

**City of Coppell Animal Services**  
**821 South Coppell Road, Coppell, TX 75019**  
**972 – 304 – 3515**  
**Monday – Friday: 10:00am to 5:00pm**

**Request to service personally owned humane animal trap**

**Live Traps can only be set Sunday evening through Thursday evening  
for pick-up Monday through Friday.**

**Read & Initial:**

1. I understand that I cannot bait or set the trap on weekends and before or on any holidays. I will not set the trap during inclement weather conditions, such as, low temperatures below 40 degrees F, highs above 95 degrees F or when any type of severe weather is expected. \_\_\_\_\_
2. I must place the trap in a protected area safe from harsh elements or danger. A trap may be placed in an attic, shed, garage, or under a safe structure, but I will remove the trap from these areas for the Animal Services officer to remove the animal. The trap will not be set in an area with excessive soil, mud, mulch, debris or where a sprinkler system will be operating during the time the animal is in the trap. \_\_\_\_\_
3. I understand that it is the Animal Services Officers discretion that trapped animals may be euthanized and relocation may not be available. \_\_\_\_\_
4. I understand that I am responsible for trapped animals and must comply with section 9-1-23 of the City of Coppell Ordinance at all times. I understand that food and water must be available at all times to any animal (including wildlife) under my control. \_\_\_\_\_
5. I understand Animal Services cannot pick-up the trap if it is inside an enclosed area and/or the attic. \_\_\_\_\_
6. I understand I will check the trap first thing in the morning and notify Animal Services, no later than 10:00am, if an animal is trapped. \_\_\_\_\_
7. I understand that if I fail to comply with the above stated trapping procedures, Animal Services will no longer service traps at my residence and could result in citations. \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_  
Driver's License (obtain copy) \_\_\_\_\_  
Address \_\_\_\_\_  
Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_  
Signature \_\_\_\_\_