



WELCOME TO NAPLES VTF!

TELEPHONE: DSN 629.7913 OR 081.811.7913

EMAIL: usn.naples.navhospnaplesit.mbx.vet-clinic@mail.mil

OFFICE HOURS: 0900-1600 (closed for lunch 1230-1330)

****CLOSED on THURSDAYS, weekends and every last day of the month for inventory****

- **PLEASE PROVIDE THE FOLLOWING DOCUMENTS WITH THIS FORM WITHIN 30 DAYS OF ARRIVAL/ ADOPTION : MILITARY ID + VACCINE AND MEDICAL RECORDS OF CHRONIC DISEASE + PRESCRIPTIONS**
- REGISTRATION CAN BE DONE IN PERSON OR ONLINE and YOU DO NOT NEED AN APPT.
- YOUR PET(S) DOES NOT NEED TO BE PRESENT FOR REGISTRATION UNLESS REQUESTED

SPONSOR INFORMATION:

SPONSOR NAME: _____ RANK: _____

COMMAND: _____ SPOUSE NAME: _____

MAILING ADDRESS: _____

PHONE: _____ WORK: _____ CELL: _____

SPOUSE CELL: _____ E-MAIL(s): _____

BRANCH: _____ ACTIVE DUTY/ RESERVE/ RETIRED/GS /CIVILIAN (circle one)

PLANNING TO LIVE ON/OFF BASE? _____ PRD: _____

PREVIOUSLY SEEN AT ANOTHER MILITARY VTF? WHERE? _____

STATESIDE ADDRESS: _____ PHONE: _____

PET #1: NAME: _____ CAT / DOG

DOB: _____ SEX: MALE/FEMALE SPAYED/NEUTERED/INTACT

BREED: _____ COLOR: _____

WEIGHT: _____ MICROCHIP # _____

PET #2: NAME: _____ CAT / DOG

DOB: _____ SEX: MALE/FEMALE SPAYED/NEUTERED/INTACT

BREED: _____ COLOR: _____

WEIGHT: _____ MICROCHIP # _____

Sponsor Name: _____ Pet(s) name(s): _____

Please read the complete VTF Client Policy Letter provided via email attachment or during in-person registration.

Main points to remember:

NO SHOW POLICY:

All appointments are considered to be a “No Show” when clients do not show up during appointment time or comes in 15 minutes late with no notification.

(a) The first missed appointment will be notated in the patient’s record without any repercussions.

(b) The second missed appointment will be notated in the patient’s record and service privileges will be suspended for 30 days.

(c) The third missed appointment will be notated in the patient’s record and VTF service privileges will be suspended for six months.

(d) If the pattern of missing appointments continues, service privileges may be revoked permanently.

FACILITY ETIQUETTE:

Any client who uses profanity, abusive and disrespectful language towards any member of the VTF staff will be asked to leave immediately and will no longer be authorized services.

APPOINTMENTS:

Due to higher tier mission priorities, the VTF provides medical care for privately- owned animals on a space-available basis and may not have availability on a short notice or emergency basis.

Pets are seen by appointment only. **Please arrive at least 10 minutes prior** to allow time for check-in.

EMERGENCY VETERINARY CARE

The clinic **does not provide emergency care for privately-owned animals.**

I have read the Naples VTF Client Policy letter and acknowledge the above statements:

_____ (Signature)

Print Name:

Unit Command:

Date:

Phone number:

Email:

Welcome and we look forward to getting to know and serving you and your pets!
