

**BOROUGH OF SPOTSWOOD
ANIMAL LICENSING
77 SUMMERHILL ROAD
SPOTSWOOD, NJ 08884
(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.

Spaying/neutering is not required. Veterinarian's documentation of spaying/neutering is required for **all new licenses**, or if **newly** spayed/neutered since last licensing period.

State law requires that your animal's rabies vaccination must be valid through October 31st of the current licensing year. If your animal's rabies vaccination expires **any** time between January and October of the current year, the animal **will need to be revaccinated** before a license can be issued. Proof of updated vaccinations **must** accompany all **renewals**.

*** 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. Or, for your convenience, a payment lockbox has been installed in the Municipal Building lobby to the left of the elevator.

Please include all appropriate documentation with applications; copies only. **(DO NOT SEND ORIGINALS)**. Failure to provide the appropriate documentation and/or payment will result in your application/renewal being returned unprocessed. **NO EXCEPTIONS.** Copies **will not** be returned.

******* LICENSE APPLICATION ON REVERSE SIDE *******

FEES FOR LICENSES

	<u>License for New Animal ONLY</u>	<u>RENEWALS Prior to Jan 31st</u>	<u>RENEWALS After Jan 31st</u>
Spayed/Neutered	\$ 14.00	\$ 14.00	19.00
Non-Spayed / Non-Neutered	\$ 17.00	\$ 17.00	22.00

For information regarding the replacement of lost tags (current year only), please contact Animal Licensing.

LICENSE APPLICATION

Please complete for each new pet, or to indicate any changes. Forms and payments (made payable to the Borough of Spotswood) should be remitted to the address listed on the reverse side.

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

Name of Owner: _____ Phone #: _____ Cell / Home _____

Name of Co-Owner: _____ Phone #: _____ Cell / Home _____

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 TO BE REMOVED FROM OUR DATABASE, OTHERWISE A SUMMONS MAY BE ISSUED FOR FAILURE TO LICENSE. ****