

ANIMAL ADOPTION PROCEDURE
FROM THE SHELTER FOR HOMELESS ANIMALS IN WARSAW

I. General information

1. The adoption process in the Homeless Animal Shelter in Warsaw is carried out between 12 and 17.
2. Our procedures regulate the adoption process of animals from the Homeless Animal Shelter in Warsaw.
3. In the case of adoption of a sick animal, the adopter bears all further costs associated with the treatment of the animal in a clinic outside the shelter.
4. Animals that may be put up for adoption:
 - a) An animal that has completed a 14-day period of quarantine may be put forward for adoption subject to points 4 lit. b - e.
 - b) A mixed breed (non pedigree) animal up to 3 months of age may be given up for adoption without delay (omitting the of the 14-day quarantine), if no incidents of biting / scratching have been reported; then it is directed to a 14-day observation to check for rabies.
 - c) Animals of a breed type up to 3 months of age may be put up for adoption after 7 days from the date of admission has elapsed.
 - d) In the case of giving up for adoption a puppy or kitten, the Office of Adoption and Adoption of Animals specifies the date by which the animal must undergo castration. If the owner performs the treatment at his own expense, he is obliged to send to the shelter the confirmation of the surgery by the date specified in the contract. Failure to attend the appointment within the prescribed period or failure to provide an appropriate certificate may lead to immediate termination of the contract and removal of the animal.
 - e) The animal returned to the shelter by the adopter (return from adoption) may be adopted without observing the period referred to in paragraph 3, provided that it can be determined that there has been no chewing / scratching breaking the skin in the last 15 days and - in the case of dogs - if the rabies vaccination is up to date.
 - f) Adult animals may be issued for adoption after being castrated in the shelter or in exceptional cases (if the health of the animal does not allow for surgery or it is not possible to perform the operation at the shelter at a given time), with the consent of the employee of the Adoption Office and Adoption of Animals, for a so-called "conditional agreement" (the adopter undertakes to castrate the animal by the appropriate date).
 - g) Each animal has an up-to-date rabies vaccination, unless there are contraindications for vaccination or - in the case of cats - if the cat is to be kept indoors.
5. Animals from the shelter may be issued for adoption only to individuals.
6. The Shelter forbids the adoption of animals to :
 - a) minors,
 - b) persons where there is a reasonable suspicion that they are under the influence of alcohol or intoxicants,
 - (c) persons in respect of whom there is reasonable suspicion of speculation and trafficking in animals, or for the inhumane treatment of animals, as well as for those who do not have a place of residence (homeless) or conditions to provide the animal with the proper care,
 - d) persons without an identity card or other document confirming their identity,
 - e) people who had previously adopted an animal from the Homeless Animal Shelter in Warsaw and did not fulfill their contract properly.
7. The Shelter does not reserve animals for adoption.
8. The adoption procedure applies to all persons interested in adoption - including employees and volunteers of the Homeless Animal Shelter in Warsaw.

9. Adoption of the animal is free. The adopter may voluntarily make a donation for the statutory purposes of the shelter as support for the preparation of subsequent animals for adoption.

II. Adoption of a dog

1. For dogs up to 4 months of age:

- a) The person interested in the adoption selects the dog for adoption, and then submits a pre-adoption survey at the Animal Adoption Office, based on which the interview takes place - an interview with an employee of the Animal Adoption Office.
- b) On the basis of a conversation, the employee of the Animal Adoption makes a decision on whether to issue or not said animal for adoption.
- c) In the event of a decision not to give the animal, the person concerned must be informed of the reasons for refusal.
- d) The decision of the employee of the Animal Adoption Office is final.
- e) If the decision to give the animal for adoption is positive, the person interested in the adoption goes with the animal for a veterinary clearance. A detailed description of the veterinary clearance is provided in Annex 2.
- f) The transfer of rights to the animal takes place on the basis of a donation contract. The contract is governed by civil law.

