



**HARVARD UNIVERSITY  
FACULTY OF ARTS AND SCIENCES  
OFFICE OF ANIMAL RESOURCES  
ANIMAL IMPORT REQUEST FORM**

INSTRUCTIONS: Email completed form to [animal-import-export@fas.harvard.edu](mailto:animal-import-export@fas.harvard.edu)

NOTE: Incomplete forms will be returned to the submitter.

|                                                                                                                                                          |                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <b>RECIPIENT</b>                                                                                                                                         | For OAR use only: FQ #                                                    |
| 2. FAS IACUC Protocol #:                                                                                                                                 | 3. Principal Investigator<br>PI email:                                    |
| 4. Contact:<br>Contact email:                                                                                                                            | 5. User (if other than PI or contact):                                    |
| 6. Desired arrival date:                                                                                                                                 | 7. Desired housing location (room/rack):                                  |
| <b>ANIMALS</b>                                                                                                                                           |                                                                           |
| 10. Species and stock/strain/line/genotype:                                                                                                              | 11. Request breeding within lot in quarantine:<br>Yes                  No |
| 12. # males:                                                                                                                                             | 13. # females:                                                            |
| 13. Special considerations (adverse phenotype, special diet, other requests):                                                                            |                                                                           |
| <b>EXPORTER</b>                                                                                                                                          |                                                                           |
| 14. Institution:                                                                                                                                         | 15. Address:                                                              |
| 16. Principal Investigator:                                                                                                                              | 17. Email:                                                                |
| 18. Shipping coordinator:                                                                                                                                | 19. Email:                                                                |
| <b>BILLING</b>                                                                                                                                           |                                                                           |
| 20. Courier:          Transportech          World Courier          City Xpress (local only)                                                              |                                                                           |
| 21. PO for testing costs:<br>Please note, a second PO will need to be generated for shipping costs<br><b>POs MUST BE ATTACHED OR IMPORT CANNOT OCCUR</b> |                                                                           |

**NOTE:** Animals may be subject to quarantine. Any testing expenses will be borne by recipient. All shipments of live animals to OAR-managed facilities must be arranged through and approved by the OAR. Shipping authorization is valid for 90 days from date of approval. Should shipment be delayed, re-verification of health status and housing availability is mandatory.