



Offsite Adoptions – Paperwork Requirements

Adoption Paperwork is the same for adoption events, adoptions from foster, and adoptions from partner pet stores. Please note that if you conduct your adoption at one of our partner pet stores and let the store manager know, the shelter receives an additional donation from PetCo, PetSmart or Unleashed by Petco.

- The adoption packet is the same no matter where the adoption occurs! The folder has species specific information in it including an information packet, vet list, uri or kennel cough info, discount coupons, pet emergency card and microchip card.
- Animal specific paperwork includes the medical record, free exam, and adoption agreement.
- VCAS supplies two copies of the “Adoption Agreement”. One is for the adopter / pet parent, and one is to be returned to VCAS.
 - Both copies of the Adoption Agreement need to be signed by the adopter / pet parent
 - One copy is given to the Adopter / Pet Parent
 - The other copy is returned to VCAS.
- VCAS is including the ASPCA “Meet Your Match” (MYM) form with all adoptions. This is given to every adopter at VCAS as part of the adoption counseling process. This helps the VCAS Front Office staff complete the adoption paperwork after it is returned to VCAS.
 - Please instruct the adopter to complete (in print) the top section on the front of the form that requests contact information (name, address, phone number, email, alternate phone number, etc.). Then turn form over and sign the signature section on the back side of the form
 - As a VCAS representative, please print your name as the adoption counselor on the back of the form
- Adopters also receive a voucher for a free vet visit from a Ventura County Vet **that participates in this program**. The participating veterinarian list is included in the Adoption Package Folder, on back side of the post spay / neuter care instruction document.
 - You are the acting VCAS representative. Please sign and date the form then give it to the adopter.
 - Adopters must **contact** the participating vet within three days of adopting the kitten or cat; but the actual appointment that they make may be at a later date.
- Please always include the animal’s A-number in all paperwork. Numbers are permanent; names not always so.
- **3 things** need to be returned to the shelter in order for the adoption to be processed.
 - 1: completed and signed MYM form
 - 2: signed agreement of adopting animal owner
 - 3: \$60 payment

Thank you!

VCAS