



Lost Animal Checklist

Document Overview:

This checklist can be used when a lost or missing animal has been found by a volunteer, staff member or ACO, to document important information to use to reunite the animal with their caregiver.

Step 1 Microchips:

Is the microchip found in our software system?: Y N

If no, search for microchip information at <https://www.petmicrochiplookup.org/>

Obtain the following information:

Implant Facility Name: _____

Implant Facility Contact Information: _____

Pet's Name: _____

Pet's Age: _____

Owner's First and Last Name: _____

Owner's Address: _____

Owner's Email: _____

Listed Phone Number(s): _____

Alternate Contact Info: _____

Contact Was: Made/Attempted

Contact was Made/Attempted by:

Contact was Made/Attempted with: Owner / Alternate Contact

Does the Owner or Alternate Contact have an existing PID in our system? Y N

If Yes, what is the person identification number _____

Result Notes: _____

Employee name: _____

Step 2 (if tagged):

Enter Information as it appears on animals Tag(s): _____



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Custom Tag: Y or N

Rabies Tag: Y or N

Rabies Tags #: _____

Tag year: _____

Tag shape and color: _____

Clinic or Hospital: _____

Full Address: _____

Contact Numbers: _____

Message on Tag: _____

Initials: _____

Step 3:

Posted on Nextdoor: Y/N

Owner Notification or contact through:

Text: Y/N/NA

Email: Y/N/NA

Letter Y/N/NA

Phone Y/N/NA

Implant Facility/Partner Communication

Name: _____

Phone: _____

Address: _____

Email: _____

Contact was: Made/Attempted/NA

Type of Contact: _____

If contact was made

Was there additional Owner Information to provide? Y/N

If Y, list information here: _____

In the event the owner does not come forward, will they reclaim this pet on (due out date)? Y/N

If this animal is at risk for euthanasia will they like to be contacted for reclaim? Y N

Results/Notes: _____

Initials: _____



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Step 4:

Previous notes are reviewed and complete? Y/N/NA

Owner Contacted through: _____

Email: Y/N/NA

Phone: Y/N/NA

Text: Y/N/NA

Case Untraceable: Y/N

Due out dates checked?: Y/N

Posted on Craigslist: Y/N

Additional Notes?: _____

Employee Name: _____