

# Comfort Animal Paperwork

## Purpose:

Below outlines the necessary paperwork that needs to be submitted to Residence Life. This can be done so in person or over email. The forms have been broken down to outline how often these forms need to be submitted. The Office of Accessibility Services is only involved in the approval of a comfort animal and the distribution of approval letters each semester. Questions and issues beyond the approval process should be referred to the Office of Residence Life.

## Campus Location:

Glendening Hall 150

## Phone number:

240-895-4207

## One-time paperwork:

Animal Registration

## Annual paperwork:

Veterinarian Verification Form

## Annual OR when changes are made:

Roommate Agreement

Please note: this needs to be filled out anytime you move or if someone new moves into a space with you, this includes townhouses, apartments and suites.

## Comfort Animal Registration Form

Complete this form and submit it to the Office of Residence Life (ORL) a minimum of 30 days prior to bringing an approved animal on campus. Complete a new form as any changes in the information about your Animal occur. This form must be submitted annually.

Provide the following documentation with this form:

- Copy of St. Mary's County Animal License (if applicable)
- Verification of Animal Health Records
- Copy of Animal's Training Certificate (if applicable)

### Student Information:

Student Name:

ID Number:

SMCM Email:

Phone Number:

Campus Address:

Permanent Address:

Accommodation Letter Received (date):

### Animal Information:

Animal Name:

St. Mary's County Animal License Information (dogs only):

Type of animal:

Physical characteristics of animal (you can include or attach a photo):

Is the animal up to date on its vaccines? If not, please explain.

Has this animal ever bitten anyone? If yes, please explain.

## Emergency Caregiver

In case of an emergency where you are not able to care for your animal, please provide information of the individual that will be taking care of it. Please note, this person must have access to your living space.

Name:

Address:

Phone Number:

Relationship to student:

Signature of emergency caregiver:

*I agree to provide caregiving assistance for the Animal approved by this agreement, and abide by the conditions set forth in the procedures document.*

Agreement and Acknowledgement:

Attach the animal's current immunization records and the provided Veterinarian's Verification that the animal has all veterinary recommended vaccinations to maintain the animal's health and prevent contagious disease.

I acknowledge having read the Animal Procedures and agree to abide by its terms and conditions.

Student Name (print):

Student Name (signature):

Signature of Director of Residence Life: