

Submitting a Veterinarian Reference Letter

Your organization may be asked to submit a Veterinarian Reference Letter for one of several reasons:

- As part of your initial account setup
- To validate organization changes
- During random checks and validations

The Veterinarian Reference Letter is part of the [RescueGroups.org Requirements and Expectations](#). You will be notified if you need to submit a veterinarian reference letter.



NOTE

Not everyone is required to submit the reference letter, so do not initiate the request for a reference until we have asked you for it.

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If your organization is asked to submit a Veterinarian Reference Letter, you need two documents:

- The RescueGroups.org Veterinarian Reference Form
- A Veterinarian Reference Letter on veterinarian office letterhead

To obtain the documents:

1. Download the RescueGroups.org [Veterinarian Reference Form](#).
2. Fill out the top of the form, labeled, *To be completed by rescue organization*.
3. Sign the form in the field labeled, *Organization's authorized signature*.
4. Ask your vet to complete the bottom of the form, *To be completed by veterinarian*.
5. Also ask your vet to provide you with a reference letter on the veterinarian office letterhead that includes:
 - a. The length of your professional relationship with this clinic
 - b. The medical services the clinic commonly provides to your organization

Please note:

- Both the Veterinarian Reference Letter and the Veterinarian Reference Form **must refer to your organization by name**.
 - Using individual names of volunteers is acceptable and helpful, but must be in addition to, not instead of, the organization name.
 - If your organization is new, please have your veterinarian reference that they are going to work with your organization and the services they will be expected to provide.
- The form must be printed and signed by both the veterinarian and the organization's representative and must include the veterinarian's license number.
- The letter must be printed and signed by the veterinarian. If the letter is not signed, we cannot accept it.

Submitting the veterinarian reference documents

NOTE: If your vet prefers, the veterinary office may fax the form and the letter directly to RescueGroups.org at the fax number listed below and on the form.

The Veterinarian Reference Letter must be a physical letter and not simply an email. However, you may scan the physical letter and email it to us. The following are acceptable ways to submit the documents:

- Scan the letter and form and email them to support@rescuegroups.org. Be sure to include your account number if you have an existing account with RescueGroups.org.
- Fax the letter and form to RescueGroups.org at (240) 630-4880.
- Mail the letter and form to RescueGroups.org at:

RescueGroups.org
PO Box 1245
Bowie, MD 20718-1245

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