

BASE REGISTRATION

for Canines and Felines Residing on MCBH Kaneohe Bay

ALL ANIMALS must be reported to the Game Warden within TWO DAYS of arrival on MCBH Kaneohe Bay

Base Registration Requirements

ALL ANIMALS MUST BE REGISTERED TO LEGALLY RESIDE ON BASE! To comply with the base animal control regulations, your animal must have a microchip and be registered aboard Marine Corps Base Hawaii, Forest City Resident Services Office and with the Game Warden. Microchips are required by the base order P5500.15A. Proof of current rabies and annual immunizations are also required for all dogs and cats over 4 months of age at the time of registration.

1. **Registration must occur within TWO DAYS of the animals arrival on the installation**
2. **Permanent registration requires:**
 - a. For Canines, proof of complete vaccination series before the dog is 16 weeks old for:
 - i. Rabies
 - ii. DA2PP
 - iii. Leptosporosis
 - b. For Felines, proof of complete vaccinations series before the cat is 16 weeks old for:
 - i. Rabies
 - ii. FVRCP
 - iii. Leukemia
 - c. Microchip identification that meets International Standards Organization (ISO Chip) requirements. *This Microchip is available at the MCBH Veterinary Treatment Facility.*
3. **City and county of Honolulu Dog License:**
 - i. City and County of Honolulu law requires that all dogs, four months or older, have and wear a county issued license tag. A tag can be purchased at any Satellite City hall or at Hawaii Humane Society. This identifies you as the dogs **LEGAL OWNER**.
 - ii. A list of Satellite City halls may be obtained at www.honolulu.gov/csd/satellite
 - iii. Locations nearby MCBH:
 1. Kailua (Keolu Shopping Center) Near "The Shack"
1090 Keolu Drive, Kailua HI 96734
 2. Kaneohe (Windward City Shopping Center) Near Ross and Foodland
45-480 Kaneohe Bay Drive, Unit C06 Kaneohe HI 96744
 - iv. You will need to provide vaccination records and evidence of Spay or Neuter
 - v. If your pets have been spayed or neutered and you DO NOT have to documentation of the surgery the MCBH Veterinary Treatment Facility can provide you with a certificate of sterilization. This WILL require an appointment to see the veterinarian. Please give us a call or stop by to schedule this appointment; 808-257-3643
 - vi. Fees (Cash or Check ONLY at Satellite City Halls, prices as of 2013)
 - \$10: Dogs 4 months through 7 months
 - \$10 Spayed or Neutered dogs 8 months or older with veterinarian certificate
 - \$28.50 Intact dogs, 8 months and over
 - vii. Mail signed forms (one per dog, can be found online <http://www.hawaiianhumane.org/Pet-Identification.html>) along with payment to the below address. Or bring them in to any Satellite City Hall or the Humane Society:

Check payable to: City & County of Honolulu

Applicant must be at least 18 years old. Licenses expire on December 31 of every second year and must be renewed before March 10 following the expiration date. If your dog has been tattooed with a number or microchipped, note the number on the application.

Once you have these requirements, please contact the Game Warden for Mandatory Base Registration

4. **The Game Warden** is located in Building 3099, "The Game Warden's Shack." It is located across the flight line; take the first left after the flight line, *pass* the first right (EOD) and it is the small building on the right with kennels directly behind it. Please call to make an appointment to register your pets: 808-257-1821
 - a. Temporary registration from the Game warden can be given to animals too young to complete the permanent registration requirements. Temporary registration MAY also be given to allow animals above 16 weeks of age to complete requirements, if they have not done so already. This determination is at the discretion of the game warden.
 - b. Please bring a copy of your pet's medical records, your city & council license receipt from Satellite City Halls (dogs only) and your leashed dog or caged cat.
5. Finally bring all your registration documents back to Forest City Resident Services Office
 - a. All Game Warden paperwork AND completed Forest City pet registration forms.

