

Instructions for Adoption Application form / Licensed Rescue Group Transfer form

Unless surrendered by the owner, all animals impounded by the Athens-Clarke County Animal Control Division must be held for six (6) days, not including days the shelter is closed, while an attempt is made to contact the owner. During this period, if the animal is of good health and temperament, Animal Control will accept applications for adoption on a first-come, first serve basis if the application is approved. Applicants are given an appointment date and time to adopt the dog. If an applicant is not present during his or her adoption appointment time, Animal Control will offer the animal to the next applicant and so forth in the order that applications are received. An application is considered “received” only when the applicant has been given an adoption appointment date and time.

While we prefer that applicants come to the shelter in person to interact with the animal prior to submitting an application for adoption, we now offer this application as a PDF that applicants can print and fax or bring to the shelter. A faxed application is not placed in line for a particular animal until the applicant calls Animal Control and receives an adoption appointment date and time. If an applicant submits an application in person at the same time a faxed application arrives for the same animal, the application submitted in person is given priority.

In addition to the above, Licensed Rescue Groups may indicate that their application be placed behind all other applicants so that the group will accept the dog as a last resort when all other applications have expired. In this case, we ask that a representative of the group remain in touch with our staff regarding pending applications so that the dog can be transferred as soon as the last application expires.

**Athens-Clarke County
Animal Control Division of Central Services
Animal Transfer Application to Licensed Rescue Group**

Animal Ledger # _____

Group Name (as appears on license)

License Number

Expiration Date

Name of Contact Person for Group

Name of Representative Picking up the Dog
(if other than contact person)

Phone number of Contact

Phone Number for Representative Picking Up the Dog

A copy of your current Georgia Shelter License must be on file before the transfer can be completed. Licenses can be hand-delivered, faxed to 706-613-3545, or mailed to 45 Beaverdam Road, Athens GA, 30605. There is no waiting period on agency transfers and you may pick up the dog as soon as it is available. Here are the guidelines for availability:

- Dogs that came in as strays are available on the sixth day (including the day it was impounded).
- Owner surrendered dogs are available immediately.
- If any applications for adoption had been taken prior to your contact with us, you must wait until that application expires.
- If there are no current applications and you make a commitment to take the dog, we will cease taking applications to ensure the dog is available to you on a specific date.

Check one of the following:

- I want this application placed behind other approved applications. Should a qualified applicant apply for this dog after I have placed this application, I would rather they be allowed to adopt the dog.
- I will definitely be picking up this dog when available. Do not continue to take applications for adoption.

By signing below, I certify that the information I have given is true, that I am authorized to make decisions for the group listed on the license, and that I authorize the representative picking up the dog to sign an Agency Transfer form on behalf of the group. Any misrepresentation of facts may result in the denial of this application.

Signature

Today's Date

FOR OFFICE USE ONLY

Application taken by: _____

ACCAC Employee name

Date

Rescue representative was told to call or come by _____ **on** _____.

Time

Date

Notes: