

## STEPS TO LICENSING YOUR DOG WITH YOUR TOWN

1. For any new dogs that have received their first rabies vaccination or are new to the area licensing must occur within 30 days of moving to Town/or getting the new dog.
2. To obtain a license you must submit a current Rabies Certificate and Spay/Neuter Certificate (if applicable) along with the license fee(s). Fees can be paid via check, cash, card, or online
  - a. \$9.00 for spayed/neutered dog(s)
  - b. \$13.00 for intact dog(s)
  - c. Licensing after the deadline will incur late fees: \$2.00 (fixed) or \$4.00 (intact)
3. Dog Licenses are due every year by April 1st
4. If your dog is already registered, you will receive a renewal notice in early February each year
5. To obtain a NEW dog license or RENEW an existing one you may:
  - a. Register in person at the Town Office during business hours
  - b. Mail the Certificates & check for the fees to our PO Box 356 Montgomery Ctr VT 05471
  - c. Submit the Certificates & check for the fees into our outdoor Drop-Box
  - d. E-Mail or drop-box your paperwork & pay the fee online at our website: [www.montgomeryvt.us](http://www.montgomeryvt.us) under the "Residents" tab select "Make a Payment" select "Pay Taxes/Other" under the payment purpose fill in "Dog License".
  - e. Registrations that are sent in via mail, drop-box, or online methods will receive the dog tag(s) and license(s) in the mail within 3-5 business days.
6. Rabies Clinics are held every spring (mid-to late March) at the Montgomery Fire Station with Stowe Veterinary Clinic providing vaccination services. On-site licensing services with the Town are also available at the clinic.
7. If you have a dog that no longer lives with you or has passed away, please contact our offices to let us know 326-4719.