

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

All dogs and cats seven (7) months of age or older and kept in the Borough of Spotswood for more than ten (10) days are required to be licensed; license(s) should be worn by said animal. **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.

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.

Proof of rabies vaccination and spaying/neutering is required for all new licenses. Proof of updated vaccinations must accompany all renewals. If a new license, or if newly spayed/neutered, veterinarian's documentation of spay/neuter is required. Please include all appropriate (*original*) documentation with a self-addressed, stamped envelope. Failure to provide the appropriate documentation and/or fee will result in your application/renewal being returned unprocessed. No exceptions. Copies will be returned when licenses are mailed.

NEW JERSEY LAW requires that all animals with rabies vaccinations expiring between January 1st and October 31st of the licensing year must be revaccinated before a new license can be issued. NO LICENSES CAN BE ISSUED IF RABIES VACCINATIONS ARE EXPIRED.

The FREE rabies clinic run by the Borough is set for **SATURDAY, APRIL 29, 2017 from 1:00 PM TO 4:00 PM**. Proof of residency is required. **All dogs must be leashed and cats must be in carriers.**

A listing of all free rabies clinics run throughout Middlesex County can be found at:
[HTTP://WWW.MIDDLESEXCOUNTYNJ.GOV/GOVERNMENT/DEPARTMENTS/PSH/PAGES/2017-RABIES-CLINICS.ASPX](http://www.middlesexcountynj.gov/government/departments/psd/pages/2017-rabies-clinics.aspx)

FEES FOR LICENSES

	<u>New license</u>	<u>RENEWAL Prior to Jan 31st</u>	<u>RENEWAL After Jan 31st</u>
Spayed/Neutered	\$ 14.00	\$ 14.00	19.00
Non-Spayed/Non-Neutered	\$ 17.00	\$ 17.00	22.00
Replacement Tag (<i>for lost tag only</i>)	\$ 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 form along with payment made payable to the **Borough of Spotswood** at the address listed above.