



TOWN OF PENFIELD

3100 Atlantic Avenue, Penfield, NY 14526-9798

Dear Dog Owner,

Effective January 1, 2011, New York State has changed the process for licensing dogs. In the past New York State has been the responsible party for sending renewal notices, providing identification tags and maintaining a state wide database. Local municipalities are now responsible for licensing dogs.

The Town of Penfield will now be sending your renewal notices and issuing new identification tags. Dog owners will see little change in the process. As in the past:

- All dogs must be licensed annually. If the license is not renewed in a timely manner, an appearance ticket and additional fines could be incurred.
- Current certificate of rabies must be provided or be on file in the Town Clerk's office. If your dog's rabies has expired since the last time you licensed your dog or the rabies certificate expires within thirty days of the license renewal period, you must provide a new certificate of rabies vaccination.
- If your Dog has been spayed or neutered, you must provide a certificate if not already on file in the Town Clerk's Office.
- If you no longer have your dog, you must notify the Town Clerk so that the information can be deleted from the system.

The fee for licensing your dog has changed. This is due to a new animal population control fee which has been implemented by New York State as well as to cover the increased cost to the Town for the purchase of tags and postage and supplies for sending renewal notices. Please make yourself aware of the new amount on your renewal notice.

You are encouraged to review the Town's Dog Licensing and Animal Control Local Law. It is available online at www.penfield.org under Departments/ Town Clerk's Office. Feel free to contact the Town Clerk's office or the Dog Control Officer, if you have questions about licensing your dog.

Amy M. Steklof
Penfield Town Clerk