

DAILY OPERATING PROCEDURES FOR AZLE ANIMAL SHELTER

These procedures are in place as safety precautions to protect the staff, volunteers, and you as visitors. The Shelter Staff will ask if you or anyone in your family is sick or has recently been exposed to someone with the coronavirus.

Please follow these guidelines when visiting our shelter:

- All business conducted at the Shelter will be by appointment **ONLY**. This includes adoptions, drop offs, pet licensing, trapping, ordinance complaints or any other general information requests. *Due to the size of our lobby, visitors without an appointment will have to wait outside until the current visitors have concluded their visit. **If the reason for your visit can be handled over the phone, please contact the Shelter at 817-752-2681, to leave appointments open for adoptions.***
- We will only be able to schedule one group of visitors at a time.
- To help with social distancing, we ask only **two** members of the household visit at a time.
- If the shelter has a wait line, adopters who have chosen an animal to meet will be given priority over adopters who want to look at all the animals.
- Visitors are not required but encouraged to wear facemasks.

Need to license your pet? Here are two simple ways to do it without having to make an appointment.

1. Email your pet's most recent **rabies certificate** and your contact information to jwilliams@cityofazle.org. You may also include a picture of your pet and its microchip number so it can be added to their profile. Once received, you will be contacted to make a payment over the phone.
2. Mail your pet's most recent **rabies certificate** and your contact information to: Azle Animal Shelter, P.O. Box 1378, Azle, TX 76098. You may also include its microchip number so it can be added to their profile. Once received, you will be contacted to make a payment over the phone.

If you have any questions regarding our adoptable pets or ordinance complaints, please call the Shelter at 817-752-2681.

You can view all our adoptable pets at <https://www.petango.com/azleanimalshelter>.