



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
US ARMY VETERINARY READINESS ACTIVITY, ITALY
ROTA BRANCH
PSC 819 BOX 55
FPO AE 09645

MCEU-VRA-RB

DATE: _____

MEMORANDUM FOR RECORD

SUBJECT: Receipt of required documentation

1. I _____ confirm that I received the following documentation 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 VTF USE ONLY:

Date entered in ROVR	
Scan/Attached	
EU Passport/RAIA Date	
DANGEROUS BREED?	
Veterinarian Signature	

FOR HOUSING OFFICE USE ONLY:

Date entered to Housing Record	
By Counselor	
Counselor Signature	



DEPARTMENT OF THE ARMY
US ARMY VETERINARY READINESS ACTIVITY, ITALY
ROTA BRANCH
PSC 819 BOX 55
FPO AE 09645

MCEU-VRA-RB

01 January 2025

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. 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.

c. The Rota 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

EXCERPTS FROM COMNAVACTS SPAIN INSTRUCTION 10570.1 ANIMAL CONTROL

1. Definitions

a. Stray. An uncontrolled dog or cat. The animal is homeless, ownerless, or is a privately- owned dog or cat allowed unrestricted roaming.

b. Quarantine. Isolated detention for veterinary observation of any animal suspected of being infected with rabies or any other disease that may be transmitted to humans.

d. Disposition. Final action(s) taken with an animal (e.g., returned to owner, made available for adoption, etc.).

e. Abuse. Infliction of physical harm to or the failure to provide adequate housing, food, water, or medical care for an animal.

f. Commercial Purpose. Any animal bred with the intent to make a profit (refer to paragraph 9.g.).

g. Potentially Dangerous Dogs. Per references (a) and (b), the following breeds of dogs are defined as potentially dangerous:

(1) Any dog or breed that is considered potentially dangerous under Spanish law, including but not limited to: Pit Bull Terrier, Staffordshire Bull Terrier, American Staffordshire Terrier, Rottweiler, Dogo Argentino, Fila Brasileiro, Tosa Inu, and Akita Inu, and crosses of the aforementioned breeds or any animal that may present an unreasonable risk to human safety.

(2) Any other dog that demonstrates an aggressive character or has been involved in an attack against people or other animals and is designated as potentially dangerous by COMNAVACTS or appropriate Spanish Government officials.

(3) For the purposes of this instruction, a dog's breed will be determined by competent Spanish authorities in accordance with reference (a) and (b). Specifically, if Spanish authorities determine that the dog is a potentially dangerous dog under Spanish law, then it will also be considered a potentially dangerous dog within the meaning of this instruction.

2. Action

a. Members of the armed forces and civilian components shall:

(1) In-process and out-process through the Rota Branch Veterinary Treatment Facility (VTF) upon the arrival and departure of NAVSTA Rota.

(2) Register animals with the Rota Branch VTF, building 1863, within 15 days of arrival with or procurement of privately-owned animals. If over the age of 4 months, a

15-digit microchip and current rabies vaccination certificate must be presented when each cat or dog is registered. Puppies and kittens will have a temporary registration until a microchip can be implanted.

(a) In accordance with reference (c), veterinary services are provided to those individuals enrolled in DEERS. Only the sponsor or spouse may register the pet. A power of attorney is required for third party personnel to make pet care decisions in place of owner/spouse.

(b) To complete the registration process, each animal is required to have a European Union (EU) pet passport and registration in the Registro Andaluz de Identificacion Animal (RAIA) database. Animals will be unable to receive services from Rota Branch VTF until the registration process is complete.

(3) Maintain a current rabies vaccination (within the last calendar year). At the annual vaccination appointment, 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.

(4) Report the sale, donation, death, or any occurrence affecting possession of pets to the VTF within 15 days. Members of the force shall clear their name with VTF prior to checking out on Permanent Change of Station (PCS) orders.

(a) If the animal is not scheduled to PCS, member must present written documentation identifying the new owner and location of the animal(s).

(b) Pet owners will not be checked out until proper disposition of all registered animals are ascertained.

(c) Animals shall not be abandoned at NAVSTA Rota or in the local community.

(d) The VTF will not perform euthanasia. Owners should make every effort to find a suitable home.

(e) Abandoning animals would be a direct violation of this instruction, the UCMJ, and Spanish Law and is an adequate justification for disciplinary action.

(5) To verify the accountability of your pet during out-processing prior to PCS, one of the following is required:

(a) A valid flight itinerary for your pet(s) and a valid health certificate.

(b) A valid flight itinerary for your pet(s) and an appointment with the VTF to obtain a health certificate for your pet(s).

(c) A copy of a valid animal transfer from RAIA or an animal transfer document from

Rota VTF.

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

(6) 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 (e.g., 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.

(7) Not permit animals to run at-large outdoors unless they are in the enclosed approved dog park such as the one located at Seaview Pines Park. 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 the animal is tethered or chained, caution should be taken to avoid entanglement of objects or strangulation (e.g., fence jumping while chained). If tethered or chained, adequate protection from the elements will be provided within distance. Additionally, no animals are allowed at public gatherings (e.g., schools, concerts, air shows, festivals, etc.) except service animals and military working dogs.

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

(9) Feed pets indoors. Feeding indoors prevents attracting stray and wild animals that can pose a health and/or safety threat to humans and pets.

- (a) Feeding stray and wild animals is prohibited. Installation personnel and dependents shall not provide food, water, or shelter to stray or wild animals.

- (b) Violations of proper care of your animal shall be reported to the Security Department and documented via an Incident Command Report (ICR) in the Consolidated Law Enforcement Operations Center (CLEOC) database.

(10) Assist any person to obtain medical care for injuries resulting from the actions of the

animal.

(11) Coordinate with the Ensure immediate delivery of an animal to veterinary services when it has bitten or scratched an individual. The VTF 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 the VTF for a period of at least 10 days.

(12) Report immediately to the VTF after having been notified that the animal has been impounded off base as a stray.

(13) Report immediately to the VTF if a pet escapes or becomes lost on the installation.

(14) All animal owners shall read and acknowledge this instruction when they register their pet with the VTF.

(15) Members of the force and civilian component who own a potentially dangerous dog as defined in paragraph 5.g. shall comply with reference (b).

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

(17) 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.

3. Animal Abuse or Neglect

a. Suspected cases of animal abuse or neglect shall be reported to the security department. The killing of an animal will be reported to NCIS.

b. The VTF shall assist the Security Officer in the investigation of animal abuse and neglect cases when a professional veterinary medical opinion is needed.

(1) Upon completion of an investigation, the report will be forwarded to the COMNAVACTS Staff Judge Advocate to make a recommendation of warranted administrative or disciplinary action. Service Members attached to NAVSTA Rota COMNAVACTS will make the final determination of any administrative or disciplinary action for Service Members. Disciplinary or administrative action for Service Members attached to supported commands will be forwarded to their respective commanding officer for final determination.

(2) The owner will ensure appropriate disposition of the animal within 24 hours of receipt of a directive from COMNAVACTS.

4. Procedures in Animal Bite Cases

- a. Upon a bite or scratch incident, the victim should contact Naval Security Forces (NSF) immediately. NSF will obtain the name and contact information of the owner of the animal, if possible. If the owner's information is unavailable, make note of the size, breed, color, sex, and condition of the animal and whether it is collared, harnessed, or tagged.
- b. NSF will obtain the insurance information of the owner(s), if applicable.
- c. After obtaining the above information, the bite victim shall report to the U.S. Naval Hospital for treatment and completion of a DD Form 2341, Report of Animal Bite-Potential Rabies Exposure.
- d. Upon completion of treatment, the bite victim will report to the Security Department to complete the ICR. If NSF was not previously contacted, the victim will report to the Security Department to initiate an ICR.
- e. If the animal has been involved in two bite incidents in a 6-month period, the animal will be quarantined for the necessary period of time at a local veterinary clinic at the owner's expense. Home quarantine will not be permitted. COMNAVACTS may direct the owner of the animal to dispose of it. Disposal will be at the owner's expense. The animal will, in no case, be released to the owner without the permission of COMNAVACTS.

