

NEW LICENSING BEGINS JUNE 1

Rabies Clinic: June 6th at Charter Oak Park, See enclosed flyer for details

DOG LICENSE RENEWAL (Beginning June 1st)

Your **dog renewal notice** will include your dog's current rabies expiration date, which the office has on file. If the rabies certificate shown is expired, you must submit a current rabies certificate by mail, drop box, e-mail, or in person.

Important: Late fees will be applied to any renewal submitted after July 1st.

Please note: your dog's age will automatically advance by one year upon renewal.

For detailed information on new dogs, renewals, owner transfers, lost tags, ordinances, and more, please visit the Town website:

<https://www.manchesterct.gov/Government/Departments/Office-of-The-Town-Clerk/Dog-License>

Once your request is received, staff will process and return your new tag and license by mail, provided all requirements are met. Please allow up to one to two weeks due to high mail volume. Renewals are processed in the order they are received.

RENEWAL METHOD 1: By Mail or Drop Box

Please include all of the following:

- Check made payable to: **Manchester Town Clerk's Office**
- Completed renewal notice and any required documents (current rabies certificate, spay/neuter certificate if applicable)
- Self-addressed stamped envelope (so your new tag and license can be returned by mail)

RENEWAL METHOD 2: Online

This option is available during the month of June only.

<https://www.manchesterct.gov/Government/Departments/Office-of-The-Town-Clerk/Dog-License>

- **Enter your e-mail address.** If renewing, use the same e-mail address you used when registering the previous year. If you are unsure which address was used, call **860-647-3037** and staff will look it up for you.
- Attach any supporting documents if your information has changed (e.g., updated rabies certificate, spay/neuter certificate).
- Staff will review your submission and send a confirmation e-mail allowing you to complete payment. Due to high volume, this may take some time.
- After payment is confirmed, you will receive your license by e-mail and your tag will be mailed to you shortly after.

RENEWAL METHOD 3: By E-mail

Send your renewal to: townclerkdept@manchesterct.gov

- **Payment:** Call **(860) 647-3037** to pay by phone, or send payment via mail or drop box. *Note: Phone wait times may be long during peak renewal season.*
- Attach your renewal notice and any required documents (current rabies certificate, spay/neuter certificate if applicable).
- In your e-mail, please indicate how you intend to submit payment.

REMOVING OR UPDATING A DOG'S RECORD

To remove a dog from your account: E-mail the Town Clerk's Office if your dog has passed away, is no longer in your household, or if you have moved out of town or state.

To update your dog's information: E-mail the Town Clerk's Office to update a rabies certificate, spay/neuter certificate, or your personal contact information. Please attach any updated certificates to your e-mail.

Questions? Contact us at **(860) 647-3037** or townclerkdept@manchesterct.gov