



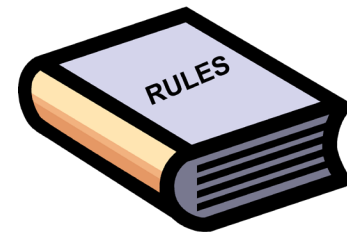
Municipal Law for Clerks

Chapter 9

Dog Licenses



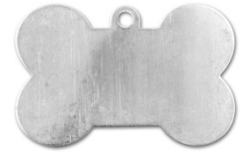
Resources



- Maine Municipal Legal staff
- State Animal Welfare Office
- Local Animal Control Officer
- Municipal Clerk's Manual, revised in 2013 (MMA)
- Animal Welfare Laws & Regulations Manual
- State statutes, Title 7
- Clerk mentors



Licenses Required



- All dogs 6 months of age or older must be licensed in the municipality where the dog is kept.
- A dog owner must obtain the license within 10 days after a dog turns 6 months of age, or after becoming the owner or keeper of a dog who is over 6 months of age
- Wolf hybrids may be licensed if it has been permanently identified and has been spayed or neutered.



Rabies Immunization

- No clerk shall issue a license to a dog until the applicant has shown proof that the animal has been immunized against rabies.
- The dog's owner must obtain a rabies tag from a veterinarian and securely attach it to a collar, so that it can be worn at all times by the dog.



Fees



- The license fee must be paid by the dog's owner before the license can be issued.
- Fees vary, depending on whether the dog can reproduce.
- The licensing fees collected by the clerk are apportioned between the state and the town's animal welfare fund.



Dangerous or Nuisance Dogs

- Dogs that are deemed dangerous by the court after August 1, 2018 must pay a \$100 licensing fee and receive a special dog tag.
- Dogs that are declared a nuisance dog by the court after August 1, 2018 must pay a \$30 licensing fee and is issued a regular license tag.



Exemption from fees



- A service dog owned or kept by a person with a physical or mental disability
- A trained search and rescue dog, or such dog awaiting training, recognized as a search and rescue dog by IFW
- A dog certified by the State and used for law enforcement purposes



Late Fees

- After January 31st, a late fee must be collected in addition to the annual license fee.
- Late fees must be deposited into the town's animal welfare account.



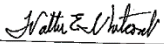

Licenses, Tags



- The state is required to furnish blank licenses, tags and/or stickers to municipalities.
- A dog license must state the breed, sex, color and markings of the dog or wolf hybrid, and the name and address of the owner or keeper.
- Each person who licenses a dog will receive a tag showing the year the license was issued, which must be securely attached to the dog's collar and worn at all times.
- At renewal, the clerk will either provide a new tag or sticker to be placed on the existing tag, depending on what the state is providing.
- If the tag is lost, or if the owner moves to a new municipality, a replacement license and tag can be obtained for \$1, which is retained by the clerk.



Sample Dog License

EXPIRES DECEMBER 31ST		
License Issue Date: _____		Tag Number: _____
Owner/Keeper: _____	Rabies Cert. # _____	License Type: _____
Mailing Address: _____		MF <input type="checkbox"/>
Location: _____	Rabies Expiration Date: _____	SN <input type="checkbox"/>
Telephone: _____		Service <input type="checkbox"/>
Licensing Municipality: _____		Search/Rescue <input type="checkbox"/>
* Wolf Hybrid Permanent ID Information: _____		Law Enforcement <input type="checkbox"/>
		Wolf Hybrid <input type="checkbox"/> *
Dog's Name: _____	DOB: _____ Sex: _____ Breed: _____	
Color Description: _____	Veterinarian: _____	
Maine Department of Agriculture Animal Welfare Program 28 State House Station Augusta, ME 04333-0028 (207) 287-3846  Commissioner		 DOG LICENSE Clerk's Copy
		The State of Maine requires dogs to be licensed at 6 months of age or within 10 days of ownership. Renewal for dog licensing is by January 1st of each year. A late fee will be applied after January 31st.
		Rev. 3/2013

Owner/Keeper's Last Name: _____

YEAR	ISSUE DATE	LICENSING YEAR	TAG #	RABIES CERT. #	RABIES EXPIRES	AMOUNT CHARGED	LATE FEE	OWNER/KEEPER'S SIGNATURE
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								



Temporary Licenses

- Animal Shelters are authorized to issue temporary licenses when transferring ownership of a dog.
- The license is valid for 10 days.
- Copies of the temporary license are given to the clerk and the animal control officer of the town where the new owner resides.



Kennel Licenses



- A kennel is defined as the keeping of 5 or more dogs in a single location under one ownership for breeding, hunting, show, training, field trials and exhibition purposes.
- An animal shelter is a facility that houses animals and operates for the purpose of providing stray, abandoned, abused or owner-surrendered animals with sanctuary or finding temporary or permanent homes.



Kennel License Fees

- A kennel license allows for a maximum of 10 dogs. If the kennel owner has more than 10 dogs, a second license must be obtained.
- The license fee is apportioned between the clerk, the state and the town's animal welfare account.
- Current fees can be found in 7 MRSA Sec. 3923-C.
- Kennel tags are kept separately and issued in blocks to kennel owners. The original copy of the kennel license is issued to the kennel owner, with copies kept in the clerk's office.



