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):______________________________
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: ______
**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: ________________________________