

## INSTRUCTIONS

### Wildlife Rehabilitation Log

Wildlife Rehabilitators must keep and maintain a record of operations, known as the Wildlife Rehabilitation Log conducted pursuant to their license. When completing the Wildlife Rehabilitation Log please adhere to the following guidelines:

1. Type or Print Legibly.
2. Use black ink ONLY.
3. Complete ALL sections of the log. If something is Unknown, write UNK.
4. Printouts may be sent provided they are IDENTICAL in format to the Wildlife Rehabilitation Log.
5. Send only ORIGINAL logs at renewal time. NO copies.
6. Logs which are INCOMPLETE, ILLEGIBLE, or MUTILATED will be returned to the licensee to be rewritten
7. Please photocopy/print a log to meet your anticipated needs before you fill in the blanks.
8. If applicable, write your federal permit expiration date for Migratory Birds.
9. Please Check if you would like your name on the statewide list of Wildlife Rehabilitators

## INSTRUCTIONS

(The instructions correspond numerically with the numbers on the log and tally)

1. Licensee Information
  - Name and address of licensee
  - County licensee resides in
  - List your DEC Region Number
  - Contact Information (Email, Home, Work and Cell Telephone)
  - Write your NYS Wildlife Rehabilitator License Number
  - If applicable, write your federal permit number for Migratory Birds
  - If applicable, write your federal permit expiration date for Migratory Birds
  - Please Check if you would like your name on the statewide list of Wildlife Rehabilitators
2. Housing and Animal Specialization
  - Check appropriate boxes
3. Disposition of Wildlife
  - Summarize the information from your Wildlife Rehabilitation Logs. Provide the totals in the appropriate box and columns
4. Distress Letter Code
  - Species- List Acceptable Common Name (i.e. Cardinal or Cottontail, not bird or bunny)
  - From- List the Name and the Town of the person who brought you the animal.
  - Date Rec'd- List the date the animal was brought to you
  - Location Found- Write a general description of where the animal was found
  - Cause of Distress- Write the appropriate code from the table below
  - Vet Consulted- Mark the appropriate box if a vet was consulted
  - Disposition- Choose a Letter:
    - R**--Released to the Wild
    - P**--Still under Care
    - T**--Transferred to another rehabilitator for continued care
    - PC**--Animal permanently non-releasable, transferred or held by a person with a valid NYS license
    - I**--Animal permanently non-releasable transferred to an educational institute with a valid NYS license
    - D**--Died under/prior to receiving care
    - E**--Euthanized.
  - Date- Date of animal's disposition
  - Transferred to- Name and NYS License Number of person animal was transferred to. This Section should T be filled when Disposition = T, PC, or I

## CODE TABLE FOR CAUSE OF DISTRESS

### A. Orphaned

- A1. Parent(s) whereabouts unknown
- A2. Parent(s) known killed by domestic pet
- A3. Parent(s) killed by car
- A4. Unnecessary human intervention

### B. Collision

- B1. Vehicle
- B2. Window Building
- B3. Powerline

### C. Injured by Other Animal or Human

- C1. Cat
- C2. Dog
- C3. Human
- C4. Natural Predator
- C5. Unknown

### D. Injured by Other Animal or Human

- D1. Gunshot / arrow
- D2. Trap
- D3. Mower / tiller / hay baler
- D4. Other (describe): \_\_\_\_\_

### E. Accidental Entrapment

- E1. Entrapped in building
- E2. Entrapped in fireplace / chimney
- E3. Entrapped in window well
- E4. Head in jar / can

### F. Entanglement

- F1. Fishing Line (ex. Monofilament, nylan, etc.)
- F2. Beverage holder / container (plastic)
- F3. String barbed wire, other

### G. Soaked or Similar Damage

- G1. Oil
- G2. Gas
- G3. Other (Describe): \_\_\_\_\_
- G4. Unknow

### H. Poison or Toxin Ingestion

- H1. Lead
- H2. Lawn Chemicals
- H3. Antifreeze
- H4. Other
- H5 Unknown

### I. Parasitism

- I1. Internal (baylisascans, other)
- I2. External mange, fleas, ticks, lice, other)

### J. Developmental Anomaly

Abnormality

### K. Bacterial Infection

Ex-botulism / Other

### L. Viral Disease

- L1. Distemper
- L2. Avian Pox
- L3. Unknown
- L4. Other (describe): \_\_\_\_\_

### M. Natural Disturbance

### N. Disturbances

- N1. Nest removed / tree cut
- N2. Building constructions

### P. Unknown

### SEND BOTH THE COMPLETED LOG AND TALLY SHEETS TO

(NOTE: If no animals were taken in, send only your TALLY form.)

NYS Department of Environmental Conservation  
Special Licenses Unit · 5th Floor  
625 Broadway · Albany, New York 12233

For questions or concerns, please contact us  
Phone: (518) 402-8985 · Fax: (518) 402-8925  
Email: [SpecialLicenses@dec.ny.gov](mailto:SpecialLicenses@dec.ny.gov)  
Website: [www.dec.ny.gov/63.html](http://www.dec.ny.gov/63.html)