

Dogs and cats are available for adoption at the Southampton Town Animal Shelter. For more info please call 728-PETS



# Southampton Town Dog Licensing Information & Application



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**TOWN CLERK**  
Sundy A. Schermeyer  
116 Hampton Road  
Southampton, NY 11968  
631-287-5740

[www.southamptontownny.gov](http://www.southamptontownny.gov)

## DOG LICENSE APPLICATION

### TOWN OF SOUTHAMPTON

Enter all information requested below. Sign & mail the document along with the fee, a current Rabies Certificate, Spay/Neuter Certificate (if not previously submitted), and a self-addressed stamped envelope to: Sundy Schermeyer, Town Clerk, Town of Southampton, 116 Hampton Road, Southampton, NY 11968.

\_\_\_ **New License** \_\_\_ **Renewal**

License Number (renewals only): \_\_\_\_\_

Owner of Dog: \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dog Name: \_\_\_\_\_ Male / Female (Circle One)

Breed: \_\_\_\_\_ Year of Birth: \_\_\_\_\_ Color/Markings \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

**Rabies Certificate must be included with this application**

**LICENSE FEES for male or female dogs: Please Include:**

SPAYED/NEUTERED dogs: \$ 7.50/year ; Senior \$ 5.00 /year \* 1. Current Rabies Certificate

UNSPAYED/UNNEUTERED dogs: \$ 17.50/year ; Senior \$ 15.00 /year \* 2. Spay/Neuter Certificate

UNSPAYED/UNNEUTERED under 4 months of age: \$ 12.00 3. Check for license fee made payable to:  
Town of Southampton

GUIDE, WAR, HEARING, POLICE WORK, or SERVICE dogs:\*\* NO FEE

\* **Proof of age required for Senior discount (62+). Owner Date of Birth:** \_\_\_\_\_

\*\*Proof required: NYS-recognized training certificate

Name of Veterinarian: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date of Vaccination: \_\_\_\_\_ 1 Year/3 Year (Circle One)

If you are transferring ownership of a dog license within the Town of Southampton, please send a request to the above address.

Dog licenses are valid for one or three years. Renewal applications will be sent directly to you by this office.

Applications are available on-line at [www.southamptontownny.gov](http://www.southamptontownny.gov). Follow the Town Clerk link.

Questions, please call the Town Clerk's Office at 287-5740

## **WHY LICENSE YOUR DOG?**

Not only does a license tell everyone that your dog has a home — it also says your dog has an up-to-date rabies shot.

**Who suffers when pet owners don't license their dogs? DOGS!** Licensing fees go back to help other dogs. They are a major source of funding for spay/neutering and shelter care.

Check with your local veterinarian for recommendations on rabies vaccinations and microchip identifications.

Southampton Town Animal Shelter periodically holds clinics for rabies vaccination and microchip identification, as well as obedience

***So . . . if you love your dog,  
Please LICENSE YOUR DOG.***

***AND REMEMBER, IT'S NEW YORK STATE LAW***



### **WHICH DOGS MUST BE LICENSED?**

Every dog owned or harbored in New York State for longer than 30 days must be licensed.

### **THE FOLLOWING ARE THE ONLY LICENSE EXEMPTIONS:**

- Dogs under four months of age not running at large
- Dogs harbored in New York City (these dogs must be licensed by the NYC Department of Health)
- If a non-resident brings a dog into New York State for less than 30 days and the dog is licensed according to the resident state's licensing laws
- Dogs confined to the premises of any public or privation hospital, research institution, or a Class A Dealer with a certificate of exemption from the Commissioner.

## **HOW TO LICENSE YOUR DOG**

Apply for a dog license at either location:

Southampton Town Clerk's Office  
116 Hampton Road  
Southampton, NY 11968  
631-287-5740

Southampton Town Clerk's Annex  
25 Ponquogue Ave  
Hampton Bays, NY 11946  
631-723-2712

### **IN ADDITION TO THE APPLICATION, THE OWN- ER WILL NEED:**

If the dog is spayed or neutered - a certificate from a licensed veterinarian showing that the dog has been spayed or neutered, unless this proof is already on file with the clerk.

### **ALL DOGS THREE MONTHS OR OLDER MUST HAVE PROOF OF A RABIES VACCINATION**

Signed by a licensed veterinarian or a certificate stating why the life of the dog would be endangered by the vaccine.

Once the license fee has been paid, the license may be validated for up to three years.

Each dog is assigned a permanent, official Identification (ID) number and issued a metal ID tag which is to be attached to the dog's collar.

There is no license fee for guide dogs, war dogs, hearing dogs, police-work dogs, or service dogs. Proof of such status is required in the form of a NYS-recognized training certificate

### **LICENSE RENEWAL FORMS**

Once your dog is licensed, license renewal forms are mailed directly to the dog owner by the New York State Department of Agriculture and Markets.

**NO REFUND WILL BE MADE AFTER  
A LICENSE HAS BEEN VALIDATED**

## **HOW TO CHANGE A LICENSE**

To insure the accuracy of license records, it is essential that any change to the information on the license be provided to the Town Clerk at either the Town Clerk Office in Southampton or the Hampton Bays Annex. The owner must provide in writing any of the following changes:

- Dog ownership
- Dog owner's address
- Loss or theft of the dog
- The passing of a dog



## **LOST DOGS**

A lost dog can be identified with either a N.Y.S. license identification tag or a microchip, that will assist the local Animal Control Officers to trace the dog to its owner.

IF YOUR DOG IS LOST OR YOU FIND A  
LOST DOG, IMMEDIATELY CONTACT:  
Town of Southampton Animal Shelter  
102 Old Riverhead Road

## **TO REPORT COMPLAINTS OR VIOLATIONS**

Contact Animal Control at 728-7387. Questions on Animal Control can also be emailed to [ACOS@southamptontownny.gov](mailto:ACOS@southamptontownny.gov).

The local animal control officer may impose fines or civil penalties for violations of state and local laws. The Town Code Chapter 150 on animal regulations within Southampton Town can be found on the Town's website at [www.southamptontownny.gov](http://www.southamptontownny.gov).

## **REPLACEMENT TAGS:**

If your dog's metal ID tag is lost, a replacement tag may be purchased at the Town Clerk's Office for a fee of \$3.00.