Procedures Treasurer's Office Dog Licenses 10/13/2015

## **Lifetime Dog Licenses**

Lifetime dog licenses require the use of a tattoo or microchip. Please follow the procedures outlined below:

## Tattoo:

- Complete the lifetime application. At the top of the application indicate that your dog will receive a tattoo and the date when the procedure will be completed.
- Mail the application, a check or money order made payable to "Dauphin County Treasurer" for the appropriate fee and a <u>stamped</u>, <u>self-addressed envelope</u> to:

Janis Creason, County Treasurer Dog Licensing 101 Market Street, Room 105 Harrisburg, PA 17101

- The Permanent Identification Verification (PIV) form will be mailed to you, which will indicate the number the veterinarian will tattoo on the dog.
- Within 30 days from date of issue, have your veterinarian complete and sign the top portion of the PIV form when the tattoo is complete.
- Sign and date the PIV form as the dog owner or authorized applicant.
- Mail or deliver the completed form to the address shown above.
- A tag will be mailed to you, which must be worn by your dog on his/her collar. The tattoo is not a legal license without the tag.
- A record of the license will be maintained in the County database for 21 years from date of issue.
- Lost tags may be requested through the Treasurer's Office free of charge.
- Questions may be directed to the Treasurer's Office by calling 780-6550.

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## **Microchip:**

- Print the Lifetime Dog License application and Permanent Identification Verification Form from the Treasurer's website: www.daupincounty.org; Keyword: Dog
- Make an appointment with your veterinarian to have your dog micro-chipped.
- Ask your veterinarian to complete the top and bottom portion of the form and sign.
- Sign and date the PIV form as the dog owner or authorized applicant.
- Complete the Lifetime License application.
- Mail or deliver the completed PIV form, lifetime license application and check or money order made payable to "Dauphin County Treasurer" to:

Janis Creason, County Treasurer Dog Licensing 101 Market Street, Room 105 Harrisburg, PA 17101

- A tag will be mailed to you, which must be worn by your dog on his/her collar. The microchip is not a legal license without the tag.
- A record of the license will be maintained in the County database for 21 years from date of issue.
- Lost tags may be requested through the Treasurer's Office free of charge.
- Questions may be directed to the Treasurer's Office by calling 780-6550.