



Request for Service Animal Form for Faculty and Staff

Faculty and staff planning to bring their Service Animal to Albert Einstein College of Medicine are required to follow the procedures outlined in the [Service and Assistance Animals Policy](#) (the “Policy”). All capitalized terms used herein are defined in the Policy.

Deadlines:

- (a) Newly hired faculty and staff must complete this form and submit a signed copy of this form together with all required documentation to the Director of Employee Relations in the Belfer Building 12th Floor or by email at employeerelations@einsteinmed.org *at least 15 days prior to arrival on campus.*
- (b) Faculty and staff who develops a need for a Service Animal or an Assistance Animal after arriving on campus must complete and submit a signed copy of this form together with all required documentation to the Director of Employee Relations in the Belfer Building 12th Floor or by email at employeerelations@einsteinmed.org *prior to bringing his/her Service Animal on campus.*

Owner’s Name: _____

Owner’s Phone: _____

Owner’s Email: _____

Service Animals:

1. My Service Animal is a: ___ Dog ___ Miniature Horse
2. My Service Animal is required because of my disability ___ YES ___ NO
3. List tasks/work your Service Animal is trained to perform:
 - a. Task: _____
 - b. Task: _____
4. Date you wish to bring your Service or Assistance Animal to campus: _____
5. Do you already own the animal? ___ Yes ___ No
If No indicate date when you will obtain animal: _____

6. Breed of animal (if applicable): _____

7. Weight of animal (approximate): _____

8. Physical Description of animal (coat color): _____

9. Name of animal: _____

10. Please also insert a photo of the animal below or attach separately.

11. Attach animal health records, including verification that the animal has all veterinary-recommended vaccinations to maintain good health and prevent contagious disease, including current rabies vaccinations for dogs and cats.

Printed Name: _____

Signature: _____

Date: _____