MCBH VTF POLICIES AND CLIENT RESPONSIBILITES

By Appointment Only, No Walk-ins or Emergencies

We would happily see your pet for routine vaccinations, puppy/kitten vaccination series, annual exams, minor sick calls, as well as the sale of prevention medication. We do not provide any surgical care (including spay and neuter) or dentals. We accept Cash, Visa, MasterCard and Checks.

Mission Statement

Our mission is to provide veterinary care to our Military Working Dogs (MWD) and to protect our service members, family members, and civilians by controlling, treating and preventing the spread of transmittable diseases. Within OCONUS, military veterinary facilities are authorized to treat transmittable diseases between humans and animals. **We may refer your pet to a civilian veterinarian for the treatment of non-communicable conditions.** Our goal is to provide quality professional veterinary care in a timely manner to all authorized personnel and their privately owned animals.

Client Information and Responsibilities:

1. We can only provide service for personal pets of Active Duty Military, Retired Military Members, Activated National Guard, Reservists with Orders and their dependents. A Military ID should be provided at each visit.
 2. Pets are seen on a space available basis, **BY APPOINTMENT ONLY**. IAW 15AWI 48 1-4, all pets residing on post must be registered at the VTF, have a valid rabies vaccination, microchip and be tested for intestinal parasites annually. Failure to do so may result in loss of pet privileges on base and/or loss of base housing privileges. Clinic days are subject to change without notice. Appointments should be made 2-3 weeks in advance.
 3. Due to the multiple missions and priorities of the US Army Veterinary Treatment Facility and its soldiers, it is crucial that you always have a **PRIMARY CIVILIAN VETERINARIAN** for after-hours, surgical, in-patient, routine and emergency care.
 4. We have the right to cancel scheduled clinics for privately owned animals should an emergency arise with a MWD or training event that prevents our soldiers from performing duties at the VTF.
 5. **This Clinic has a strict NO SHOW policy in effect.** Due to the high volume of patients needing to be seen and the limited amount of space and time; No Shows affect our ability to properly serve the military community. A No Show constitutes not giving 24 hour cancellation notice, arriving **15 minutes** past the appointment time without notice and having to be rescheduled OR not arriving to the appointment at all. **TWO No Shows** in a 6 month period will result in the loss of privileges with doctors at our clinic; however, clients can see a technician. **THREE No Shows** within a 6 month period results in a loss of privileges for one year at MCBH Veterinary Treatment Facility.
 6. All dogs are required to either be on a leash or in a carrier. All cats should be in carries. Animals will not be removed from carries while in the waiting room. Owners are required to clean up after their pets and to maintain control of their pets at all times.
 7. For their safety, please make every attempt to avoid bringing children under the age of 12 into the clinic during clinic hours. Children cannot be left unattended either in a vehicle or outside the clinic while parents are seeking our services or are keeping an appointment.
 8. Your pet must have established a Doctor/Client relationship and Health Record with our clinic before we may dispense any prescription drug, to include heartworm preventative.
 9. Regulations prohibit us from filling civilian veterinary prescriptions. Only paper prescriptions from the Animal Quarantine Station during the animals quarantine period will be filled.
 - a. Heart worm preventative will be dispensed according to the following guidelines:
Dogs over one year of age must have a NEGATIVE heart worm test within the past year
 - b. Puppies prior to their one year shots that have continually been on heart worm preventative
 10. If you no longer own your pet, it is your responsibility to inform us of a transfer of ownership or death of your pet. In the event that you transfer ownership, a letter of transfer is strongly recommended and required for VTF pet records to be transferred to a new owner.
 11. **Payment is due at the time services are rendered.** We do not accept care credit and we do not have payment plans.
- Due to the constantly changing client database (PCS/EAS, etc) we do not provide reminders for pets and their vaccinations. This is the responsibility of the owner.

Privacy Act Statement

Authority: Title 10, United States Code, Section 3013, 5013, and 8013

Principle Purpose(s): To Insure that veterinary care, treatment, immunizations, etc. provided animals of authorized owners are recorded.

Routine Uses: Used to maintain health records of Animals and to locate animal owners for follow-up notification of care or treatment received.

Disclosure: Providing personal information is voluntary. If information is not provided, animal will not be given veterinary care