

LICENSE RENEWAL INFORMATION

1. The Township of Nutley Ordinance (Chapter 217) 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 or cat. The registration tag shall be attached to each dog/cat collar or harness.
2. All dog and cat licenses expire on April 30 each year. **IF YOUR PET IS DECEASED OR NO LONGER OWNED, PLEASE CHECK THE BOX OF YOUR RENEWAL NOTICE AND RETURN THE 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 a fee.**
4. **In order to issue your pet’s license, we must receive proof that your pet has been properly vaccinated for rabies and that such vaccination is current through February 2021 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 THE ENTIRE FORM, marked with any necessary changes, along with a check or money order made payable to the **Township of Nutley**. Please 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, stamped envelope for the return of your documents and registration tag.

OUR LICENSING FEES ARE AS FOLLOWS:

Spayed/Neutered Dog & Cat Licenses \$15.00	<u>For Senior Citizens 65 years of age and over:</u>
Non-Spayed/Neutered Dog & Cat Licenses \$18.00	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 30, 2020.

FREE RABIES IMMUNIZATION CLINIC

The Free Rabies Immunization Clinic, provided by the Department of Public Affairs, will take place at the Nutley Firehouse on 228 Chestnut Street on the following dates:

Monday, April 13, 2020 at 6:00 P.M – 8:00P.M.
Tuesday, April 14, 2020 at 6:00 P.M – 8:00P.M.

Note: We will accept pet applications and license fees during these clinic dates.
IMPORTANT IF PAYING IN CASH: PLEASE BRING THE EXACT AMOUNT

If you have any questions please feel free to call the Municipal Clerk’s Office 973-284-4955 or email epettas@nutleynj.org

Thank you,
Eleni Pettas, RMC
Municipal Clerk



Thomas J. Evans
Director
Eleni Pettas, R.M.C.
Municipal Clerk

TOWNSHIP OF NUTLEY
DEPARTMENT OF REVENUE, FINANCE
AND CODE ENFORCEMENT
ONE KENNEDY DRIVE
NUTLEY, NEW JERSEY 07110
Telephone No. 973-284-4997



March 2020

Dear Resident and Pet Owner,

It's time to renew the license for your dog or cat. Our goal, as always, is to make the renewal process as easy as possible for you. Given the increase in pet ownership in the past year, the Municipal Clerk's Office will now have evening hours on **April 27th and 28th** to accommodate this increase in demand. **The Municipal Clerk's Office, located at One Kennedy Drive, Nutley, will be open until 8:00 P.M. on these dates.**

I have a great staff who are fully prepared and ready to assist you as the need may arise. On the reverse side of this letter, you will find important information that will help you to complete your application. Please be sure that your pet has a current rabies vaccination through February 2020.

For your benefit, the Department of Public Affairs will host two (2) free rabies clinics at the Nutley main firehouse, 228 Chestnut Street, on Monday and Tuesday, **April 13th and April 14th, 2020** (see reverse side for more details). I strongly encourage you to take advantage of these free clinics.

My staff will be on-site to assist anyone needing help with their pet license renewal.

If you should need additional information or if you simply have a question, please contact the Municipal Clerk's Office at 973-284-4955 or visit the Township Website at www.nutleynj.org.

Most Respectfully,

Thomas J. Evans
Commissioner

