

Texas

Adoption Application - Copy

Fort Bend County Animal Services

Rene Vasquez
1210 Blume Road
Rosenberg, TX 77471

AnimalServices@fortbendcountytexas.gov
O: 281-342-1512
M: 281-344-7614
F: 281-341-7268

Kaye M Reynolds

1210 Blume Road
Rosenberg, TX 77471

kaye.reynolds@fortbendcountytexas.gov
O: 281-238-3519
M: 832-407-7385
F: 281-341-7268

Application Form

State adoption group is located in*

State adoption group is located in

Texas

Think Adoption First Newsletter*

Would you like to receive the Think Adoption First Newsletter that features topics such as (but not limited too): Featured Adoption Partners, Best Practices, and Success Stories etc.? (Note: You will continue to receive notifications and customer service emails related to your Petco Adoption Partner partnership.) At Petco.com, we are concerned with protecting your privacy. We will not sell, rent or trade your information. Read our Privacy Policy at www.petco.com/privacypolicy.

Yes, sign me up to receive newsletters about Think Adoption First.

ADOPTION PARTNER INFORMATION

Complete each field with your organization's information.

Type of Adoption Set Up*

Both

ADOPTION PARTNER CONTACT INFORMATION

Complete each field with your organization's contact information.

Primary Contact Name for Adoptions*

Rene Vasquez

Primary Contact Phone Number (Day)*

281-633-7589

Primary Contact Phone Number (Evening)*

281-344-7614

Secondary Contact Name for Adoptions*

Barbara Vass

Secondary Contact Phone Number (Day)*

832-317-7682

Secondary Contact Phone Number (Evening)*

832-317-7682

ADOPTION PARTNER'S VETERINARY INFORMATION

Enter your Veterinary contact information.

Veterinary Name*

Dr. Joe Mandola

Veterinary Phone Number*

281-342-3431

ANIMALS FOR ADOPTION

Types of animals for adoption.

Aquatic Life (photos only)

Bird (photos only)

Cat

Stationary

Dog (mobile only)

Mobile

Ferret

Rabbit

Reptile

Other Small Animal

Other Animals (Specify)

Comments and Special Care Instructions

SCHEDULES

STATIONARY ADOPTIONS ONLY: Enter the times your staff/volunteers will visit and care for the animal(s) and pick up applications each day.

Example: 12:00 pm to 3:00 pm

Monday

12:00 pm to 2:00 pm

Tuesday

12:00 pm to 2:00 pm

Wednesday

12:00 pm to 2:00 pm

Thursday

12:00 pm to 2:00 pm

Friday

12:00 pm to 2:00 pm

Saturday

12:00 pm to 2:00 pm

Sunday

12:00 pm to 2:00 pm

Enter the days and times your organization is available for Adoption Events.

Example: 12:00 pm to 3:00 pm

Note: If your organization is not available on a particular day, leave the field blank.

Monday

Tuesday

Wednesday

4:00 pm - 6:00 pm

Thursday

Friday

Saturday

9:00 am to 1:00 pm

Sunday

9:00 am to 1:00 pm

Does your organization agree to visit your animals at least once a day?*

All stationary adoption partners must visit their animals at least once a day to clean, provide food and water, and check on the welfare of their animals.

Yes

If no,

If no, please explain.

AGREEMENT - ANIMAL CARE

Care of the Animals*

Adoption partner is responsible for the care of the animals for adoption and must demonstrate concern for their health and well being.

YES, I agree

Veterinarian Care*

Adoption partner must arrange for veterinarian care for any animal that is injured or appears ill. Manager on Duty will take an ill or injured animal to the store veterinarian at the expense of the adoption partner in an emergency or if the adoption partner cannot be contacted within one hour.

YES, I agree.

Water and Food*

Adoption partner must attend to animals to ensure they always have water and are provided with food as needed.

YES, I agree.

Returned Animals*

Adoption partner must agree to accept returned animals should the adoption not work out for any reason.

YES, I agree.

Volunteers*

Adoption partner must provide sufficient volunteers to manage the Petco adoption event and to provide care for the animals.

YES, I agree.

Securely Contained*

All animals for adoption must be securely contained or on a lead while at a Petco location.

YES, I agree.

Spay and Neuter*

All dogs, cats, rabbits, and ferrets for adoption must be spayed or neutered before adoption or have an adoption agreement that requires the animal to be spayed or neutered within a certain timeframe.

