

Dogs at Work: Approval and Registration Form

This is a two-part permission form. Employees who wish to bring their dogs to their offices during working hours must: 1) complete Part 1 of the form, ask their department chair or supervisor to sign it, and, then, 2) fill out Part II, and email a scanned copy of both pages of the form, along with a copy of their dog's town license information as well as a digital photograph of their dog, to the Department of Public Safety at publicsafety@middlebury.edu (please write "Dog Registration" in the subject line). Department chair or supervisor approval does not guarantee final approval of dog registration. Final approval is granted by the Office of the General Counsel once it has been determined that the registration adheres to the "[Dogs at Work](#)" policy.¹ Once the dog registration has received final approval, a packet with a sign will be sent in campus mail with further instructions.

PART I: DEPARTMENT OR OFFICE PERMISSION

Dog owner's name: _____

Midd ID #: _____

Faculty: Staff:

Department/Office: _____

Building: _____ Office number: _____

Office extension: _____ Cell phone number: _____

Email Address: _____

By signing below, the Supervisor/Chair understands that bringing a dog to work is a privilege and has considered the health and well-being of other individuals in the department/office, which may be impacted by a dog in the workplace.

Supervisor/Chair's name: _____

Supervisor/Chair's signature: _____ Date: _____

***NOTE:** A signature here affirms that the employee noted above has departmental/supervisor permission to bring their dog to work. IT DOES NOT GUARANTEE FINAL APPROVAL. **No dog shall be brought to the office until final approval has been granted through the Office of the General Counsel.**

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PART II: DOG REGISTRATION

Dog information

Name of Dog _____ Breed _____

Color _____ Sex _____

Spayed/Neutered: Yes No

Picture attached:

Town dog license information

Town _____ State _____ Dog License # _____

Owner Signature: _____ Date: _____

License attached:

By signing this registration form, you agree to abide by the guidelines governing Middlebury's "[Dogs at Work](#)" policy.ⁱ Bringing a dog to work is a privilege and when other individuals' health or participation are negatively impacted, the "[Dogs at Work](#)" policyⁱ places greater importance on the well-being and full participation of all members of our community than on the preference for bringing a dog to work. If you have any questions about the dogs at work policy, please contact gc@middlebury.edu.

ⁱ <https://www.middlebury.edu/handbook/pages/ii-ug-college-policies/commun-policies/pets/>