



**Hawaiian Humane Society**  
People for animals. Animals for people.

## Citizen Complaint Form

Read and fill out this form completely so that we have as much information as possible to better serve you.

If you are reporting a loose dog, dog bite, barking dog, animal cruelty/neglect, abandoned animal, or responding to a letter from us, include the **date, time, and location of the incident**, description of the animal(s) involved, and name/address of the owner/person of concern. In some cases we may require two witness statements so it is important to be specific. Fill in your case number (if you have one) and/or attach the letter you received in the mail from us when responding.

Please describe the animal in detail. If you know the breed of the dog, make note of this on the form. If unknown, indicate:

- type of coat (long, short, curly)
- size (small, medium, large)
- approximate weight
- color
- age (if known)
- sex (if know)

Document what the animal was doing and where. We need to know who, what, when and where.

For example:

- **if the dog was loose, where** – be specific and send in a photo if possible
- **if the animal bit you or your pet** – include type of injuries/location of injuries
- **barking time** – be specific such as *began at 5am and continuously until 6:30 am*
- **for cruelty/neglect/abandonment** – include how long conditions have been observed
- **include date, time and location of the violation**

Your complaint will be **kept confidential** unless the matter goes to court in which case the owner of the animal, prosecutor and judge will have access to you statement.

Mail completed form to:

**Field Services Department**

Attn.: Officer: \_\_\_\_\_ (leave blank if unknown)

Hawaiian Humane Society  
2700 Waialae Avenue  
Honolulu, HI 96826



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# Citizen Complaint Form

Are you the:  Complainant  Witness  Victim  Animal Owner/Keeper  Responding to complaint

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Type of incident:  Loose Dog  Animal Bite  Barking Dog  Animal Cruelty/Neglect  
 Animal Abandonment  Other (specify) \_\_\_\_\_

Animal Owner (if known): \_\_\_\_\_

Owner's Address \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Animal Description (type of coat, size, breed, approximate weight, color, age, etc.):  
 \_\_\_\_\_  
 \_\_\_\_\_

Incident Date: \_\_\_\_\_ Incident Time: \_\_\_\_\_

Incident Location: \_\_\_\_\_

HPD report filed:  Yes  No Report No.: \_\_\_\_\_

Are you willing to appear in court if necessary?  Yes  No

Was the animal teased or provoked?  Yes  No

Was a person trespassing or threatening to trespass?  Yes  No

Was the animal making noise continuously for 10 minutes?  Yes  No

Was the animal making noise intermittently for a half-hour or more?  Yes  No

This has been prepared by:  Myself  Other (name) \_\_\_\_\_

I declare under penalty of law that my responses and statements in this form are true and correct.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Time

CASE # \_\_\_\_\_

