies shot, if it is too young to already have this procedure done or the opportunity to have the procedures preformed were not available.

( 14 ) Please Read and Initial each [ ]

- 14. Section 14 is a listing of 10 items that the adopter is required to read and initial to legally show that they have read and understand each item. You will note that the two items with a ( \* ) before them pertain to dogs only which are adopted through the County Shelter. Dogs in a Foster Home has normally had this procedure. and are self explanatory. If each item is not initialed with the exception of the ( \* ) items, return the form to the adopter and ask them to complete it.

SIGNATURE  X  ( 15 ) \_\_\_\_\_ DOB ( 16 ) \_\_\_\_\_ DLN ( 17 ) \_\_\_\_\_

STAFF MEMBER  X  ( 18 ) \_\_\_\_\_

( 19 ) AMOUNT PAID                      DOG \$ \_\_\_\_\_                      CAT \$ \_\_\_\_\_                      Please Print  
Check [ ] Cash [ ]

- 15. Once the adopter has completed items listed in section 14 he or she will need to sign the Adoption Form.
- 16. The adopter needs to be at least 18 years old for legal purposes.
- 17. For proper identification, record the adopters Drivers Lic Number. The drivers License is a good source to fill out Correct Name and address for items 3, 6 & 7 above but ask if the address is correct in case they have moved.
- 18. Show the amount of the adoption fee and the method of payment Cash or Check. Sorry, we are not set up to accept Credit Cards at this time.
  - a. If method of payment is check there are a few things that must be verified.
  - b. A bank Counter Check is not acceptable. This is a check that is issued as a temporary check by a bank that does not have the check number printed at the top

right hand corner and the check writers Name, Address is hand written. Ask the adopter for Cash or a Money Order. This may delay the Adoption but it nearly impossible to process a Counter Check which bounces.

- c. Verify that the Check has the Adopter's correct address. The address should match the address on the adoption agreement. It may be necessary to print on the check the correct Address, City and Zip if they have recently moved.

After the Adoption Form has been filled out, explain the Pets Health Record to the Adopter. The pet may require a booster shot and re-worming. The Adopter will need to get this done at his or her Veterinarian when they take it in for a check up. This is owners financial responsibility

As mentioned earlier, the Adoption Agreement is a three (3) part form. Page 1 is a White Original, Page 2 is the Adopter Copy and Page 3 is the Spay/ Neuter Certificate.

- Tear off the White Original Top Copy from the Packet and staple the cash or check to the upper left hand corner and set it aside.
- Separate Pages 2 and 3 . If the Pet has been Spay/Neutered and give its Rabies shot destroy page 3.
- Explain to the Adopter that Page 2 is their copy of the Adoption agreement and fold it up and insert in the Health Record Pocket.
- If the Pet has not been Spay/Neutered and/or needs a Rabies Shot explain Page 3 to the Adopter.
  1. The Certificate is redeemable at the Veterinary Clinics shown on the Certificate at no charge to the Adopter. Any other charges are at the adopter's expense.
  2. The Certificate is valid for six months from date of adoption for puppies or kittens and is non transferable to another cat, dog, or person.
  3. Adult Cats or Dogs should be processed within two months.
  - 4 The adopter should contact the Veterinary Clinic to schedule an appointment.

**Paperwork Flow:**

- The Original Adoption Form and the attached check or cash is forwarded to the Treasurer.
- Funds are deposited by the Treasurer.
- Adoption agreement is entered into the Adoption Log Data Base.
- Adoption agreement is scanned and stored by Pet ID into Scanned Documents Data Base in case a copy is needed at a latter date.
- Original Agreements showing that the Pet has not been Spay/Neutered is forwarded to the SNIP Clinic Chairperson for Follow Up, or scheduling through local Vet.

**Frequently Asked Questions.**

**Q** The Adopter lives out of County and the Pet has not been Spayed/Neutered or given a Rabies. Can he or she use her own Vet.

**A** The Humane Society of Scott County has a contract rate with the Clinics listed on the S/N Certificate. In addition, we work with a Clinic in Bedford, Indiana and the SNIP Clinic in Louisville KY. If one of these Clinics is closer to them, we will have to know ahead of time so we can make arrangements and authorize billing. The adopter can call (812) 752-7500, leave a message and we will get back to them.

If the adopter still wants to use their Vet, and the Vet will take assignment and bill us, we have no problem, but we will only pay our local contract price. Normally the Vet will charge the patient the difference as to what the cost is and what we pay. The Vets office should contact the above phone number to make arrangements ahead of time.

**Q:** The Adopter is adopting two pets. Can I Fill out one Adoption Form ?

**A:** Each Pet is assigned an individual Pet ID# name and the breed, sex, color, ect could be different on the second animal. Please fill out one adoption agreement per Pet.

**Q:** What if the adopter wants to return the Pet a couple of days after it was adopted and wants a refund.

**A:** It is the policy of the Humane Society of Scott Co, that if the Adopter is unable to care for the Pet during it's life that it be returned to the Humane Society and not turned into a Shelter. Hopefully this was explained at time of adoption.

If the adoption is not working out, we have a 7 day grace period in which the adopter can return the Pet and receive a refund. Contact the Adoption Coordinator to find out details for returning the Pet.

In order to receive the refund, the adopter must return the Pets Health record, the adoption agreement and most important the Spay/Neuter Certificate if one was issued.

**Method of Refund if the above documents are returned:**

If the Adopter Paid Cash, the Treasurer will issue a check in the Adopters Name

If the Adopter Paid Check and it has not been deposited, we will void the check and mail it to the Adopter.

If the Adopter Paid Check and it has been deposited, it will be necessary to wait to make sure the check will clear before we can issue a refund check in the adopters' name.