

## Dog Licensing Information for the Village of Downing

Any dog of licensing age (five months or older) residing in the Village of Downing must be licensed no matter when acquired during the year. Dog licenses expire on December 31 of the current year as provided by the provisions of Chapter 174.05 of the Wisconsin Statutes.

Dec 31	Jan 1 - Mar 31	April 1 - May 31	June 1
Dog Registrations Expire	Dog Registration Period	Grace Period Notice sent regarding unregistered dogs <b>\$5.00 late fee</b>	Non-registered dogs may be submitted to District Attorney for Summons for non-registration issued

### Dog Licensing occurs every year at the same time

Renewal reminder letters are mailed in mid-December with property tax bills and sewer/trash statements. Regardless of receipt of the letter, it remains your personal responsibility to take care of getting your dog(s) license renewed.

### License & Renewal Process

- Complete the Dog License Application (on our website or email [Treasurer@DowningWI.com](mailto:Treasurer@DowningWI.com) to request a copy)
- Return the completed Dog License Application form along with:
  - Total Fees (see back for fee details)
  - Current rabies certificate
  - Self-addressed, stamped envelope - *not required if making the request in person.*
- Your receipt, current dog license, collar tag (to be secured on the dog collar), and rabies certificate will be returned.

If you no longer have your dog, please complete the form on the back of this letter to submit proper documentation of the reason or send an email to [Treasurer@DowningWI.com](mailto:Treasurer@DowningWI.com). *Thank you for keeping our records current.*

### NEW dogs to your household

- For new dogs over the age of 5 months,(not in the database) the fee remains the same throughout the year (see back for fee details).
- Dogs must be registered within 30 days of acquiring ownership to avoid late fees.
- Follow **License & Renewal Process** above.

### Rabies Vaccination and License Renewal

Your dogs' rabies vaccination must be up to date before your license can be issued.

If the vaccination EXPIRES in the month of January, February, or March, your pet must get a rabies booster before their license can be renewed.

## Fees

We accept cash (exact change only), check, or money order. Payable to: Village of Downing

Fees for the dog license renewal are:

- \$5.00 Neutered/Spayed (*Rabies certificate must confirm neuter/spay*)
- \$10.00 Unaltered/Intact
- \$40.00 Multi-dog homes or kennels (12 or less) & \$4.00 for each dog in excess of 12.
  
- \$5.00 Late fee/dog after March 31 (*or after 30 days of acquiring ownership*)
- \$25.00 NSF Fee

## NO LONGER HAVE YOUR DOG:

*Thank you for helping us keep our records current.*

NAME OF DOG(S)	DATE <i>(of change)</i>
REASON ( <i>circle one</i> ) <b>REHOMED/SOLD    MOVED    DECEASED</b>	
OTHER: _____	
If rehomed/sold or moved, is it still in the Village of Downing? <b>YES    NO</b>	