

**ISLE of WIGHT COUNTY
HUMANE SOCIETY**

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Animal Intake Procedure

PURPOSE: To establish a policy concerning the acceptance of companion animals into the Isle of Wight County Humane Society.

PROCEDURE:

Stray Companion Animals

Within 48 hours:

- The County Shelter must be notified that a stray animal has been found
- The animal may be advertised in the local paper
- The animal must be checked for a microchip
- The animal must be held for seven days after notification of Animal Control before it can be adopted
- After the above conditions have been met, the animal becomes the property of the Humane Society
- Notify the Foster/Adoption Inventory Tracker
- The following form must be completed:
 - Custody Intake Form

Owner Surrender

- Any approved foster home may accept a companion animal from its legal owner
- Notify the Foster/Adoption Inventory Tracker
- The following forms must be completed:
 - Statement of Surrender form (MANDATORY!)
 - Custody Intake Form

Transferred Animals

- Animals may be transferred to the Humane Society from other organizations
- Notify the Foster/Adoption Inventory Tracker
- The following forms must be completed:
 - Transfer Form
 - Custody Intake Form

All forms must remain with the animal until its final disposition. All forms are then given to the Foster/Adoption Inventory Tracker