



# Rota Veterinary Treatment Facility Pet Intake Form

## SPONSOR'S INFORMATION

Name (Last, First, MI): \_\_\_\_\_ Grade/Rank: \_\_\_\_\_

Mailing: PSC: \_\_\_\_\_ Box: \_\_\_\_\_ Physical Address: \_\_\_\_\_

Stateside Address/Home of Record: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Contact (Circle one): Home | Work | Cell | Email | Spouse

Passport Number: \_\_\_\_\_ Status (Circle one): Active | Retired PRR: \_\_\_\_\_

Command: \_\_\_\_\_ Branch: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## PET'S INFORMATION

1. Name: \_\_\_\_\_ Species (Circle one): Canine | Feline | Other: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Weight: \_\_\_\_\_

Sex (Circle one): Intact Female | Intact Male | Neutered Male | Spayed Female

Date Microchip Implanted: \_\_\_\_\_ Microchip Number: \_\_\_\_\_

EU Passport Number: \_\_\_\_\_

Has your pet(s) been seen at another military VTF? Y | N

2. Name: \_\_\_\_\_ Species (Circle one): Canine | Feline | Other: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Weight: \_\_\_\_\_

Sex (Circle one): Intact Female | Intact Male | Neutered Male | Spayed Female

Date Microchip Implanted: \_\_\_\_\_ Microchip Number: \_\_\_\_\_

EU Passport Number: \_\_\_\_\_

Has your pet(s) been seen at another military VTF? Y | N

\*\*\*PLEASE NOTE: You are not required to have your pet seen at the Rota VTF to complete your RAIA registration and EU Pet Passport - this may be done at a local clinic.\*\*\*



DEPARTMENT OF THE ARMY  
PUBLIC HEALTH ACTIVITY – ITALY  
ROTA BRANCH  
PSC 819 BOX 55  
FPO AE 09645

MCEU-PHA-RB

DATE: \_\_\_\_\_

MEMORANDUM FOR RECORD

SUBJECT: Receipt of required documentation

1. I \_\_\_\_\_ confirm that I received the following documentation from the Rota VTF on the above date.

- a. MEMORANDUM: Pet Owner Responsibilities & Usage of the Rota Veterinary Treatment Facility.
- b. COMNAVACTSPAIN INSTRUCTION 10570.1L
- c. Patient Intake form (if applicable)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
COMMAND

FOR OFFICE USE ONLY:

Date entered in ROVR: \_\_\_\_\_

Scan/Attached: \_\_\_

Date owner contacted: \_\_\_\_\_

Appointment Date: \_\_\_\_\_



**DEPARTMENT OF THE ARMY**  
**PUBLIC HEALTH ACTIVITY – ITALY**  
**ROTA BRANCH**  
**PSC 819 BOX 55**  
**FPO AE 09645**

MCEU-PHA-RB

01 January 2024

MEMORANDUM FOR Naval Station Rota Spain

SUBJECT: Pet Owner Responsibilities and Usage of the Rota Veterinary Treatment Facility (VTF)

1. The following are required of you and your pet during your tour in Spain.
  - a. Within 15 days of your arrival in country, register your pet at the Rota VTF.
  - b. Within 15 days of acquisition, register all newly acquired pets at the Rota VTF.
  - c. Register your pet in the Spanish “Registro Andaluz de Identificacion Animal” (RAIA) system. (This can be done at the Rota VTF or with an off-post veterinarian).
  - d. Obtain a European Union (EU) pet passport. (This can be done at the Rota VTF or with an off-post veterinarian).
  - e. Dogs and cats must have a 15-digit microchip.
  - f. Obtain and ensure annual pet rabies vaccinations and affixed\display a rabies tag to the pet’s collar or harness.
  - g. Within 15 days of pet transfer or death, notify the Rota VTF accordingly.
2. To register your pet at the Rota VTF you must bring the following documentation to your appointment:
  - a. Your passport (must be the passport on the Health certificate)
  - b. Your DOD ID card
  - c. Pet’s Health Certificate (issued by your previous duty station)
  - d. Pet’s vaccination records
3. Rules and Regulations
  - a. IAW AR 40-905, veterinary services are provided to those individuals enrolled in DEERS. Only the sponsor or spouse may register your pet.
  - b. Only the registered owner or spouse is authorized to make decisions regarding pet care. A Power of Attorney is required in order for third parties to make pet care decisions in place of the owner\spouse.

