

DOG REGISTRATION PROCEDURE:

All dogs are registered on or before April 1st each year.

This can be done in person or via mail with the Town Clerks Office.

The following items are needed when registering your dog for the **first** time

A neutered certificate (if applicable)

A current rabies certificate (not the bill from the vet)

* The neutered certificate will be returned but a copy (original if possible) of the rabies certificate will be kept for our records. Rabies Certificates are currently good for 3 years unless the rabies certificate specifically says 1 year, which is usually for puppies or adopted adult dogs where the rabies vaccine is unknown at the time of adoption.

If a current certificate is on file with us, then you only need provide basic information of the Keeper's name and the Dog's name with payment.

Please feel free to use the following form letter when sending in your registration request for you dog(s). (One form per dog, please)

Date:

Dear Town Clerk,

I would like to register my dog _____ who lives in the town of Morristown. S/he _____ **has** _____ **does not have** a current rabies certificate with your office. I have provided your office with a copy of the current rabies certificate _____ **before this year** _____ **in with this letter**. I have also provided the appropriate fee needed for the registration. I _____ **have** _____ **have not** included a neutered certificate.

_____ Neutered dog **on or before** April 1st \$7.00

_____ Non-neutered dog **on or before** April 1st \$11.00

_____ Neutered dog **after** April 1st \$9.00

_____ Non-neutered dog **after** April 1st \$15.00

_____ I have just adopted this dog with in the last 6months which allows me to register this dog as if it was before April 1st (Neutered \$7.00 or Non-neutered \$11.00)

This dog is registered under _____ as the Keeper of her/him at the following physical address _____.

Our current mailing address is _____.

Please return the needed license in the enclosed self addressed stamped envelope I have provided.

Sincerely,