YES, I agree.

Adoption of Opposite Sex - Other Companion Animals

Do you agree not to adopt opposite sex companion animals to the same adopter unless both are spayed and neutered?

YES, I agree.

Age*

All puppies, kittens, and ferrets for adoption must be eight weeks of age or older.

YES, I agree.

Vaccinations*

Puppies, kittens, and young ferrets must have a record of their first series of vaccinations. All adult dogs, cats, and ferrets must have current vaccinations (canine DHLPP and rabies, feline FVRCP and rabies, and ferret rabies and distemper) with records available on site at the Petco Adoption Event. We highly recommend testing all cats/kittens for Feline Leukemia. If you do not test for Leukemia prior to adoption and the cat/kitten is positive for Leukemia within 14 days of adoption, your organization will agree to take the cat back into your facility.

YES, I agree.

Free of Parasites & Signs of Illness*

All animals for adoption must be free of parasites and any signs of illness.

YES, I agree.

Temperaments*

For the safety of people and animals, animals for adoption must have good temperaments.

YES, I agree.

AGREEMENT - PROCESSING ADOPTIONS

Respond Within 48 Hours*

Adoption partner must respond to potential pet parents within 48 hours of receipt of adoption application.

YES, I agree.

Outstanding Customer Service*

All outstanding customer service principles must be observed towards potential pet parents.

YES, I agree.

Completed Forms*

Upon approving an adoption application, the adoption partner must ensure that the Petco Adoption Form (including the customer's PALS Number) is completed and signed.

YES, I agree.

Think Adoption First Care & Savings Booklet*

Give one Think Adoption First Care & Savings Booklet to each adoptive pet family.

YES, I agree.

Petco Adoption Form*

The first page of the Petco Adoption Form must be given to the Manager on Duty or the Petco Adoption Captain when an animal is adopted. The second page must be given to the adoptive pet parent.

YES, I agree.

Adoption Denials*

Adoption denials must be handled with sensitivity and tact to preserve the dignity of all concerned.

YES, I agree.

AGREEMENT - DISPLAY AND HOUSING AREAS

Petco Approved Signage*

Only Petco approved adoption signage must be displayed.

YES, I agree.

Number of Adoption Animals*

The number of animals for adoption allowed in the store depends on available space and enclosure type. The size of the habitat or enclosures should allow the animals to standup, lie down and to turn around comfortably. The GM and the adoption partner must agree upon exceptions in advance.

YES, I agree.

Adoption Areas*

Adoption areas where animals are being shown must be clean and orderly.

YES, I agree.

Animal Housing Areas*

Animal housing areas must not restrict traffic flow in or out of the store. Customers must be able to shop all areas of the store with ease as defined by Petco store management. Fire safety requires store exits to be accessible.

YES, I agree.

AGREEMENT - EQUIPMENT

Adoption Equipment*

Adoption partner is responsible for providing tables, chairs, office supplies, and any items necessary for processing adoptions.

YES, I agree.

AGREEMENT - GENERAL RESPONSIBILITIES

Volunteers*

Volunteers for adoption events must be at least 16 years of age or older with being accompanied by an adult volunteer who is at least 18 years of age or older. Volunteers may not bring children or other individuals who are not at least 16 years of age.

YES, I agree.

No Smoking*

No smoking is allowed in any Petco location.

YES, I agree.

Cameras and Other Image Recording Devices*

Use of cameras and other image-recording devices, including camera phones, is not allowed on Petco property without prior approval from the Manager on Duty.

YES, I agree.

Non-Petco Personnel*

Non-Petco personnel are not allowed in the Wellness Area or cash register area. All volunteers must be accompanied by a Petco associate while in areas where customers are not allowed.

YES, I agree.

Attire*

All volunteers must wear clean and neat clothing while at a Petco location. A nametag and shirt identifying the adoption partner are preferred.

YES, I agree.

Parking*

Adoption partner must follow the Manager on Duty’s instructions about where to park.

YES, I agree.

AGREEMENT - STATIONARY ADOPTIONS

In addition to responsibilities stated in the above sections, Adoption Partner Must:

Food, Toys and Accessories**

Provide all food, toys, and accessories for animals for adoption.

YES, I agree.

