

Registering Service Animals

Process for Faculty, Staff, Administration, and Retirees

The steps to register your *service animal are:

1. Complete the [SERVICE ANIMAL AND HANDLER/PARTNER REGISTRATION](#) form
2. Return the completed, signed form to the Office of Faculty and Staff Relations (FASR) by using one of the following methods:
 - a. Deliver to: FASR in the Training & Development (HRD) Building
 - b. Mail to: HR Faculty and Staff Relations
 Training & Development (HRD) Building
 315 So Thomas Street
 Athens, GA 30602
 - c. Fax to: (706) 542-2387
 - d. Email to: kchetney@uga.edu (emailed forms must be scanned & include signature)
3. An FASR representative will contact you via phone or email to schedule a short meeting. At the meeting, you will receive a copy of the policy regarding service animals on campus and a tag identifying your service animal as registered. You will also have an opportunity to discuss any questions you have about the registration process and having the service animal on campus.
4. Instruct any alternates (Designated Alternate Custodians), who will assist you with the service animal in regards to regulations, policies and procedures. You will still be responsible for compliance when your animal is with them. Your alternates may attend your meeting with FASR.

Please contact FASR at 706-542-9756 with questions about completing the registration form.

Frequently asked questions and other helpful information about UGA's policies & procedures regarding service animals can be found on the Equal Opportunity Office website at www.uga.edu/eoo.

*NOTE: Partners may not have their service animals in training when they are scheduled to be at work or perform work-related activities.