c. All pets must be leashed or kenneled while at the Rota VTF. Aggressive pets will be muzzled.

d. Commercial pet breeding is not authorized while in Spain. The Rota VTF is not authorized to perform services on animals used for breeding.

e. Children under the age of 12 must be accompanied by a parent or guardian during all Rota VTF visits.

f. Full payment (by credit or debit card only) will be made at the time services are rendered.

g. Animals Identified as a dangerous breed including but not limited to: Pit Bull terrier, Staffordshire Bull Terrier, American Staffordshire Terrier, Rottweiler, Dogo Argentino, Fila Brasileiro, Tosa Inu, Akita Inu, crosses of the aforementioned breeds and any animal that presents an unreasonable risk to human safety have additional licensing requirements to be authorized in country and on the installation. Inform the Rota VTF as soon as possible if you have an animal meeting this description.

#### 4. Appointments

a. Military Working Dogs (MWD) receive priority care at the Rota VTF. In the event of a MWD emergency, privately owned pet appointments may be delayed or canceled.

b. Patients\pets will be seen on an appointment-only basis. Patients must be registered prior to scheduling an appointment.

c. Please arrive 10 minutes before your scheduled appointment time.

d. Services that require a large amount of time (X-ray studies, ultrasound examinations, etc.) may require multiple appointments.

e. Please contact the Rota VTF as soon as possible if you are unable to keep your appointment.

f. Repeated no-shows or missed appointments will result in a referral to the service member's chain of command.

#### 5. Services

a. The Rota Veterinary Treatment Facility provides General Practitioner care including but not limited to routine preventive services, annual wellness packages, sick-call appointments, health certificates, elective surgeries, dental cleanings, microchips, nail trims, gland expression and in-house laboratory testing.

b. To purchase prescription medication from the Rota VTF your pet must have been seen by one of our staff veterinarians within the last 12 months. At the discretion of the attending veterinarian, an additional screening may be required prior to dispensing prescription medication.

MCEU-PHA-RB

SUBJECT: Pet Owner Responsibilities and Usage of the Rota Veterinary Treatment Facility (VTF)

c. The R-VTF does not currently provide emergency services or after-hours care. If the Rota VTF is your closest veterinarian facility during a pet emergency, we may stabilize your pet and then forward to the appropriate care facility. **Please call** the Rota VTF prior to seeking the above services.

6. PCS Transitions/Out-processing

a. Abandoning animals is a direct violation of the UCMJ and Spanish Law.

b. All pets must be accounted for prior to the clearing the VTF. To verify the accountability of your pet one of the following is required:

(1) A valid flight itinerary for your pet(s) **AND** a valid Health Certificate

(2) A valid flight itinerary for your pet(s) **AND** an appointment with the VTF to obtain a Health Certificate for your pet(s).

(3) A copy of a valid animal transfer from RAIA or an animal transfer document from the Rota VTF.

(4) A death certificate from a veterinarian certifying that your animal is deceased.

7. POC for this memorandum is the undersigned at DSN: 314-727-3149 or COMM: +34 956-82-3149.

JEFFREY D. BRYSON  
CPT, VC  
Branch Chief, Rota Veterinary Services

Excerpt from COMNAVACTSPAININST 10570.1L ANIMAL CONTROL

1. Members of the force and civilian components shall:

a. In-process through the Rota Branch Veterinary Treatment Facility (VTF) upon arrival at NAVSTA Rota.

b. Animals must be registered with Rota Branch VTF, building 1863, within 15 days of arrival with or procurement of privately-owned animals. If over the age of four months, a 15- digit microchip and current rabies vaccination certificate must be presented when each animal is registered. Puppies and kittens will have a temporary registration until a microchip can be implanted. To complete the registration process, each animal is required to have a European Union Pet Passport and registration in "Registro Andaluz de Identificacion Animal" database. Animals will be unable to receive services from Rota Branch VTF until the registration process is complete.

c. Maintain a current (within the last calendar year) rabies vaccination. At annual vaccination, a rabies tag will be issued and must be affixed to the animal's collar or harness as proof of rabies vaccination. A rabies vaccination sticker will also be issued and must be placed inside the EU Pet Passport.