5. Types and Number of Animals Authorized

- a. Privately owned domestic animals such as dogs, cats, small caged animals (i.e., birds, mice, gerbils, hamsters, domestic rabbits, and guinea pigs), and aquarium fish are authorized to be maintained on the installation, as established in this policy directive.
- b. Sylvatic (wild) animals (e.g., 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 the barracks are limited only to fish aquariums, kept in the berthing areas for unaccompanied personnel. No other animals are permitted.

f. Members of the armed forces or civilian component shall not breed or raise privately owned animals on the installation for commercial purposes. VTF 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 to COMNAVACTS via the Security Officer, VTF, COMNAVACTS Staff Judge Advocate, and housing director, as applicable.

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.

6. Potentially Dangerous Dogs. No member of the armed forces or civilian component will possess or own a potentially dangerous dog, as defined by paragraph 5g, in base housing or any other U.S. Government building on the installation. Members of the armed forces or civilian component who live in base housing and already own a potentially dangerous dog at the time that this instruction goes into effect may keep their dogs, so long as they comply with the requirements set out in sections 10a and 10b of this instruction and the dogs are fitted with a bright red or pink collar that is easily identifiable when in public. All members of the armed forces or civilian component who possess or control potentially dangerous dogs off base will familiarize themselves, and comply with all applicable Spanish regulations, including those contained in references (b) through (f). 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 may result in disciplinary action. An extension of the 30 day requirement may be granted on a case by case basis as deemed necessary by the VTF. 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 housing and the VTF. 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) The applicant must have the requisite physical strength to control such an animal.

(4) The applicant must obtain civil liability insurance in the amount of 120,000 euros.

b. Security Measures. While walking a potentially dangerous dog off-base, members of the armed forces and civilian component will adhere to the following security measures, which are mandatory for all dog breeds listed in paragraph 5g 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.

(3) Potentially dangerous dogs must be firmly controlled by a fixed leash that is no longer than 2 meters (6.5 feet). Adjustable length leashes are not authorized for this type of animal.

(4) 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.

(5) 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.

(6) An owner who loses control of a potentially dangerous dog must contact NAVSTA Rota Security Department as soon as possible. In addition to contacting the Security Department, owners must contact the Official Municipal Registry within 48 hours.

c. Municipal Offices

(1) Personnel Residing in Rota or on Base. Applicants must appear at the Rota City Hall Registry Office and file an application for a dog ownership license indicating the dog's location and the use of the dog. The applicants must have their medical certificate, dog insurance certificate, criminal records certificate, two ID-size photos of the dog, a photocopy of their common access card, copies of the animal's vaccine

records and microchip implant, plus a sworn statement indicating the dog's location and the use of the dog.

(2) Personnel Residing in El Puerto de Santa Maria. Applicants must appear at Oficina de Atención al ciudadano (Citizens' Assistance Office), located at Puerto City Hall. Applicants must have their medical certificate, dog insurance certificate, criminal records certificate, two ID-size photos of the dog, and a photocopy of their common access card. If approved, the license will be available for pick-up within 15 days. When they retrieve their license, applicants must also produce copies of the animal's vaccine records, microchip implant record, and a sworn statement indicating the dog's location and the use of the dog.

(3) Personnel Residing Elsewhere. Contact NAVSTA Rots security department to obtain the appropriate contact information.

(4) Security Services Interpreters Section. The security services interpreters section will assist applicants with the procedures to obtain the criminal records certificate, writing the application in Spanish, and shall provide additional information for obtaining the physical fitness and psychological certificate from a medical center off base, if requested.

12. Nuisance Reporting. Complaints regarding animals shall be received by the Housing Department. A nuisance is defined in paragraph 6a(6) of this instruction. Examples include, but are not limited to, incessant barking, failure to clean up animal feces, pest damaging or destroying government and personal property, or other demonstrated unacceptable behaviors.