Labels*

Label all food and accessories as “Adoption Partner” and ask the General Manager where store them off the sales floor.

YES, I agree.

Litter*

Change/clean litter in each habitat regularly and ensure litter is appropriate for each animal and odor-free.

YES, I agree.

Disinfect Habitat*

Disinfect every habitat weekly

YES, I agree.

Visit Animals for Adoption at Least Once Daily*

Visit animals for adoption at least once daily to feed, water, spot clean and exercise animals as needed, and to collect applications from potential pet parents.

Not applicable.

AGREEMENT - MOBILE ADOPTIONS

In addition to responsibilities stated in the above sections, Adoption Partner Must:

Transportation*

Safely transport the animals for adoption to and from any Petco location.

YES, I agree.

Attend to the Animals*

Attend to the animals for adoption during the event and ensure the animals always have water and are provided food as needed.

YES, I agree.

Habitats and Enclosures*

Provide habitats and enclosures.

YES, I agree.

AGREEMENT - MASSACHUSETTS ADOPTION PARTNERS

Massachusetts*

Adoption partners in Massachusetts must also read and sign the Massachusetts Adoption Eligibility form.

Massachusetts*

Massachusetts*- Adoption partners in Massachusetts must have on site documentation stating where your adoption organization obtained the animal from, their location or the place and date of isolation and a health certificate and provide this to the adopter.

AGREEMENT - ILLINOIS ADOPTION PARTNERS

Illinois - Department of Agriculture Bureau of Animal Health and Welfare Public Act 096-1470*

According to the Illinois Department of Agriculture Bureau of Animal Health and Welfare Public Act 096-1470, adoption partners in Illinois must provide to the adopter prior to the time of adoption documentation stating: 1. The breed, age, date of birth, sex and color of the dog or cat being offered for adoption, or if unknown, provide an estimate to the best of your ability. 2. The details of any inoculation or medical treatment that the dog or cat received while under the possession of the adoption organization. 3. The adoption fee and any additional fees or charges. 4. If the dog or cat was returned by an adopter, then the date and reason for the return. 5. The following written statement, "A copy of our policy regarding warranties, refunds, or returns is available upon request." 6. The number of the animal shelter or animal facility issued by the Illinois Department of Agriculture.

Illinois - Posting Information*

The information listed above in the above question must be posted in a conspicuous place on or near the cage of any dog or cat available for adoption. If not posted on the cage, a sign must be clearly posted by the cages stating where the information is located. The information must be located in the area and readily accessible to the public.

DOCUMENTS

Use the following guide to determine the correct documents for your organization: Current 501c3: -W-9 -The group's 501c3 tax determination letter Applied for the 501c3 and are in a pending status -A copy of the first page and 2 signature pages of the IRS 1023 form -Proof of filing of IRS 1023 – either the acknowledgement letter from the IRS of their form 1023 and payment of fee OR provide us with a copy of the their canceled check for the filing fee -W-9 -Application for Organizations Not Currently Exempt Under Internal Revenue Code 501(c)(3) Working under another groups 501c3 -W-9 With the parent organization listed as the legal name and the new organization as the DBA Address should be the parent organization (all foundation checks will only go the group with the current and active 501c3) -The group's 501c3 tax determination letter -Letter of authorization for the parent group

501(c)(3) Tax Determination Letter from the IRS

If you have your tax determination letter as an attachment please upload us a copy. If you need to create an attachment from a hard copy, please "[Click Here](#)" for our Fax to File tool. You will be able to create an attachment that will then be able to upload to us.

IRS W-9 Form*

Please complete the IRS W-9 form found at [IRS W-9 Form](#) . You may upload this document to us or If you need to create an attachment from a hard copy, please "[Click Here](#)" to use our Fax to File tool. You will be able to create an attachment that will then be able to upload to us. This will allow you to create an attachment that will be able to be uploaded to us. Don't forget to include a signature where it indicates, "Signature" on the form.

Organization Not Currently Exempt

Please complete the following form if you are an organization not currently exempt or in possession of a 501(c)(3) tax determination letter. [Click Here](#) to access this document. You may upload this document to us or If you need to create an attachment from a hard copy, please "[Click Here](#)" to use our Fax to File tool. This will allow you to create an attachment that will be able to be uploaded to us. Please check the appropriate boxes that explains your situation.