d. Control animals at all times to prevent them from becoming a nuisance or menace to other persons, animals or property on this installation. A nuisance is defined as "that which causes trouble, annoyance (prolonged barking or howling) or damage to private or public property." All animals will be controlled to prevent them from biting or causing injury to people or other animals. In all cases, the individual walking a dog must weigh more than the animal and have the necessary physical strength to control the animal. In no case will an individual walk two dogs simultaneously unless:

(a) They are physically capable of controlling both dogs simultaneously if either of the dogs were to become aggressive and

(b) The weight of the two dogs combined does not exceed the weight of the walker.

e. Not permit animals to run at-large outdoors. When outdoors, animals shall be kept on-leash or confined in a fenced area from which they cannot escape. Cats are not permitted to be left outside unattended. If animals are tethered or chained, they will be limited to a boundary not less than four feet from user right-of-ways (i.e. sidewalks, streets, etc.). If an animal escapes, that could be considered as evidence that the fence or other restraint is not secure and that the owner has been negligent. A person harboring a guard-type dog or any other animal that represents a similar threat to the health of others in the quarters will restrain the animal with a secure fence if the animal is left unattended outside the owner's quarters. Additionally, no animals are allowed at public gatherings (e.g. schools, concerts, air shows, festivals, etc.) except seeing-eye dogs and Military Working Dogs.

f. Properly remove and dispose of any animal waste, particularly when walking an animal in public places.

g. Feed pets indoors. Feeding indoors prevents attraction of stray and wild animals that can pose a health and/or safety threat to humans and pets.

(a) Feeding of stray and wild animals is prohibited.

(b) Violations shall be reported to the Security Department, who will generate a report in accordance with their SOPs to include documentation in CLEOC and Desk Journal.

h. Assist any person to obtain medical care for injuries resulting from the actions of the animal.

i. Ensure immediate delivery of an animal to Veterinary Services when it has bitten or scratched an individual. Veterinary Services shall see the animal no later than 1200 on the duty day following the incident. Such animals will be quarantined in a location deemed appropriate by Veterinary Services for a period of at least ten days.

j. Report immediately to Veterinary Services after having been notified that the animal has been impounded as a stray. The animal will only be released after an Impoundment Release Form, enclosure (1), has been routed through security and applicable fees paid.

k. Report immediately to Veterinary Services if a pet escapes or becomes lost on the installation.

l. Be responsible for clearing records of all pets registered to their name with Veterinary Services prior to checking out on Permanent Change of Station (PCS) orders. If the animal is not scheduled to PCS, member must present written documentation identifying new owner and location of animal/s. The sale, donation, death or any occurrence affecting possession of pets will be immediately reported to Veterinary Services. Pet owners will not be checked out until proper disposition of all registered animals are ascertained. Animals shall not be abandoned at NAVSTA Rota. Such action is a direct violation of this instruction and adequate justification for disciplinary action.

m. All animal owners shall read and acknowledge this instruction when they register their pet with Veterinary Services.

n. Members of the force and civilian component who own a potentially dangerous dog as defined in paragraph 5.g. shall comply with reference (b), the pertinent sections of which are incorporated in paragraph 11 below.

o. Installation personnel and dependents shall not provide food, water, or shelter to stray animals or wild animals.

p. Installation personnel and dependents shall not tamper with wild animal traps or release captured uncontrolled cats, dogs, or wild animal from traps.

q. Any violations of the above by members of the force or civilian component will be referred to their command for action. Violations by dependents will be referred to the COMNAVACTS Staff Judge Advocate for disposition. Non-compliance with these provisions may serve as the basis for administrative action, to include debarment from the installation and revocation of command sponsorship. Non-compliance may also serve as the basis for UCMJ action in accordance with the first paragraph of this instruction.

## Excerpt from COMNAVACTSPAININST 10570.1L ANIMAL CONTROL

### 1. Types and Number of Animals Authorized

a. Privately owned domestic animals such as dogs, cats, small caged animals (birds, mice, gerbils, hamsters, domestic rabbits and guinea pigs) and aquarium fish are authorized to be maintained on the installation within the restrictions established.

b. Sylvatic (wild) animals (i.e. skunks, foxes, raccoons, snakes, wild rabbits, ferrets, wolf hybrids, etc.) and any exotic animals such as monkeys or other animals normally restricted to zoo-type confinements are not permitted as pets on this installation.

c. Livestock (domestic farm animals including poultry) are not allowed on the installation as individually owned animals.

