

To obtain a new dog license, please submit your paperwork and payment by one of the following methods. Thank you for your understanding.

June Rabies Clinic at the Fire station has been cancelled.

Dog License RENEWAL: (beginning June 1st)

Once the request is received, staff will proceed to process and return the new tag and license by mail as long as all requirements are met. This may take up to a week or two due to the high volume of mail and reduced staff. Renewals will be processed in date order from the day they are received in the office.

- ✓ **Rabies:** The complimentary *dog renewal notice* will contain the current rabies date from the office's files. If it shows it is expired, submit a current rabies cert by mail, drop box or e-mail.
- ✓ *Late fees* will be applied for any renewal after July 1st.
- ✓ The dog's age when renewed will automatically advance a year.
- ✓ **Detailed information** on new dogs, renewing, owner transfers, lost tags, ordinances etc. can be found on the town website. <http://townclerk1.townofmanchester.org/index.cfm/dog-license/>

1. **Renewals by mail or drop box:** (include the following)
 - a. Check made payable to *Manchester Town Clerk's Office* or credit card slip
 - b. Send renewal notice & necessary paperwork if needed (current rabies cert, spay/neuter cert)
 - c. Self-addressed stamped envelope

Address: Town Hall
Manchester Town Clerk's Office
41 Center Street
Manchester, CT 06040

Drop Box:
Located at Town Hall by handicap entrance

2. **Renewals by E-mail:** townclerkdept@manchesterct.gov
 - a. Attach completed credit card slip, call in payment (860-647-3037) or send payment by mail/drop box. Expect longer hold times for calls.
 - b. Attach renewal notice & necessary paperwork if needed (current rabies cert, spay/neuter cert)
 - c. Reference if a payment will be coming separately from an e-mail.

Removal & Updated info:

1. E-mail is acceptable to notify the Town Clerk's Office to remove a dog that has passed away, is no longer in the household or the owner has moved out of town/state.
2. E-mail is acceptable if updating the dog account with new rabies certificate, spay/neuter or owner's personal information. Attach the updated certificates.