

Tell us about you!

This portion is to be completed by you, and about you. We need to know your full name, address, and various other information. Please print neatly or type, and review the completed form to ensure that all information is included and correct.

Name:
Last: _____ First: _____ MI: _____

Street: _____

City: _____ State: _____ Zip: _____

Telephone:
Home: () _____ - _____ Work: () _____ - _____

Tell us about the animal owner

We need you to record as much information about the animal owner as you know. Don't guess, be certain. If there is some information that you do not know, simply write "unknown". The information **most needed** is the animal owner's address. If you are uncertain about the owner's information, or if the animal even has an owner, speak with your neighbors to be sure.

Name:
Last: _____ First: _____ MI: _____

Street: _____

City: _____ State: _____ Zip: _____

Telephone:
Home: () _____ - _____ Work: () _____ - _____

When is the owner normally home? _____

What does the animal(s) look like?

To take action, Animal Control needs to be as certain as possible that we are dealing with the correct animal(s). Please record as much and as accurate a description of each animal as possible. Only list animals that were involved in the specific incident you are completing this statement for. Here's some basic rules:

- 56 Breed is for species as well as the animal's specific breed
- 56 Color: Indicate that dominate color first, then all the other colors

Breed	Color	Male	Female	Name

If you are uncertain about the animal or it's description, be sure that you talk to your neighbors. Incorrect information damages everyone's credibility if the case were to be challenged in court.

When and where did it happen?

This is were you tell your story. Please fill in all blanks with **EXACT time, date, and location**, based on what **you** observed. Without this information, Animal Control cannot pursue further action. **Here's some examples:**

Location: **In street in front of 1212 Smith St. or
In my front yard at 2121 Jones St.**

Time: **1:30 pm**

Location of Incident:

Date of Incident: Exact date **Time of Incident:** Exact time (AM or PM)
_____/_____/_____ _____