



# ANIMAL LICENSE APPLICATION

Department of Finance  
Revenue Collection Division

*Please type or print clearly*

## OWNER INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Berkeley Street Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Message/work phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

## PET INFORMATION

Pet's Name: \_\_\_\_\_ Check One:  Dog  Cat

Breed: \_\_\_\_\_ Color: \_\_\_\_\_

(i.e., Cairn Terrier, Rat Terrier, Pitbull Terrier, etc.)

Size in lbs.:  Toy (<10)  S (10-20)  M (20-45)  L (45-75)  XL (>75)

Sex:  Male  Female Reproductive Status:  Altered/unable to reproduce  Intact

## REQUIREMENTS

**State of California law requires that all dogs over the age of 4 months must have a current rabies vaccination and license. Rabies is a serious and deadly disease. You must provide a copy of the rabies certificate to apply for a new dog license or to renew a dog license if the previous rabies certificate has expired (BMC 10.04.030E). Your vet will give you a copy of the rabies certificate when your dog is vaccinated. You may obtain a license only for the period the vaccination is current.**

Altered pet license requires proof of spay/neuter/inability to reproduce (1<sup>st</sup> time registration only)

Fee Exemptions or Reductions:

1. Adoption from City of Berkeley Animal Shelter: Fee is waived for *initial 1-year license* **or** reduced to \$25.00 for *initial 3-year license*.
2. Service Dog: Fee waiver applies regardless of reproductive status.
3. Senior: Requires proof of age 65 years or older, **and** animal must be altered.
4. Low Income: Requires annual proof of household income of \$37,400 or less **and** animal must be altered.

*For Office Use Only:*

<b>License # Issued:</b> _____	<b>Tag Expiration Date:</b> _____
<b>MR Account #:</b> _____	<b>Issued By:</b> _____
<b>Rabies Certificate #:</b> _____	<b>Rabies Expiration Date:</b> _____
<input type="checkbox"/> 1 Year Altered \$15.00	<input type="checkbox"/> 1 Year Unaltered/No Violations \$ 75.00
<input type="checkbox"/> 3 Year Altered \$40.00	<input type="checkbox"/> 1 Year Unaltered with violations \$100.00
<input type="checkbox"/> Replacement Tab Altered \$5.00	<input type="checkbox"/> Replacement Tag Unaltered \$10.00
<b>FEE EXEMPTION:</b>	
<input type="checkbox"/> Senior <input type="checkbox"/> Service Animal <input type="checkbox"/> Low Income <input type="checkbox"/> Adopted from Berkeley Animal Shelter	
<input type="checkbox"/> 1 Year Waived <input type="checkbox"/> 3 Year \$25.00	

# ANIMAL LICENSE INSTRUCTIONS

**Licensing is mandated by State and City laws.** Licenses will **not** be issued for any period beyond the rabies expiration date. You can be cited and fined for failure to have a current license for your dog or unaltered cat. Berkeley Municipal Code (10.04.206) requires that all unlicensed dogs that are impounded into the shelter must be spayed/neutered before they are released.

Please complete the form to the best of your ability and attach the following:

- A current rabies certificate (required for all licenses)
- A spay/neuter certificate to qualify for reduced license fee
- Waiver documentation, if applicable

**To make payment, include all necessary documentation and choose one of the following options:**

In-person	By Mail (Check only)
<a href="#">Finance Customer Service Center</a> 1947 Center Street (between Milvia and MLK, Jr. Way). Open: Monday – Thursday, 8:30am to 4:00pm Accepts: cash, check, money order, or credit card (Visa/MasterCard)	City of Berkeley Attn: Animal Licensing Finance Customer Service 1947 Center Street, 1st Floor Berkeley, CA 94704

Fees	1-year license	3-year license	Other
Altered Dogs (Spayed/neutered or permanently non-fertile)	\$15.00	\$40.00	N/A
Non-Altered dog or cat with no violations	\$75.00	N/A	N/A
Non-Altered dog or cat with violations	\$100.00	N/A	N/A
Replacement tag for altered/non-fertile animals	N/A	N/A	\$5.00
Replacement tag for unaltered animals	N/A	N/A	\$10.00
Late Fees (may be waived if, within 60 days after the expiration date, the owner/guardian provides written proof that the dog has been inoculated against rabies during that 60-day period)	N/A	N/A	\$20.00

**Transfer of License/Refunds:**

License tags are not transferable from one animal to another. No refunds shall be made on any animal license fee due to death of the animal or the owner/guardian leaves the City or the removal of the animal from the City before expiration of the license term.

**Fee Waivers or Reductions (BMC 10.040.032A)**

1. **Adoption from City of Berkeley Animal Shelter** – Fee is waived for initial 1-year license **or** the 3-year license is reduced from \$40 to \$25.00. A Berkeley Animal Shelter certificate of adoption is required.
2. **Service Dog** – Fee waiver applies regardless of reproductive status.
3. **Senior Citizen** – Fee is waived if owner/guardian is 65 years or older and dog is altered or permanently non-fertile. A driver’s license, state ID, birth certificate, or other similar official document is required.
4. **Low Income** – Fee is waived if dog is altered or permanently non-fertile. Annual household income must be \$37,400 or less. The Low Income fee waiver is only available when purchasing 1-year licenses, as income must be verified annually.
  - If the only source of income was from Supplemental Security Income, Social Security Assistance, Retirement, or Pension Fund, etc., include a statement from that agency, verifying total gross income for the tax year. Income derived from any other source (rental income, interest bearing accounts, dividends, business income, etc.) must also be included when calculating total household income.
  - If the income was from any of the sources identified above, along with any other source of income (rental, interest bearing accounts, dividends, business income, etc.), the taxpayer must attach a complete income tax return or a copy of the statement with the amount earned for the year. However, if the taxpayer did not file an income tax return, s/he must **submit Letter 4506-T** from the Internal Revenue Service (IRS) stating that they did not file this year.

**Note:** The current version of this form is not available until April 15 of each year. To obtain Letter 4506-T, call the IRS at (800) 829-1040.