

## Animal Control Officer Animal Intake Report

ACO Name \_\_\_\_\_ Town of: \_\_\_\_\_  
ACO Phone ( ) \_\_\_\_\_ Date: \_\_\_\_\_  
Animal Type Dog \_\_\_\_\_ Cat \_\_\_\_\_ Other: \_\_\_\_\_

### I report that I have caught, confined and disposed of an animal as set forth below:

Breed Type (Specify) \_\_\_\_\_ Appx Age: \_\_\_\_\_ Sex \_\_\_\_\_  
Description \_\_\_\_\_ Date & Time caught: \_\_\_\_\_  
Where caught: \_\_\_\_\_ Tatoo/Microchip: \_\_\_\_\_  
Scanner used: \_\_\_\_\_ Confined at: \_\_\_\_\_ for \_\_\_\_\_ days  
Notes: \_\_\_\_\_

### Returned to Owner:

Redeemed by Owner on \_\_\_\_\_ Owner Name: \_\_\_\_\_ Owner Phone \_\_\_\_\_  
Owner Address \_\_\_\_\_ Animal Licensed? Y N Tag # \_\_\_\_\_ Town \_\_\_\_\_

**Owner Owes (Circle those that apply and write amount owed)** License Fee \_\_\_\_\_ Late license fee \_\_\_\_\_  
Pickup fee \_\_\_\_\_ Rabies not up to date \_\_\_\_\_ Improperly confined outdoors \_\_\_\_\_ 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> offence  
Failure to license \_\_\_\_\_ Unleashed dog \_\_\_\_\_ 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> offence Board fee \_\_\_\_\_ for \_\_\_\_\_ days (@18.00 ea)  
**Total owed \$ \_\_\_\_\_ Paid \$ \_\_\_\_\_ Cash/Check # \_\_\_\_\_ Owes Town Clerk \$ \_\_\_\_\_**

*Per M.G.L. Ch 140 Sec. 145B, 167, 174E and others; also Town By-laws Ch 4 Sec.1.1, 1.2, 1.3*

### Animal was adopted/transferred to:

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
Organization \_\_\_\_\_ Phone \_\_\_\_\_ Adoption Fee charged? Y/ N \$ \_\_\_\_\_  
On (date) \_\_\_\_\_ the new owner secured license # \_\_\_\_\_ in the City/Town of \_\_\_\_\_

### Rabies Vaccination Information: (Attach a copy of the certificate to this form)

Rabies vaccination given by: \_\_\_\_\_ Date administered \_\_\_\_\_ 1 or 3 year?  
Address \_\_\_\_\_ Expires on \_\_\_\_\_ Tag # \_\_\_\_\_

### Animal Euthanased:

Animal was destroyed on (date) \_\_\_\_\_ by (veterinarian) \_\_\_\_\_  
Method of euthanasia \_\_\_\_\_ Reason for euthanasia \_\_\_\_\_  
Notes \_\_\_\_\_

White Copy- Animal Control/ Yellow Copy- Town Clerk / Pink Copy -Owner