HOW TO USE GOVPILOT TO REGISTER YOUR PET

To use links below:
1. Left click on the underlined word/link,
   a. You will see your cursor blinking on that word/link.
2. Without moving your cursor, hold down the "Ctrl" button and left click (on the same underlined word/link).
3. Your page/link/application will now open.

Specify Address where BOTH Dog and Owner reside *

Search By ● Address or Location Name   ○ Parcel Identifier   ○ Non Resident or Address Not Found

312 BROAD AVE

Application Type

Select... ▼

Owner Information

1. **Click on "Address or Location Name"**

2. **Must fill in your address to make this a fillable document. Keep typing until it generates an address….**

3. **Click the arrow and select one.**

4. **From the pull down list:**
   a. If you've *NOT* licensed your dog in Leonia before, you would choose: "New"
   b. If you *HAVE* licensed you animal in Leonia before, you would choose: Click here and follow instructions to "**Renewal**"

Owner Information

First Name *

Last Name *

Address *

312 BROAD AVE

City

LEONIA

State

NJ

ZIP

07605

Address 2

Phone # *

Email *

If applicable, provide details of another owner for this dog that resides at the same address.

First Name

Last Name

Phone #

Email

5. **Fill out ALL of the "Owner Information" information in boxes**

Dog Information

Dog Name *

Breed *

If Other Breed, specify

Color *

Hair Length *

Select...

Size *

Select...

Sex *

Select...

Age *

0

Spayed/Neutered? *

Select...

Service Dog? *

Select...

Prev. Lic. # (If known)

6. **Fill out ALL of the "Dog/Cat Information" information in boxes**
   a. It is VERY IMPORTANT you check off if your dog is Spayed/Neutered!!

Veterinarian Information

Name *

Full Address *

Phone # *

7. **Fill out ALL of the "Veterinarian Information" information in boxes**

Required Documents

1. New Registrations
All new applicants **must** include a valid Rabies Certificate and Spayed/Neutered Certificate before a license can be issued.
The Rabies Certificate **must** be valid through November 1st of the licensing year.

2. Renewals
Renewals **must** include a valid Rabies Certificate.
The Rabies Certificate **must** be valid through November 1st of the licensing year.

3. Service Dogs
All applications for Service Dogs **must** include a valid Service Dog Registration Certificate.

Select files...	*Drop files here to upload*

8. **Make sure to read and upload required documentation.**

   a. **that you upload a copy of your rabies certificate. Rabies vaccine must be good through November 1st of the current year.**

Vaccination Information

Rabies Vaccination Exempt? *

Select...

Vaccination Date *

Expiration Date *

Is Valid?

Select...

9. **Fill out Vaccination Information…**

   a. **"Is Valid" will auto populate to notify you if the Rabies Vaccine is valid. Rabies vaccine must be good through November 1st of the current year.**

License Fee

Spayed/Neutered	$12.00
Unspayed/Unneutered	$15.00
Late Fee (for renewals submitted after May 1st)	$10.00

Total Due $0.00

Note that payment **must** be received in full before a Dog License and Registration Tags can be issued.

10. **License Fee – Here is where you will see what's due.**

Certification

By submitting this form, I am confirming that all of the information I have entered is accurate, according to the best of my knowledge. I understand that failure to provide correct information will result in revocation of my pet's license.

Applicant Signature *

Type Full Name :

[Clear]

11. **Type name & hit Submit**

12. **You are all done! You will receive an email asking you to pay or asking you to submit documentation.**

HOW TO RENEW YOUR DOG/CAT LICENSE

---

1. Go to: The *appropriate* link and click: Dog License Application or Cat License Application. You can also find this information on Borough of Leonia's Health & Registrar's Department page.

   Make sure you **keep typing** until you see a **full address appear**:

2. Click on the correct address.

3. Choose: Under "Application Type", "**Renew**"

4. The following box will pop up:

Renew your Application

Instructions:
1) Find your information by providing the information from your previous license below.
2) Click "Find My License" and update any information that has changed prior to submitting.

Reference Number

License No.

Dog's Name

Gus

Dog Owner Email

Bbaez@leonianj.gov

| Find My License | Cancel |

5. Fill in your Dog/Cat's name <u>AND</u> email address; click "find my license".

   (You must have at least 2 fields entered in order to bring up your information from a previous year, or you will receive the below message.)

Warning ✕

Not enough information supplied!

Please enter at least 2 fields so we can locate your record!

OK

6. Required Documents screen will appear:

Required Documents

1. New Registrations
All new applicants **must** include a valid Rabies Certificate and Spayed/Neutered Certificate before a license can be issued.
The Rabies Certificate **must** be valid through November 1st of the licensing year.

2. Renewals
Renewals **must** include a valid Rabies Certificate.
The Rabies Certificate **must** be valid through November 1st of the licensing year.

3. Service Dogs
All applications for Service Dogs **must** include a valid Service Dog Registration Certificate.

7. Upload your file:
   Make sure to upload a copy of your rabies certificate. Rabies vaccine must be good through November 1st of the current year.

⬆ Upload New File   🗑 Remove Selected File(s)

	Document Name	File Name	Size	Timestamp

Vaccination Information

Rabies Vaccination Exempt? *

Select...

Vaccination Date *

Expiration Date *

Is Valid?

Select...

8. Please note the License Fee – you will **_not_** be asked to pay <u>at this point</u>. Once we review your application, we will let you know:
    1. If we need further documentation
    2. We will send notification of the amount that is due.

License Fee

Spayed/Neutered	$12.00
Unspayed/Unneutered	$15.00
Late Fee (for renewals submitted after May 1st)	$10.00
Total Due	$25.00

Note that payment **must** be received in full before a Dog License and Registration Tags can be issued.

9. Please read the Certification acknowledgement, and type your name:

Certification

By submitting this form, I am confirming that all of the information I have entered is accurate, according to the best of my knowledge. I understand that failure to provide correct information will result in revocation of my pet's license.

Applicant Signature *

Type Full Name :

Clear

Submit

10. Hit "Submit"

If you are missing any information, you will get a message:

Required Missing Information ✕

Missing or invalid fields are found, click on each field on the list shown to correct:

- Vet Address
- Vet Phone
- Attachments
- Rab Vacc Date
- 1 Sign