



Department of Finance  
Revenue Collection Division

## ANIMAL LICENSE INSTRUCTIONS

### Licensing is mandated by State and City laws

State of California and City laws require that all dogs over the age of 4 months have a current rabies vaccination and license. Rabies is a serious and deadly disease. All dogs must be vaccinated against rabies before a license may be issued. You may obtain a license only for the period the vaccination is current. Your vet will give you a copy of the rabies certificate when your dog is vaccinated. 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.

### Your pet must have a current rabies vaccination to be licensed

The rabies certificate must include the animal's name, owner/guardian name, owner/guardian address, the vaccination date, and the period for which the vaccination is valid (BMC 10.04.030E).

### To License Your Animal

Obtain a new animal license application or renew your animal's current license in person or by mail. New animal license applications are available online (see Useful Links, below), at the [Finance Customer Service Center](#), at [Berkeley's Animal Care Services](#), or ask your veterinarian.

### In Person

Come to the [Finance Customer Service Center](#), 1947 Center Street (between Milvia and MLK, Jr. Way). The Customer Service Counter is open Monday – Thursday, 8:30am to 4:00pm (closed every Friday). You may pay by cash, check, money order, or credit card (Visa/MasterCard).

### By Mail (Payment by check only, payable to: City of Berkeley – DO NOT MAIL CASH)

Complete an Animal License Application form; include all required documentation (see Documentation Requirements, below), appropriate license fees (see License fees, below), and mail all materials to:

City of Berkeley  
Finance Customer Service  
1947 Center Street, 1<sup>st</sup> Floor, Berkeley, CA 94704  
Attn: Animal Licensing

### Documentation Requirements

Please bring or mail copies the following to Finance-Customer Service to license your animal:

- A current rabies certificate (required for all licenses)
- A spay/neuter certificate to qualify for reduced license fee
- To qualify for senior citizen fee waiver if you are over 65: proof of your age (animal must be altered)

### License Fees

Spayed/neutered or permanently non-fertile dogs:

- \$15.00 for 1 year (with proof of a current 1-year rabies vaccination)
- \$28.00 for 2 year (with proof of a current rabies vaccination with 2 years remaining until next vaccination is due)
- \$40.00 for 3 years (with proof of a current 3-year rabies vaccination)

Non-altered dogs or cats:

- \$75.00 for 1 year and no violations (with proof of a current 1-year rabies vaccination)
- \$100.00 for 1 year and with violations (with proof of a current 1-year rabies vaccination)

**Late fee:** \$20.00

The renewal late fee will 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

**Replacement tags**

- \$5.00/tag for altered/non-fertile animals
- \$10.00/tag for un-altered animals

**NOTES**

- 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

**Fee Waivers or Reductions**

- Senior: Fee waiver requires proof of age 65 years or older **and** animal must be altered
- Service Dog: Fee waiver applies regardless of reproductive status
- Low Income: Fee waiver requires proof of household income of \$37,400 or less annually **and animal must be altered. The Low Income fee waiver is only available when purchasing 1-year licenses, as income must be verified annually (see requirements below).**
- Adoption from City of Berkeley Animal Shelter: Fee is *waived for initial 1-year license or reduced to \$25 for initial 3-year license*

**Transfer of License/Refunds**

License tags are not transferable from one animal to another and no refunds shall be made on any animal license fee because of 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.

**Low Income Fee Waiver Documentation Requirements**

- 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<sup>th</sup> of each year. The phone number for the IRS to obtain this letter is (800) 829-1040.