

TOWN OF CHAPLIN

CONNECTICUT 06235

495 Phoenixville Road
Chaplin, CT 06235

INCORPORATED 1822

Telephone: (860) 455-0073 x 312
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Email: townclerk@chaplinct.org
Website: www.chaplinct.org



DOG LICENSES

Dear Dog Owner,

I hope this letter finds you well. This year I am mailing a reminder letter instead of my usual postcard mailing. I want to remind you that June is dog licensing month. It is also my favorite month because I see many of our residents and very much enjoy chatting with all of you and hearing your dog stories. Unfortunately, because of the COVID-19 pandemic I will not be accepting dog license applications or renewals in person and I am requesting that you mail, drop into our drop box or email your new application or renewal to my office. Here are a few things to remember about dog licenses:

- June is dog licensing month, all dogs 6 months or older must be licensed.
- The licensing period is June 1st through June 30th. Because of Governor Lamont's Executive Order 7II, late fees will not begin to apply until after July. Starting in August a \$1.00 late fee will apply for each month the license is late. I can accept an application or renewal for a dog license any time before June 1st and I will begin issuing licenses on June 1st.
- Now is a good time to check your dog's rabies vaccination expiration date.

For dogs previously licensed in Chaplin:

- If the rabies vaccination expired since your last visit, please provide the updated certificate when you renew the license.
- If your dog has been spayed or neutered since your last visit, please provide the spay/neuter certificate.
- Please provide a check (preferred) or exact cash payment, self-addressed stamped envelope and an email or phone number to contact you.

For a new dog that has not previously been licensed in Chaplin please provide:

- A completed dog license application. The application can be found on the town website at www.chaplinct.org on the Town Clerk's page under Forms.
- A copy of the rabies certificate.
- A copy of the neuter/spay certificate if applicable.
- A check (preferred) or exact cash payment, self-addressed stamped envelope and an email or phone number to contact you.

Options to renew your license:

- Mail in requests are always honored. Mail to Chaplin Town Clerk, 495 Phoenixville Road, Chaplin, CT 06235.
- You may submit your documents, payment, contact information and self-addressed stamped envelope via the drop box located in the center island in the town hall parking lot. Not to be confused with the regular mailbox which has a red flag, they are both black in color.
- You can email required documents if you prefer and place a check or exact cash payment in the mail or drop box with your contact information and a self-addressed stamped envelope.

Fee:

Neutered Male or Spayed Female Dog - \$8.00, Unneutered or Unspayed Dog - \$19.00, Kennel license (up to 10 tags) - \$51.00, Late fee - \$1.00 per month after July 31st since the last month the dog was licensed in Chaplin.

Sadly, if your pet has passed away during the last year or if you no longer own your pet, please let me know by phone or email.

If you have any questions regarding the procedures outlined above, please do not hesitate to contact me at (860) 455-0073 x 312 or via email at townclerk@chaplinct.org.

Thank you in advance for your time and cooperation.

Best regards,

Shari Smith
Chaplin Town Clerk