

BOROUGH OF SPOTSWOOD
CLERK'S OFFICE – ANIMAL LICENSING
77 SUMMERHILL ROAD, SPOTSWOOD, NJ 088849
(732) 251-0700 x 825

OFFICE HOURS: Monday – Friday 9:00 AM TO 4:00 PM

The New Jersey Department of Health requires that all New Jersey Residents who own or harbor a dog or cat seven (7) months of age or older, are required to annually apply for and procure a license in the municipality where it is kept. (*N.J.S.A. 4:19-15.2*) **Failure to obtain a valid animal license can result in a fine in accordance with Spotswood Borough Code §46-2.** All animal licenses are for the calendar year, January 1 through December 31. All license renewals must be received by January 31st of the licensing year; postmarks are not acceptable. Renewal applications received after January 31st of the licensing year are subject to a \$5.00 late fee **per license**. License fees are **NOT** pro-rated.

Proof of rabies vaccination and spaying/neutering is required for all **new** licenses. Veterinarian's documentation is also required if **newly** spayed/neutered. Proof of updated vaccinations **must** accompany all renewals. Please include all appropriate documentation with a self-addressed, stamped envelope (copies only – **DO NOT** send originals). Failure to provide the appropriate documentation and/or fee will result in your application/renewal being returned unprocessed. **No exceptions.**

*** * NO LICENSES CAN BE ISSUED IF RABIES VACCINATIONS ARE EXPIRED. * ***

A listing of all **free** rabies clinics run throughout Middlesex County can be found at:
<http://www.middlesexcountynj.gov/government/departments/psh/pages/2018-rabies-clinics.aspx>

All applications and/or renewals for animal licenses should be remitted to the Borough by mail, along with a check or money order made payable to the Borough of Spotswood. For your convenience, a payment lockbox has been installed in the Municipal Building lobby to the left of the elevator. All payments must be made by check or money order, as the Municipal Clerk does not have the ability to make change.

FEES FOR LICENSES

	<u>License for New</u>	<u>RENEWAL Prior to</u>	<u>RENEWAL After</u>
	<u>Animal</u>	<u>Jan 31st</u>	<u>Jan 31st</u>
Spayed/Neutered	\$ 14.00	\$ 14.00	19.00
Non-Spayed/Non-Neutered	\$ 17.00	\$ 17.00	22.00
Replacement Tag (lost tag - current year only)	\$ 2.00		

LICENSE APPLICATION

License for: _____ Dog _____ Cat _____ Old license # (if known): _____

Name of Owner _____ Phone #: _____

Address: _____ Zip Code: _____

Animal's Name: _____ Birth Date: ____/____/____ Sex: _____ Male / Female

Breed: _____ Size: _____ Sm / Med / Lg Hair: _____ Long / Med / Short

Rabies Vaccination Expires: ____/____/____ Color / Markings: _____
(COMPULSORY ~ required by law) Micro-chip #: _____

Spayed / Neutered: _____ Yes / No Date: ____/____/____ (Documentation of spaying/neutering **must** be provided)

Veterinarian: _____ Phone #: _____

_____ Check if moved** _____ No longer own pet** _____ Animal is deceased**

**** ALL FORMS MUST BE RETURNED OR SUMMONSES MAY BE ISSUED ****

Please update and **return** this form along with your payment made payable to the **Borough of Spotswood** at the address listed above.