

Pet Registration Questionnaire

3892 Communications Blvd, Bldg. 1425, Wright-Patterson Air Force Base
Monday - Thursday 0800 - 1200 / 1300 - 1600
Friday - 0800 - 1300
Phone : (937) 257-6853

Sponsor's Data

Sponsor's Name (Last, First) : _____

Spouse's Name (Last, First) : _____

Home Address (Street, City, Zip Code) : _____

Best Contact Number : _____ Duty Phone : _____

Spouse/Alternate Number : _____

Grade/Rank : _____ Branch : _____ Duty Status : _____

Sponsor's Unit : _____

Best Contact Email : _____

Pet's Data

Name : _____ Microchip # : _____

Species (Circle One) : CANINE FELINE Color : _____

Date of Birth/ Age : _____

Sex (Circle One) : MALE MALE NEUTERED FEMALE FEMALE SPAYED

Breed : _____

Pet's Data

Name : _____ Microchip # : _____

Species (Circle One) : CANINE FELINE Color : _____

Date of Birth/ Age : _____

Sex (Circle One) : MALE MALE NEUTERED FEMALE FEMALE SPAYED

Breed : _____

Pet's Data

Name : _____ Microchip # : _____

Species (Circle One) : CANINE FELINE Color : _____

Date of Birth/ Age : _____

Sex (Circle One) : MALE MALE NEUTERED FEMALE FEMALE SPAYED

Breed : _____

Have you ever been seen or registered at another Military VTF?: YES NO

If yes, what Installation? : _____

I have read and understand the WPAFB VTF Policy Letter (please initial) : _____



DEPARTMENT OF THE ARMY
VETERINARY READINESS ACTIVITY – FORT KNOX
WRIGHT-PATTERSON AFB BRANCH
3892 COMMUNICATION BLVD
WPAFB, OH 45433

MCHB-RN-FK

12 February 2026

MEMORANDUM OF UNDERSTANDING

SUBJECT: Wright-Patterson Veterinary Treatment Facility (VTF) Policy Letter

The Wright-Patterson AFB VTF's mission is as follows:

- a. Provide comprehensive veterinary medical care to Government Owned Animals stationed in the Wright-Patterson AFB area.
 - b. Protect the public from zoonotic diseases through vaccination and disease surveillance.
 - c. Assist transitioning personnel through issuance of official health certificates.
 - d. Provide medical care for privately owned animals.
2. Appointments are subject to cancellation in the event of an emergency related to Military mission or staffing capabilities.
3. All clients must be eligible to receive services at the VTF. Those eligible include:
- a. Active Duty, Reservists, Retirees, Dependents, Medal of Honor Recipients, and Veterans issued a military ID with a benefits number.
 - b. In accordance with AR 40-905 Chapter 3-4 paragraph veterinary services will not be provided in support of any commercial operation breeding or raising animals (pets or livestock) for profit. Unintentional pregnancies will be handled according to proper medical treatment. A memorandum may be required stating the owner will not receive financial compensation for the litter and/or will have the pet spayed/neutered.
4. It is the owner's responsibility to register their pets at the VTF
- a. Registration at the VTF must take place in-person or through the authorized clinic email (no appointment necessary).
 - b. Documents required for VTF registration include:
 - (1) Valid US Armed Forces ID card.
 - (2) Current vaccination and medical records.

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c. Registration with vaccination records is highly encouraged. If no vaccination records are produced at registration, the pet will be registered as unvaccinated in our medical records system.

5. Appointments can be scheduled no earlier than 24 hours after registration to allow for processing of paperwork.

6. All animals living on-post must be in compliance with installation and government housing requirements.

7. It is the owner's responsibility to ensure that the pet's vaccinations and medical status are kept current.

8. Owners are responsible for the transfer of any of their pet's hardcopy medical records during a PCS, ETS, or change of ownership.

9. Local law may dictate that pets over three months of age be vaccinated for rabies. If a patient is seen at the Wright-Patterson AFB VTF and is not up to date on rabies, they will be vaccinated at their appointment (IAW AR 40-905).

10. All pets are seen by appointment only.

a. Please arrive at least 5 minutes prior to your scheduled appointment to allow time for check-in.

b. Payment is due upon completion of services. The preferred method of payment is debit and credit cards (Visa, Discover and MasterCard only). Any returned checks will incur a returned check fee of \$30.00, and you will no longer be allowed to use checks as a form of payment at this facility.

c. There is a congressionally mandated \$2 user fee applied to all invoices. The user fee funds are deposited in the United States Treasury.

d. All pets must be on a leash or in a carrier at all times for patient and client safety. There are no exceptions to this policy.

e. Owners are responsible for waste disposal in and around the clinic to include the grounds surrounding the clinic.

11. To ensure we can accommodate all our patients, we require that appointments be cancelled at least 24 hours in advance. Arriving 10 or more minutes late will be registered as a no-show, which may result in the appointment being rescheduled or seen later in the day, pending staff availability. A single no-show for a surgical appointment will result in being placed at the end of the surgery list. Two no-shows in a year will result in a 6-month suspension of services. The clinic's Officer in Charge (OIC) may terminate services for repeated no-shows, and reinstatement requires contacting the clinic's Branch OIC directly at Fort Knox.

12. Children under the age of 12 in the Wright-Patterson VTF must be supervised at all times for their safety.

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- a. The VTF is a hazardous place; if you bring your children, you do so at your own risk.
- b. Do not leave unsupervised children in the parking lot or the waiting room.
- c. You will be responsible for any damage created by your children.

13. In accordance with federal law, prescription medications will not be dispensed without a valid veterinarian-client-patient-relationship. This requires that the pet be seen at the Wright-Patterson VTF within the past 12 months and have a current medical record.

- a. Refills for prescription medications require at least 24 hours' notice.
- b. Upon refilling a prescription, it is the client's responsibility to pick up the prescription within 2 business days.
- c. Heartworm prevention for animals over 8 months of age will only be dispensed with written proof of a negative heartworm test performed within the last 12 months.

13. Any client who uses profanity, abusive language, or exhibits disrespect toward any member of the Wright-Patterson VTF staff will be asked to leave the facility immediately and will no longer be authorized services.

14. Given the unpredictability of the military veterinary mission, the Wright-Patterson VTF does not provide emergency veterinary care for privately owned animals.

- a. We require that you identify at least one off-base veterinarian near your home that provides emergency veterinary care and appointments. We maintain a list of off-base veterinarians who provide emergency veterinary care after hours.

15. Point of contact is the undersigned at (937) 257-6853 or wpafbveterclinic@gmail.com.

BOCK.JOHN.HENRY.1298359509
RY.1298359509

Digitally signed by
BOCK.JOHN.HENRY.1298359509
Date: 2026.02.12 08:44:28 -05'00'

JOHN H. BOCK
CPT, VC
OIC, Wright-Patterson VTF