

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/supervisor/VP for approval and signature, 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 dogsatwork@middlebury.edu (please write "Dog Registration" in the subject line). Department chair/supervisor/VP approval does not guarantee final approval of dog registration. Final approval is granted by the Office of General Counsel & Risk Management 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/VP 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/VP's name: _____

Supervisor/Chair/VP's signature: _____ Date: _____

***NOTE:** A signature here affirms that the employee noted above has departmental/supervisor/VP 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 confirmed through the Office of General Counsel & Risk Management.**

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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 dogsatwork@middlebury.edu.

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