



# OFFICE OF THE TOWN CLERK

Town Clerk · Notary Public · TownClerk@EssexMA.org · www.EssexMA.org  
30 Martin Street, Essex, MA 01929-1235 | Office (978) 768-7111 | Facsimile (978) 768-2505

## MAIL-IN DOG LICENSE REGISTRATION FORM

M.G.L. Chapter 140 & Chapter 193 of the Acts of 2012 & the Town of Essex Bylaws state:

*“All dogs 6 months or over must be licensed, individually or via a kennel license, and tagged. The registering, numbering, and licensing of dogs, if kept in the Town of Essex, shall be conducted in the office of the Town Clerk.*

*...The annual License Period shall run from April 1<sup>st</sup> to March 31<sup>st</sup> of each calendar year.”*

### INSTRUCTIONS:

1. Fill out the form completely. Only include one dog per form. Licenses will not be issued if any information is missing.
2. Checks must be made payable to the Town of Essex. See Fee schedule below.
3. Mail check and form to the address above with a **self-addressed stamped envelope**.
4. Attach current rabies certificate (or contact the Town Clerk’s office – we may have current information already on file).

Dog Owner Name: _____	
Dog Owner Address: _____	Essex, MA 01929 Home Phone: _____
Mailing Address (if different) _____	Email: _____
Dog’s Name: _____	
Breed: _____	Color: _____
Year of Birth: _____	Rabies Shot Date: _____ <input type="checkbox"/> 1 yr <input type="checkbox"/> 3 yr
Please check one: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Neutered <input type="checkbox"/> Spayed	

**LICENSE FEE:** Males and Females: \$24 Spayed/Neutered: \$15

**LATE FEE:** After March 31<sup>st</sup>, a \$15 late fee (in addition to the license fee) shall be assessed and must be mailed in with form for a complete application.

**The Animal Control Officer may also issue non-criminal violations for dogs who are unlicensed after March 31<sup>st</sup>.**

20__ Tag # _____	Payment Date: _____	Payment Type: _____
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*According to M.G.L. Ch. 140 S. 136A, an owner or keeper of “every pack or collection of more than four dogs three months old or over owned or kept by a person on a single premises irrespective of the purpose for which they are maintained” must obtain a Kennel License. Please see or call the Town Clerk for information.*