Organization Not Currently Exempt Under IRS 501(c)(3)

If you are an organization not currently exempt under IRS 501(c)(3) but have applied for exemption please supply a copy of your IRS Form 1023 (Page #1 and Signature Page only please). If you need to create an attachment from a hard copy, please "[Click Here](#)" to use our Fax to File tool. You will be able to create an attachment that will then be able to download to us.

Government or Municipal Agency

Please complete the following form if you are a government or municipal agency and not in possession of a 501(c)(3) tax determination letter. [Click Here](#) to access the form. You may upload this document to us or If you need to create an attachment from a hard copy, please "[Click Here](#)" to use our Fax to File tool. This will allow you to create an attachment that will be able to be uploaded to us. Please check the appropriate boxes that explains your situation.

MEDICAL AND HEALTH

Injured Animal Protocol*

What is your ill or injured animal veterinary protocol?

Our agency partners with a local 501(c)3 that has established a medical fund for ill or injured animals. The animal is taken to a local veterinarian and the treatment is paid for by the 501(c)3 [SOCA-FBC]

Parasite Control*

What is your internal and external parasite control protocol? A protocol can include the use of any of the following:

- Frontline, Frontline Plus
- Advantage, Advantix
- Comfortis
- Program
- Promeris
- Revolution
- Sentinel (requires heartworm test first)
- Interceptor (requires heartworm test first)
- Heartguard (requires heartworm test first)
- Capstar

- Albon
- Metronidazole
- Panacur
- etc.

Capstar, Panacur

Vaccination Protocol*

What is your vaccination protocol?

All animals are vaccinated on intake to the shelter.

Post Adoption Health Guarantee*

What is your post adoption health guarantee?

We do not have a guarantee of health as we do not often know the history on the animal. We provide vaccination on intake and the animals receive additional vaccinations when spayed/neutered, depending on age and time since last vaccination. Adopters are strongly encouraged to form a relationship with a veterinarian immediately. The shelter will offer another animal to any adopting family that has an adverse outcome due to illness.

Spay/Neuter Policy*

What is your spay/neuter policy?

All adopted animals, if of the right age and health are spayed/neutered before going home with an adoptive family. If too young, a date is set for the surgery to occur. For the Petco events, all animals will be spayed/neutered before being offered for adoption.

FACILITIES

To include shelters and foster homes:

Feeding Protocol

Describe your feeding protocol.

Feeding Schedule*

How often are animals fed?

Once a day for adult dogs, twice a day for puppies.

Type of Food*

What type of food? (wet, dry, both, etc.)

Both

Food Brand*

What food brand is used and recommended?

The brands vary depending on supply and donations but comparable to Pedigree.

Age and Health*

Are animals' age and health considered when making food choices? If no, please explain.

Yes.

Housing*

Describe how the animals are housed including habitat sizes, location and condition.

They are housed in 5x5 kennels with inside/outside capabilities. They have chain link fencing and concrete flooring.

Habitat Sanitation Protocol*

Describe habitat sanitation protocol.

Bleach and disinfectant twice a day and as needed.

Dog Runs*

Are dog runs available? If no, explain.

Yes, there are two yards outback for them to play in.

Walked and Leashed Trained*

Are dogs walked and/or leashed trained? If no, explain.

They are walked but not all are leash trained because they do come in as strays.

Housing Multiple Animals Together*

Do you house more than one animal together? If yes, explain.

Yes. Animals are housed according to space needs.

Staff and Volunteers*

How many staff/volunteers does your organization have to care for animals?

15 full time staff and about 20 volunteers

Qualification*

How do you qualify people to foster animals in their home, if foster homes are utilized?

Currently, we do not utilize foster homes except in medical emergencies.

Foster Limitations*

Is there a limit to how many animals a person can foster at one time? If yes, what is the limit? If no, explain.

N/A

Duration in Foster Homes*

How long do animals typically stay in foster homes before they are adopted?

N/A

Facility/Shelter Duration*

How long do animals typically stay in a facility/shelter before they are adopted?

We hold animals as long as we can to network them and try to get them adopted or rescued.

ADOPTION PROCESS

Temperament Testing*

Describe your temperament testing protocol.

We do not do formal temperament testing.

Socialization*

Are dogs brought to Petco adoption events socialized with other dogs and people and well-behaved?

We choose the animals that have a docile personality and have shown an ability to get along with people and other animals at the shelter.