2. In the case of dogs over 4 months of age and with a complete set of vaccinations:

- a) the Reception of the Animal Adoption Office does not accept pre-adoption surveys before the first walk (this also applies to quarantined animals).
- b) The person interested in the adoption must have at least two pre-adoption walks with a volunteer or permanent dog carer. If the first walk took place with the carer, the person interested in the adoption is directed to the dog's volunteer for further walks. The final number of walks is determined by the dog's carer or volunteer after the first walk, with the person interested in the adoption. Each walk must be registered on a walk permission slip. These slips should be handed into the Animal Adoption Office after each walk - where they are attached to pre-adoption surveys.
- c) If, after the first walk with the dog, the adopter is still interested in the adoption, he is obliged to submit a pre-adoption survey at the Reception of the Animal Adoption Office, based on which the interview takes place - an interview with an employee of the Adoption Office and Adoption of Animals. The employee enters his / her conclusions from the interview in the questionnaire. The person interested in the adoption gets to read and sign a document with the description of the procedure for choosing a home (Annex 1).
- d) The volunteer is obliged to inform the permanent carer of the area about the dog's adoption process and the decision to give it up for adoption.
- e) If an employee of the Animal Adoption Office after an interview has doubts about the decision to issue a dog for adoption, he asks for the position / opinion of the leader of a group of volunteers who deals with the dog.
- f) On the basis of the questionnaire, interviews and opinions of volunteers and / or the carer, an employee of the Animal Adoption Office decides to issue / not issue an animal for adoption.
- g) If more than one person is interested in adopting a dog, the Shelter's selection procedure applies (Annex No. 1).
- h) In the case of conflicting opinions about the adoption from volunteers and the carer, the decision is made by an employee of the Animal Adoption Office.
- i) In case of conflicting opinions about the adoption between an employee of the Animal Adoption Office and the volunteer / carer the final decision is made by the Head of the Animal Adoption Office.

- j) In the event of a decision not to give the animal for adoption, the person concerned must be informed of the reasons for refusal.
- k) The decision of the employee of the Animal Adoption Office is final.
- l) In the case of sick and / or old dogs, it is possible to release the dog after the first walk, with the recommendation of the dog's carer and / or volunteer and with the consent of the Adoption Office and Animal Adoption.
- m) If the decision to give the animal for adoption is positive, the person interested in the adoption goes with the animal for a veterinary clearance. A detailed description of the veterinary clearance is provided in Annex 2.
- n) The rights to the animal are transferred on the basis of a donation agreement. The contract is governed by Civil Law.

III. Adoption of a cat

- 1) A prerequisite for starting a cat adoption process is to have a transporter adapted to the safe transport of the animal. In the case of adopting more than one adult cat, it is necessary to have separate containers for each animal, unless the cats are very close, and the container is adapted to safely and comfortably transport more than one animal. Two or more kittens can be carried in one transporter.
- 2) Cats will not be issued to persons who do not have a container that meets the requirements for safe transport (such requirements are not met by cardboard, carton, etc.).
- 3) Adoption of an adult cat and / or kitten takes place within one day.
- 4) The adoption process begins with choosing the right cat. For this purpose, the adopter goes to the cattery building (Asylum I), and the cat's guardian or the cat's volunteer is obliged to show animals for adoption and which are suitable for the given adopter and also help in choosing the animal.
- 5) The adopter has the option of adopting an animal from the hospital if he undertakes in writing to continue the cat's treatment at his / her own expense.
- 6) It is forbidden for people interested in adoption to move between the cat hospital to Asylum I because of the risk of disease transfer.
- 7) After choosing the animal, the adopter fills in the pre-adoption questionnaire and on the basis of it an employee of the Animal Adoption Office conducts an interview.
- 8) Cats for adoption are issued only to persons who successfully pass a pre-adoption interview (they will receive a recommendation from an employee of the Animal Adoption Office).
- 9) In the event of a positive decision of an employee of the Animal Adoption Office, the person interested in the adoption goes with the selected cat / selected cats for veterinary clearance. A detailed description of the veterinary clearance is provided in Annex 2.
- 10) An employee of the Animal Adoption Office has the right to refuse to give the animal up for adoption. In this case, the person interested in the adoption must be informed of the reasons for the negative decision.
- 11) The decision of an employee of the Animal Adoption Office is final.
- 12) The transfer of rights to an animal takes place on the basis of a donation contract. The contract is governed by Civil Law.

Attachments

- 1. Home Selection Procedure
- 2. Description of Veterinary clearance