

Animal Custody Record Summary Report Information Checklist



The information required to complete the Animal Custody Record Summary Report is listed below. **To avoid loss of data, we recommend you collect all required information first and then submit your report in one sitting.**

Contact Information

- Releasing Agency Address
- Releasing Agency Email
- Releasing Agency Phone
- Releasing Agency Fax (if applicable)
- Contact Name
- Contact Title

Intake Policy

This is a document you will upload from your computer. Be sure you have a file saved on your computer that you can upload to your report (.doc, .pdf, .txt, .xls). See the Definitions of Report Fields document for what this policy should include.

Domestic Animal Species

Check each species of domestic animal your releasing agency took in during the reporting year:

- Dogs
- Cats
- Other companion animals
- Hybrid canines
- Equine
- Livestock
- Poultry

Reason for Custody

For each species of animal checked above, generate a sum total of animals that fall into each of the following categories, for the reporting year. For example, 12 dogs surrendered by owner, 3 stray cats.

- Column A. On Hand January 1
- Column B. Stray
- Column C. Seized
- Column D. Bite Case Quarantine
- Column E. Surrendered by Owner
- Column F. Received from Another Virginia Releasing Agency (additional information required)*
- Column G. Received from Out-of-State Releasing Agency
- Column H. Other (additional information required)*

Method of Disposition

For each species of animal checked above, generate a sum total of animals that fall into each of the following categories for the reporting year. For example, 2 dogs reclaimed by owner, 51 cats adopted.

- Column J. Reclaimed by Owner
- Column K. Adopted
- Column L. Transferred to Another Virginia Releasing Agency (additional information required)*
- Column M. Transferred to Out-of-State Releasing Agency
- Column N. Died While in Custody
- Column O. Euthanized
- Column P. Other (additional information required)*
- Column Q. On Hand December 31

Wildlife Disposition

For any wildlife you received/disposed in the reporting year, generate a sum total of animals that fall into each of the following categories.

- Submitted to licensed rehabilitator
- Liberated
- Euthanized
- On hand Dec. 31

*Explanatory Notes

Entries are only required in this section if numbers are reported in the corresponding column above.

- Column F. Names and Addresses of Virginia releasing agencies from which animals were received
- Column H. Other reasons for custody, e.g., births at the facility
- Column L. Names and addresses of Virginia releasing agencies to which animals were transferred
- Column P. Other methods of disposition, e.g., escaped, stolen
- Any other miscellaneous notes

For additional resources, including a detailed system walk-through, visit:
<http://www.vdacs.virginia.gov/animals-animal-custody-record-reports.shtml>

Questions? Contact animalcare@vdacs.virginia.gov or 804-692-4001.

