

# LICENSE RENEWAL INFORMATION

1. The Township of Nutley Ordinance (Chapter 97) requires that any person who shall own, keep or harbor a dog or cat of licensing age (seven months and over) shall, in the month of April of each year, apply for and receive from the Township Clerk a license along with an official metal registration tag for each such dog. The registration tag shall be attached to each dog collar or harness.
2. All dog and cat licenses expire on April 30 each year.

## IF DOG IS DECEASED OR NO LONGER OWNED, CHECK BOX & RETURN FORM

3. Dogs used as guides for disabled persons and commonly known as “Seeing Eye” dogs shall be licensed and registered as other dogs, except that the owner or keeper of such dog **shall not be required to pay any fee.**
4. In order to issue your pet’s license you must have proof that your pet has been properly vaccinated for rabies and that such vaccination is current through April 2016 as per N.J.A.C. 8:23A-4.3.
5. Please review your pet’s rabies and neuter status. If there have been any changes since the last renewal period, please enclose a copy of the required veterinarian certificate so that our records can be updated accordingly. **Your application cannot be processed without this information.**
6. When mailing your application please RETURN TWO COPIES OF THE APPLICATION, marked with any necessary changes along with a check or money order made payable to the **Township of Nutley** and send it to the **Attention of the Municipal Clerk at the Township of Nutley, One Kennedy Drive, Nutley, New Jersey 07110. Please enclose a self-addressed envelope for the return of your documents and registration tag.**

### OUR LICENSING FEES ARE AS FOLLOWS:

Spayed/Neutered Dog & Cat Licenses **\$15.00**  
Non-Spayed/Neutered Dog & Cat Licenses **\$18.00**

**For Senior Citizens 65 years of age and over:**  
Spayed/Neutered Dog & Cat Licenses **\$12.00**  
Non-Spayed/Neutered Dog & Cat Licenses **\$15.00**

**Please note:** There will be a **\$10.00 late fee** for previously licensed dogs that are licensed after April 31, 2015

**LATE NIGHT DOG AND CAT REGISTRATION**  
Late Night Dog and Cat Registration will still take place  
at Nutley Town Hall on these dates:

<b>Monday, April 13, 2015</b>	<b>5:00 P.M. – 8:00 P.M.</b>	<b>Town Hall – 1<sup>st</sup> Floor</b>
<b>Tuesday, April 14, 2015</b>	<b>5:00 P.M. – 8:00 P.M.</b>	<b>Town Hall - 1<sup>st</sup> Floor</b>

Note: We will accept pet applications and license fees during these special times  
**IMPORTANT IF PAYING IN CASH – PLEASE BRING THE EXACT AMOUNT**

**Rabies Clinic  
CANCELLED**

If you have any questions please feel free to call the Municipal Clerk’s Office 973-284-4955

Thank you,  
Eleni Pettas  
Municipal Clerk



**TOWNSHIP OF NUTLEY**  
DEPARTMENT OF REVENUE AND FINANCE  
ONE KENNEDY DRIVE  
NUTLEY, NEW JERSEY 07110



THOMAS J. EVANS  
Director

(973) 284-4997

ELENI PETTAS  
Municipal Clerk, RMC

ROSEMARY COSTA  
Township Treasurer, CFO, CTC

Dear Pet Owner,

Once again, it is time to renew the license for your pet. Our goal is to make this as easy as possible for you. I want to affirm that my staff is fully prepared and ready to assist you as the need may arise. On the reverse side of this letter you will find is important information that will help complete your renewal application.

Please be sure that your pet has a current rabies vaccination through April 2016. For your benefit, the Township will host two (2) free rabies clinics, Monday, April 13, 2015 and Tuesday, April 14, 2015. I encourage you to take advantage of this opportunity.

Most Respectfully,

A handwritten signature in black ink, appearing to read "Thomas J. Evans". The signature is fluid and cursive.

Thomas J. Evans  
Commissioner