Application Process*

What is your potential adopter application process?

A meet and greet with the adopter and animal, the County's application process is reviewed and proper identification is required. If all goes well, the fees are paid and the animal has a home.

Adoption Application*

Please upload a copy of your adoption application.

Pre and Post Adoption Home Visitation*

Does your agency conduct pre and/or post adoption home visitations? If yes, please explain the process.

Not at this time.

Adoption Fees*

What are your adoption fees and what do they include?

\$100. This includes \$75 a 5 in 1 vaccine on intake, rabies shot, microchip and spay/neuter. \$25 goes to the County for their fee.

Adoption Goals*

What is your personal goal for the number of pets you plan to adopt at Petco each month?

With our 4 cats in residence, we would like to adopt 20 animals a month

Displaying Animals*

How will you be displaying the animals you bring for adoption? (ex: leads, x-pens, kennels etc.)

X-pens and wire mesh cages

Petco Stores

Which Petco store(s) would you like to adopt at?

24944 FM 1093, Richmond TX 77494

Staffing Adoption Events*

Who will staff the adoption events, paid staff, volunteers, family members etc.?

Paid staff and volunteers

GENERAL QUESTIONS

Insurance*

Do you normally suggest purchasing vet insurance for adopted animals to adopters? If yes, what vet insurance do you recommend?

No.

General Liability Insurance*

Does your group have general liability insurance?

Yes

If yes,

If yes, please provide the following:

Name of Insurer*

If you do not have insurance, type "Not Applicable."

Policy Effective Date*

If you do not have insurance, type "Not Applicable."

Policy Number*

If you do not have insurance, type "Not Applicable."

Description of Coverage*

If you do not have insurance, type "Not Applicable."

Organization History*

Provide information on the history of your organization.

Adoption Animals*

Where does your group obtain your adoption animals?

They are mostly strays and owner turn ins.

REPTILES

Legal to Obtain*

Do you confirm that all reptiles brought for adoption are legal to obtain and house in the state you will be adopting?

Not Applicable

SMALL ANIMALS

Legal to Obtain*

Do you confirm that all small animals brought for adoption are legal to obtain and house in the state you will be adopting?

Not Applicable

Segregation*

Do you house the animals segregated by species and gender?

Not Applicable

Name and Title of Person Completing This Form*

Rene Vasquez, Director Fort Bend County Animal Services

Phone Number of Person Completing This Form*

281-342-1512

Email of Person Completing This Form*

rene.vasquez@fortbendcoultry.gov

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Yes, sign me up to receive newsletters about Think Adoption First.

ACKNOWLEDGEMENT**Indemnity***

Adoption Partner shall be liable for any and all Losses arising from, in connection with, or based on any Claim relating to any false information provided or an alleged breach of Adoption Partner's obligations under this Petco Application & Agreement & Qualification Form. Additionally, Adoption Partner will at its expense indemnify, defend and hold harmless Petco and its affiliates, and their respective officers, directors, employees, agents, representatives, successors and assigns, from and against any and all such Losses.

Yes, I agree.

Indemnity*

For the purposes of the foregoing indemnity, "Claim" means any third party demand, or any civil, criminal, administrative, or investigative claim, action, or proceeding (including arbitration) asserted, commenced or threatened against an entity or person. "Losses" means all losses, liabilities, damages, liens, and claims, and all related costs, expenses, and other charges suffered or incurred as a result of or in connection with a Claim, including reasonable attorneys' fees and disbursements, costs of investigation, litigation, settlement, and judgment, and any taxes, interest, penalties, and fines with respect to any of the foregoing.

Yes, I agree.

Acknowledgement*

Adoption Partner Representative understands the policies required of Petco's adoption partners. It is also understood that the partnership may be discontinued for any reason, and at any time, with notification from the General Manager, District Manager, National Adoption Program Managers, or the Petco Foundation.

No, I do not agree.

ELECTRONIC SIGNATURE

You have now had the opportunity to review the Petco Adoption Partner Application and Qualification Form. In order to proceed, you must agree to the use of an electronic method of signature to demonstrate acceptance of the terms and conditions of the Petco Adoption Partner Application and Qualification Form.

If you have read and understand the Petco Application & Agreement & Qualification Form:*

File Attachment Summary

Applicant File Uploads

No files were uploaded