ESA Request Checklist

DRC Information

The DRC reviews the following disability information to determine if the request is reasonable due to the impact of a disability.

1. [Connect with DRC form](#) on the [DRC website](#)
2. Meeting with DRC staff (Zoom or in person)
3. **Personal narrative**
   - Upload to Accommodate and notify DRC staff
   - Please include the answers to these questions:
     - How does your disability impact you?
     - How do you feel an ESA would be helpful for the impact of your disability?
4. ****Documentation from professional** (physician, psychiatrist, psychologist, or other mental health professional) discussing the impact of your disability and the nexus of disability and need for animal. This letter is typically from a licensed therapist or counselor and should be on their letterhead, include your diagnosis, their recommendation for an ESA, be dated, and physically signed or have an Adobe certified signature.
   - Please note that any information disclosed in documentation, personal narrative, or discussions regarding sexual misconduct, relationship violence, stalking and retaliation will need to be disclosed to an appropriate university official

ESA Animal Information

The DRC collects this information to ensure your animal is healthy and licensed according to local ordinances. This information is to be submitted prior to the animal moving to campus.

1. **Veterinarian records** – current, including all relevant vaccination records
2. **Documentation of animal **license in the City of Chattanooga** (dogs and cats)
   - This license is coordinated by McKamey Animal Center. This license can be purchased on the [McKamey website](#) or in person

UTC Emotional Support Animal Guidelines

The DRC works with UTC Housing and Residence Life to coordinate the implementation of ESA accommodations in campus housing. The following items are within the ESA Guidelines document. Housing and Residence Life staff will consult with students who have approved ESAs regarding responsibilities and roommates prior to the animal living on campus.

1. ESA Owner **Signature on ESA Guidelines**
2. ESA **Registration Form**
3. **Roommate Agreement** (to be turned in to kathryn-mortensen@utc.edu)

All of these items should be uploaded to Accommodate and the student should notify DRC staff that it is complete (drc@utc.edu/423-425-4006) and ready for review.

**Please note that online ESA certifications are typically a scam. Please do not pay for one of these services. An ESA certification is not legally required. Instead, the law speaks to a letter from a licensed professional, and the letter from your provider should reflect a history with you.