



Adoption Affidavit

This affidavit attests, by virtue of the details below:

- transfer of care/ownership of a companion animal from a Challenge Contestant Agency to a Receiving Agency for the purpose of placing the animal in the home of an Adopter; and,
- the subsequent placement of the animal into an Adopter’s home by the Receiving Agency.

Notes:

1. All fields are required for an Affidavit to be accepted as complete. Only completed Affidavits will be counted as Live Releases along with animals Returned to Owner, Adopted (and not returned within 30 days) and those sent out as Alternative Placements.
2. System generated reports (from both Challenger and Transfer-To Agencies) that provide all the required information (all fields below) and are submitted together may be acceptable. Each Challenger should submit samples of proposed reports to challenge@ASPCA.org for consideration prior to July 1st. Pre-approval of file format will be provided by your assigned Animal Stats Contact at the ASPCA.

Please print or type:

Part 1: Challenge Contestant Agency Information (hand printed, typed, pre-printed label acceptable)

Organization Name	
State	
Contact Name	
Phone Number and /or Email address	

Part 2: Receiving Agency Information

Transfer Date:	
Organization Name:	
City & State	
Contact Name	
Phone Number and/or Email address:	

Part 3: Animal Information

Animal ID #:		Species:	Age:	Gender:
Name:		Breed:		
Optional: ID# assigned by “Receiving” agency:				

Part 4: Adoption Information (To be completed by Receiving Agency):

Date of Adoption:	
Adopter’s Last Name:	
Adopter’s City & State:	
Name of person verifying adoption:	



The purpose of the Adoption Affidavit is to support Contestants who collaborate with other animal welfare agencies, while helping the ASPCA® ensure fairness for all Challenge contestants by verifying transfers have resulted in adoptions.

Affidavits (or approved systems reports) are required for companion animals transferred to an adoption agency in order for subsequent adoptions to be counted as Live Releases for the Challenge.

Affidavits are not required for adoptions from a Challenge Contestant Agency's mobile or satellite adoption locations.

Instructions for Completing an Affidavit:

Step 1: Challenge Contestant Agency: complete Parts 1, 2 and 3 of the Affidavit. One affidavit is required for each animal you transfer.

Step 2: Receiving Agency: Upon adoption/placement of the animal, complete Part 4 and **return the Affidavit to the Challenge Contestant Agency.** (Congratulations on the adoption!)

Step 3: Challenge Contestant Agency: submit copies of completed Adoption Affidavits to the ASPCA **by the 5th of the month** following the month they were received and reported. *No Affidavits will be accepted as proof of adoption after November 10, 2011.* Two options for submission:

- 1) scan completed affidavits (preferred file format is Adobe Acrobat PDF files) and email them using "Affidavit Copy" in the email subject line to your ASPCA Animal Stats Contact; or,
- 2) mail completed affidavits to your ASPCA Animal Stats Contact; or,
- 3) email approved reconciliation (system generated) reports to your ASPCA Animal Stats Contact.

Get a head start!

Contestants are encouraged to begin distributing Adoption Affidavits along with transferred animals to Receiving Agencies on July 3, 2011. This extra four weeks for Affidavits before the official Challenge start date (August 1) is intended to recognize the lag time between Transfer and Adoptions and offset the fact that Contestants may not receive completed Affidavits from Receiving Agencies for October transfers in time for the November 7, 2011 final data submission deadline.

All **complete** Adoption Affidavits for animals transferred on or after July 3, 2011 and submitted to the ASPCA by November 10, 2011 will count towards the number of animals saved.

Questions? Please contact Beth Brannock, Senior Manager, Shelter R&D, at (925) 788-8799 or email challenge@aspca.org.