

# Checked & Carry-on Pet Checklist

Customer name: \_\_\_\_\_ PNR: \_\_\_\_\_ Bag Tag#: \_\_\_\_\_ Flight Date: \_\_\_\_\_ Total Weight: \_\_\_\_\_ Lb  Kg   
 Origin Flight Number: \_\_\_\_\_ Origin Station: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Origin Temperature: \_\_\_\_\_ F  C   
 Connecting Flight Number: \_\_\_\_\_ Connecting Station: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Arrival Temperature: \_\_\_\_\_ F  C   
 Connecting Departure Time: \_\_\_\_\_ Connecting Departure Temperature: \_\_\_\_\_ F  C   
 Destination Flight Number: \_\_\_\_\_ Destination Station: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Destination Temp: \_\_\_\_\_ F  C

**AA will ONLY accept checked pets when the origin, connecting, and destination temperatures fall between 45°F (7°C) and 85°F (29°C) unless the customer provides a Certificate of Acclimation signed by an accredited Veterinarian within 10 days of travel. If Certificate of Acclimation provided, date issued \_\_\_\_\_.** **Regardless of the temperatures stated on the Certificate of Acclimation, AA will NOT accept Live Animals when temperatures exceed 85°F (29°C) OR fall below 20°F (-7°C).**

Every question **MUST** be completed and reviewed with the Customer. Questions answered with "No" must be corrected before acceptance.

## General Acceptance for both Checked & Carry-on Pets

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Have visibly checked to ensure pet meets acceptance criteria?<br><ul style="list-style-type: none"> <li>Does the cat or dog appear fit for travel</li> <li>Clean with no offensive odor</li> <li>Is carrier suitable for size of animal</li> <li>Allowing to sit, stand and rest comfortably</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Note: If the cat or dog exhibits any signs of illness, injury, or aggressive behavior, DO NOT ACCEPT.</b>   |                          |                          |
| 2. Does the dog or cat meet the minimum age for travel? <b>Must be at least 8 weeks old.</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has final destination acceptance been verified?<br><b>F*BAG/PET/ACCEPT</b>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. For international destinations, has the customer complied with all the government requirements?   | <input type="checkbox"/> | <input type="checkbox"/> |

**Note: Check Timatic for country acceptance (import licenses, permits, health & rabies certificates, etc.)**

## General Acceptance for Checked Pets

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Was the animal accepted by the local bag cut-off time, but no more than 4 hours before departure?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the breed of the cat or dog been verified?<br><b>Do not accept snub nosed/brachycephalic cats or dogs</b><br><b>F*BAG/SNUB/LIST</b>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has the customer provided:<br><ul style="list-style-type: none"> <li>Separate food and watering dishes that are securely attached and accessible without having to open the kennel?</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are the following labels and markings on the kennel?<br><ul style="list-style-type: none"> <li>Written certificates affixed to the top of the kennel certifying the cat or dog was given food &amp; water within 4 hours, feeding &amp; watering instructions along with customer name, address, and 24-hour telephone numbers?</li> <li>Proper neon-yellow point labels affixed to the top of the kennel, along with the "Scale Weight" written on the label?</li> <li>Correct number of orientation and "LIVE ANIMAL" labels attached to each kennel?</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |

**Note: Orientation and "LIVE ANIMAL" labels must be affixed to the top of the container, and 1 side of the kennel, and must be at least 1 inch (2.54 cm.) high.**

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 5. Does the kennel(s) meet our acceptance policy?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is the kennel compatible for every aircraft in the routing? <b>Extra-Lg AA500 not accepted on MD80 A/C</b> | <input type="checkbox"/> | <input type="checkbox"/> |

**Note: Each dog and cat must have its own kennel, except when there are: 2 kittens or puppies between 8 weeks and 6 months old, are similar in size, and weigh less than 20 lbs (9.1 kgs) each. Soft sided, folding, snap or collapsible are not suitable for checked pets.**

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 7. Is Kennel secured with releasable cable ties on all 4 corners of the door? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. If applicable, are wheels retracted, removed, taped or inoperable?         | <input type="checkbox"/> | <input type="checkbox"/> |

## **F\*BAG/KENNEL**

## General Acceptance for Carry-on Pets

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Is the carrier within our size guidelines 13"W X 19"L X 9"H | <input type="checkbox"/> | <input type="checkbox"/> |

**Note: Soft-sided carriers might be slightly larger.**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 2. Does the carrier contain only a dog or a cat? | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

**Note: One only, two if they are of comparable size, weigh no more than 20 lbs (9.1 kgs) combined and are at least 8 weeks old.**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 3. Does a pet PNR exist?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has PETC been edited to passenger PMF?                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Within the maximum amount of carry-on pets allotted on all flights? | <input type="checkbox"/> | <input type="checkbox"/> |

## **F\*BAG/KENNEL**

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 6. Have advised customer pets must remain inside the closed carrier onboard the aircraft? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

**Note: Each dog and cat must have its own kennel, except when there are: 2 kittens or puppies at least 8 weeks old, are similar in size, and weigh no more 20 lbs (9.1 kgs) combined.**

## **F\*BAG/PET/CABIN**

\_\_\_\_\_  
Employee Signature / Employee # / Time & Date

\_\_\_\_\_  
Customer Signature / Time & Date