**Intake**

Required to take stray felines from Gloucester County, Required to take stray and owner surrender canines and felines from Mathews County, all other intakes as space allows by appointment.

**Owner Surrender** animal (raised since birth or acquired legally from friend, store, breeder, etc)

 Intake subtype: Born in care (used only for animals born at GMHS)

 Return (do not use, you should not be doing this as an owner surrender, you

 Should be doing this as a return)

 Surrendered for Adoption (used for all public animals surrendered)

 Jurisdiction: select the locality from which the animal has been living

**Stray** animal (wandered onto property, found somewhere, took illegally from somewhere, animal control drop off but stray time not complete, etc)

 Intake Subtype: ONLY the following should be used unless management specifically says otherwise

 Abandoned (only if it is known that the animal’s owner left it intentionally)

 ACO Pickup/Drop off (only for Mathews strays brought by ACO, or Gloucester FRIENDLY cats ACO brings)

 Glo ACO Feral (only for FERAL cats ACO brings)

 Glo Feral (only for FEARL cats brought by the public FROM GLOUCESTER)

 Public drop off (for all other stray animals public brings)

 Jurisdiction: select the locality from which the animal has been found

**Return** animal (originally from GMHS)

 Intake Subtype: always select returned adoption

 Jurisdiction: select the locality from which the animal has been living

**Transfer** (from any other shelter or from Gloucester Animal control after stray hold has been completed)

 Intake Subtype:

 FROM In State or Out of state?

Jurisdiction: select the county that the animal is being transferred FROM

Seized / Custody (ONLY used for animals seized by Mathews Animal Control, holding at GMHS while pursuing legal action)