

NOTE: Legally Angel-Paws Dog & Cat Rescue cannot take ownership of an animal unless:

- ***It has been surrendered (signed over to us) by the registered owner***
OR
- ***If the animal is classed as a stray, the process of finding the registered owner has been followed.***

Animal Surrender Process

1. All animals must be surrendered *in writing* via our website: [Surrender | Angel-Paws \(angelpawsinc.com.au\)](https://angelpawsinc.com.au).
2. A full description of the animal is required including age, sex, behavioural and medical history plus a photo.
3. **A surrender fee may be applicable.**
4. Once you have completed and submitted the surrender form, the appropriate coordinator will contact you when a position is available in our foster care program.
5. Completing a surrender form does not guarantee your animal a position in our foster program as we are constantly operating at 100% capacity.

If you believe it is a stray animal:

1. In the first instance, take it to a vet and check for a microchip
2. If the animal is *NOT* microchipped and you choose *NOT* to leave the animal with the clinic you will need to keep the animal and advertise on relevant media i.e. the radio, the newspaper, Lost and Found sites on Facebook and with the Council for a minimum of 2 weeks. This gives the owner the opportunity to reclaim his/her pet. If after this time you have not been able to find the owner, you will need to follow the above-mentioned process for a surrendered animal.
3. Please *DO NOT* contact Angel-Paws unless these steps have been completed first.

If you are a volunteer with Angel-Paws Dog & Cat Rescue:

1. Volunteers with Angel-Paws *DO NOT* have the legal authority to accept a surrendered animal unless it is authorised by a Senior Animal Coordinator. No exceptions.
2. Angel-Paws understands that you are not an employee and can decide how active you wish to be within the animal rescue community, however we do ask that if you foster for multiple rescue groups or take on strays, and you have one of our animals in care, you advise us immediately.
3. If you do not agree with these guidelines, please advise your coordinator immediately.