d. Dogs and cats in family quarters. Individuals are authorized a maximum of two animals in any combination, per family quarters. Ownership or maintenance of more than two animals (caged birds, small mammals and fish) are authorized if permanently contained in a cage or aquarium and do not damage housing facilities, disturb the quiet enjoyment in the community or create a health hazard or general nuisance. Litters, while not required to be registered when born, will be disposed of prior to 90 days of age or registered and maintained per the maximum animal limit specified in this paragraph. An exception to policy for this limit may be considered on a case by case basis.

e. Animals in Bachelor Officer Quarters, Bachelor Enlisted Quarters or Barracks are limited only to fish aquariums, kept in berthing areas for unaccompanied personnel. No other animals are permitted.

f. The breeding or raising of privately owned animals on the installation for commercial purposes is prohibited. Veterinary services will not be provided to animals bred or raised for sale or profit.

g. Requests for exceptions to the above will be made in writing through the Security Officer, Veterinary Services and Housing Director (where appropriate) to COMNAVACT Spain.

h. Animals owned by Home Care Providers are required to have a yearly Health Certificate and exam to include a fecal exam for parasites, heartworm test and monthly heartworm and de-worming medication.



Excerpt from COMNAVACTSPAININST 10570.1L ANIMAL CONTROL

1. Potentially Dangerous Dogs. All members of the force or civilian component stationed in Spain who maintain a potentially dangerous dog as defined in paragraph 5.g. above, regardless of whether they live on or off base, must comply with reference (b). The following rules summarize the pertinent requirements found in the Spanish law and list the resources available to comply with it.

a. License. All owners of potentially dangerous dogs must obtain a license for such an animal within 30 days of arriving in Spain or for those already owning a qualifying animal, within 30 days of issuance of this instruction. Failure to obtain a license within the time prescribed will result in the impoundment of the animal and its potential destruction unless the member can show good cause why an extension of time is warranted. A license will be valid for a period of five years. Owners of potentially dangerous animals residing on base shall present a copy of their license to Security. In order to obtain a license, the applicant owner must complete the following requirements:

(1) The applicant must be over 18 years old.

(2) The applicant must not have been convicted of a crime or have been administratively sanctioned for past violations of reference (b).

(3) Have the requisite physical strength and psychological aptitude to control such an animal.

b. Obtain civil liability insurance in the amount of 120,000 Euros.

c. Physical Fitness and Psychological Exams. These exams may be obtained at a Driver Medical Center off base. Medical Centers are located in Jerez, Sanlucar, Puerto de Santa Maria and Rota, Spain. The medical center in Puerto is located at 15 Aramburu Street, across from Plaza el Castillo. There are two medical centers in Rota. One is located at Plaza Barroso (200 yards from the City Hall) and the other is located at 54 Avenida Principe de Espana, across from the Rota Hospital. Applicants must take one ID-size picture, Spanish ID card and approximately 55 euros to pay for the physical fitness certificate. This fee may be revised without prior notice. It is mandatory to present the document in Spanish with one ID-size picture attached.

d. Security Measures. The following security measures are mandatory for all dog breeds listed in paragraph 5 above.

(1) Only the owner of the potentially dangerous dog may walk the animal in public spaces. The owner of a potentially dangerous dog must always carry the license when walking their dog in public areas.

(2) Only one person may walk one potentially dangerous dog at any one time. In addition, the person walking the potentially dangerous dog may not be walking any other dog at the same time.

e. Potentially dangerous dogs must be firmly controlled by a fixed leash that is no longer than two meters (6.5 feet). Adjustable length leashes are not authorized or this type of animal.

f. All potentially dangerous dogs must have a muzzle securely and appropriately fastened to their snout and mouth such that the dog cannot bite. The inability to securely fasten a muzzle to the animal's mouth and snout will be evidence of owner negligence.

g. Any potentially dangerous dog kept outdoors, such as a patio, yard or terrace, must be tied unless they are maintained in a proper enclosure that ensures the animal cannot escape. Owners are warned that dogs maintained in base housing may and have repeatedly in the past escaped from backyard fences, especially if the household is not diligent in securing access gates to the yard.

h. An owner who loses control of a potentially dangerous dog must contact base Security as soon as possible. In addition to contacting base Security, owners must contact the Official Municipal Registry within 48 hours.