

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 by using one of the following methods:
 - a. Deliver to: Faculty and Staff Relations in the Training & Development Center
 - b. Mail to: Faculty and Staff Relations
Training & Development Center
315 S. Thomas Street
Athens, GA 30602
 - c. Fax to: (706) 542-2387
3. An HR 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 Employee Relations.

Please contact Faculty and Staff Relations 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.