**Animal Transfer to Private Ownership/Disposition Form**

**Please Note:**

* Refer to WSU Institutional Animal Care and Use Committee (IACUC) [Policy #18](https://iacuc.wsu.edu/documents/2020/07/policy-18-adoption-policy.pdf/) for detailed requirements of WSU animal adoptions.
* The animal's suitability for transfer to private ownership will be based upon the animal's species, past, current and potential health status and behavior as well as the history of usage. Each transfer requires approval by the OCV Director/Attending Veterinarian or his/her designee All animals require a veterinary examination and medical review by the OCV Director/Attending Veterinarian or his/her designee. The WSU Attending Veterinarian or designee has the discretion and authority to grant or deny adoption requests.
* Specific Colleges and departments may require additional approvals, which need to be granted prior to final signature by OCV.

**SECTION A: DESCRIPTION OF ANIMAL(S) and HISTORY: TO BE COMPLETED BY WSU**

**PERSONNEL FAMILIAR WITH THE ANIMAL** (For groups of animals, describe group … e.g. individual identifications, number, strain, any identifying characteristics, research/training usage, etc.):(Print or Type. Please designate "NA" if a section or question does not apply.)

**Animal's Name/identification:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Age or DOB:** \_\_\_\_\_\_\_\_\_\_

**Species:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Breed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Sex:** \_\_\_\_\_\_\_\_\_\_ **Spayed/Neutered:** Y / N

**Color/Markings**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WSU CVM/VTH Accession Number (if applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tattoo/brand/microchip number (including location of same):**

**A brief description of research and/or teaching usage at WSU**:

**Reason for transfer from WSU to a private owner:**

**SECTION B: NEW OWNER INFORMATION: TO BE COMPLETED BY PROSPECTIVE NEW OWNER** -

Please Print/type. Attach a letter or email detailing the prospective new owner’s reason(s) for requesting the transfer of ownership of this animal and of his/her understanding of the animal’s behavior, condition and suitability to be a pet and/or companion animal. All potential adopters will go through an interview with the WSU Attending Veterinarian or designee.

**New Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone Number:** (\_\_\_\_\_\_) **\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_; Email:\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*How do you prefer to be contacted for the interview? Phone, email either?*

Intended Use of Animal:

Planned housing (indoor/outdoor, fenced yard, run, pasture, boarding facility, etc):

Is current residence owned or rented?

If rented, do you have permission from the landlord to house this animal?

Are there zoning restrictions at your place of residence that would prohibit you from housing this animal?

Number and types of other animals in household:

Please provide the name of Veterinarian or Veterinary clinic that will provide veterinary care for this animal:

*Note: It is the responsibility of any prospective new animal owner if a brand inspection and/or certificate of veterinary inspection is required to transfer ownership and relocate the animal to its new residence.*

**SECTION C - ACCEPTANCE OF OWNERSHIP:**

**WSU MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE OR USE OF THE ADOPTED ANIMAL. WSU MAKES NO WARRANTY THAT THE DISCLOSURE IN THIS AGREEMENT DOES IN FACT STATE EVERY HEALTH OR BEHAVIOR PROBLEM OF THE ADOPTED ANIMAL. IN NO EVENT SHALL WSU BE LIABLE FOR ANY COSTS OR DAMAGES, INCLUDING INDIRECT, SPECIAL AND CONSEQUENTIAL DAMAGES WITH RESPECT TO THE ADOPTED ANIMAL.**

I certify that I accept full ownership of and responsibility (including responsibility for all subsequent veterinary care, other care, and/or other expense or damage) for the above-described animal. I am fully aware of the animal's condition as known and as set forth. I recognize that the animal may have behavioral or medical issues including but not limited to behavioral or medical issues that will develop with time from whatever cause or origin. These include problems that could pose risk of damage to persons including me or my/others’ property and/or could result in significant veterinary or other expense. I understand that no representation is made as to any training of the animal or its tractability. Horses are not trained for riding or otherwise.

I certify that I am aware that the animal is transferred to me without registration papers and that WSU shall not make registration papers available or assist in obtaining registration papers for the animal.

I certify that I have no intent to transfer or sell the animal or to use the animal for food

I agree to pay the price of \_\_\_\_\_\_\_\_\_\_\_\_ in consideration for the animal, which includes the price of examination, sterilization, and certain other costs incurred by WSU and/or fees required by WSU. I understand that WSU is under no obligation to accept return of the animal if offered back to WSU through sale or donation. **My signature acknowledges that I have read and understood this document.**

**Signature of New Owner** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION D: FINAL SIGNATURE REQUIRED TO AUTHORIZE RELEASE OF ANIMAL**: For the release of a WSU animal, you must secure the veterinary assessment, new owner and OCV signatures as set forth prior to release of the animal. Any animal transfer of a dog or cat or other animals covered under the Animal Welfare Act also requires completion of APHIS Form 7006 – Record of Disposition of Dogs and Cats or APHIS Form 7020 – Record of Acquisition, Disposition or Transport of Animals (Other Than Dogs and Cats). Specific Colleges and departments may require additional approvals which need to be granted prior to final signature by OCV. Circle the appropriate response for each and include copies to receive the final signature.

**Veterinary Examination Date: \_\_\_\_\_\_Initials \_\_\_\_\_\_\_**

*Physical exam findings will be documented on the Veterinary Adoption Form*

**Veterinary Medical Record Review Date: \_\_\_\_\_\_Initials \_\_\_\_\_\_\_**

*A written record of the animal’s relevant medical history must be provided to the new owner*

**APHIS 7006 completed / not applicable**

**APHIS 7020 completed / not applicable**

**College approval completed / not applicable**

**Adoptee Interview Date:** \_\_\_\_\_\_\_\_\_\_\_ **Initials of OCV interviewer \_\_\_\_\_\_\_**

**Date of Release/Disposition to above named new owner:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WSU Attending Veterinarian (or his/her designee)**

**Print name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OCV Final Review Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COPIES: Copies of the completed form (including ALL signatures) are to be provided to the supervisor of the animal facility housing the animal, the Office of the Campus Veterinarian (OCV), campus zip code 1165, and placed in the animal’s medical record.

* Completed forms with signatures must be maintained in the animal's archived medical record and distributed to all of the following.
  + The new owner
  + The principal investigator and/or animal facility management
  + Office of the Campus Veterinarian
* Forms must be retained for at least 3 years beyond animal disposition
* A written record of the animal’s relevant medical history must be provided to the new owner