Sample Kennel License

MUNICIPAL KENNEL LICENSE
 Issued by Municipality of _____, Maine

K _____
 License Number
 10 dogs per license

EXPIRES: DECEMBER 31, _____

KENNELS MUST BE INSPECTED ANNUALLY BY MUNICIPAL ACO PRIOR TO LICENSING

OWNER/KEEPER: _____

ADDRESS: _____

LOCATION: _____

TELEPHONE: _____

ISSUE DATE: _____ APPROVED BY: _____

MUNICIPAL ACO SIGNATURE

REQUIREMENTS FOR A MUNICIPAL KENNEL LICENSE: KENNEL LICENSEE IS FOR 5 OR MORE DOGS KEPT IN A SINGLE LOCATION UNDER ONE OWNERSHIP FOR BREEDING, HUNTING, SHOW, TRAINING, FIELD TRIALS OR EXHIBITION PURPOSES.

ISSUED BY: _____ CITY CLERK OF _____

Name Municipality

ADDRESS _____

Street City Zip Code

Signature of Town Clerk _____ **Print Name** _____

I certify that the dogs in this kennel are kept for: _____

Signature Owner/Keeper _____ **Print Name** _____

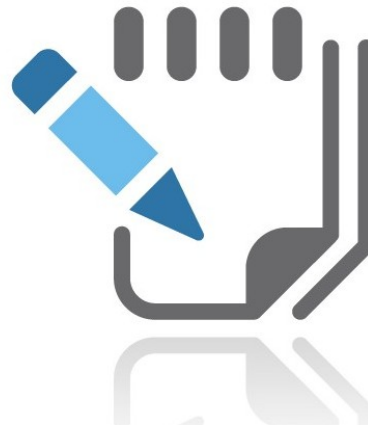
OWNER/KEEPER COPY

	Name	Breed	SEX	S/N	Rabies Tag #	Date Vac Given	Sticker #	Late Fee
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								



Monthly Reporting

- The clerk must maintain a record of all dogs licenses and kennel licenses issued, and make a monthly report to the Department.
- All fees apportioned to the state must be forwarded to the department on a monthly basis.



Sample Report



MONTHLY DOG LICENSE REPORT



FOR THE MONTH OF: _____, _____ (Year)

Department of Agriculture, Conservation and
Forestry
Animal Welfare Program
28 State House Station
Augusta, ME 04333-0028
Toll Free 1-877-269-9200 or (207) 287-3846

Municipality: _____
Prepared by: _____
Mailing Address: _____
Telephone (207): _____

Make Checks Payable to: Treasurer, State of Maine

TAGS ISSUED	DOG LICENSES SOLD		FEES		<input type="checkbox"/> No Sales This Month
	TAGS	20__	20__		
New: _____	Male/Female:	_____ + _____	= _____	x \$10.00	= \$ _____
Replacement: _____	Neuter/Spay:	_____ + _____	= _____	x \$3.00	= \$ _____
Other: _____			= _____		
Online: _____	Kennel License:	_____ _____	# of Licenses: _____	x \$30.00	= \$ _____
Total: _____				(Send Copy of Kennel License)	

Reason: _____ Adjustments: \$ _____

DOG LICENSES AT NO CHARGE	Report Total: \$ _____
Replacement Tags: _____ _____	Check #: _____
Service/Search/Rescue: _____ _____	
Hearing/Guide: _____ _____	
Transfers: _____ _____	
Adjustments/Voids: _____ _____	
CLERKS USE ONLY (OPTIONAL)	
License #'s issued: _____ thru _____	
Last month's ending balance: _____	
Minus stickers issued for month: _____	
Equal this month's ending balance: _____	

****WOLF HYBRID****Please attach a copy of any license issued for a wolf hybrid.

ORIGINAL (WHITE) to ANIMAL WELFARE PROGRAM *** CANARY to MUNICIPAL CLERK



Municipal Animal Welfare Account



- All fees and court fines retained by the municipality must be kept in a separate account and used for the costs and salaries relating to animal control, enforcement of licensing laws, care of stray animals that are injured or abandoned, and the support of one or more approved animal shelters.
- These fees must be kept in a separate account that shall not lapse at the end of the fiscal year.



Animal Shelters

- By April 1st of each year, the clerk shall certify to the Commissioner of the Animal Welfare Department the name and location of the animal shelter with which the town has entered into a contract to accept stray animals.



Posting of Law

- The clerk is required to post a copy of the dog licensing statutes annually, at least 20 days prior to January 1st, in the municipal offices.
7 MRSA, Chapter 725



Procedure to Enforce Licensing



- A person who violates the licensing laws can be brought to district court.
- All fees and court fines retained by the municipality, with the exception of the \$1 recording fee kept by the clerk, must be kept in a separate account and used for the salaries and costs of animal control, enforcement of licensing laws, care of stray animals, and the support of at least one animal shelter.



Penalty for Failure to Enforce Dog Laws

- Any clerk, mayor, selectman, town or city manager, administrative assistant, town or city councilor, constable, police officer, sheriff, dog recorder or animal control officer who refuses or intentionally fails to perform the dog licensing and enforcement laws commits a civil violation for which a forfeiture of not less than \$50 or more than \$500 plus costs shall be adjudged.



Test your knowledge

- When a dog needs to be licensed
- What is required to issue a dog license
- Which dogs are exempt from licensing fees
- Temporary licenses
- Kennel licenses
- Reporting requirements
- Animal Welfare account



Thank You



- You have reached the end of Module 9 of Municipal Law for Clerks.
- For specific questions on this topic, please contact the staff at the State Animal Welfare office, MMA legal, or a clerk mentor.
- Please print this final page as proof of completion of this module.
- You may submit this final page to MMA along with the other ten modules' completion pages to obtain a certificate to be used for certification points.

