



## Animal Services Office

Austin/ Travis County Animal Services  
Town Lake Animal Center  
P.O. Box 1088  
Austin, Texas 78767



### Registration for Not-for-Profit Animal Welfare Organizations

In order to become a city registered 501 (c)(3) Animal Welfare Organization you must fill out this form and provide:

- (1) Articles of incorporation;
- (2) Documentation (Certificate of Account Status) showing your non-profit is in good standing on its non-profit status and its incorporation with the Texas Secretary of State and the Internal Revenue Service.
- (3) A list of members and volunteers who are rescuing animals.  
(The organization and its members/volunteers must be in good standing with the Austin/Travis County Animal Services and not have any pending animal cruelty investigations or animal cruelty convictions).

The information you provide will be reviewed by City of Austin Animal Shelter. You will be notified if you have been approved and registered by the City.

**Animal Welfare Organization** \_\_\_\_\_

**Federal Employer Identification Number (EIN)** \_\_\_\_\_

**Secretary of State issued File Number** \_\_\_\_\_

**Name and position  
with organization** \_\_\_\_\_

**Organization  
Address** \_\_\_\_\_

**Organization  
Phone Number** \_\_\_\_\_

Once an organization is registered with the City, you must remain in good standing with the state and the Austin/Travis County Animal Services. The Shelter will review the organization's registration every six months. If at anytime your organization is not in good standing, your registration will be revoked. Your organization can re-apply once your status returns to good standing.

Your registration form can be mailed to the address above (attention Holli Odom) or emailed to [Holli.Odom@ci.austin.tx.us](mailto:Holli.Odom@ci.austin.tx.us). Or, if you have questions you can call 512-972-6021.