

INSTRUCTIONS FOR APPLYING FOR AN UNALTERED ANIMAL PERMIT

1. COMPLETE ONE UNALTERED ANIMAL PERMIT APPLICATION FOR EACH ANIMAL.

CHOOSE THE EXEMPTION THAT IS APPLICABLE TO THAT ANIMAL:

COMPLETE APPLICATION

- YOUR NAME
- MAILING ADDRESS
- STREET ADDRESS
- NAME OF ANIMAL
- PHONE NUMBER
- ALTERNATE PHONE NUMBER

2. USING THE MICROCHIP REGISTRATION FORM PROVIDE MICROCHIP # FOR EACH ANIMAL AND LEAVE THE PERMIT # BLANK. COMPLETE ADDITIONAL FORMS AS NEEDED.

3. OWNERS OF HERDING AND HUNTING DOGS WHO DO NOT BELONG TO A CLUB COMPLETE THE OATH AND HAVE IT NOTARIZED.

4. **IF MAILING YOUR APPLICATION IN TO BE PROCESSED PLEASE BE SURE TO INCLUDE ALL REQUESTED INFORMATION OR YOUR APPLICATION MAY BE REJECTED.**

- _____ COMPLETED UNALTERED ANIMAL PERMIT APPLICATION FORMS FOR EACH ANIMAL
- _____ COMPLETED UNALTERED ANIMAL PERMIT MICROCHIP REGISTRY FORM
- _____ A **COPY** OF MICROCHIP CERTIFICATE FOR EACH DOG
- _____ A **COPY** OF APPROPRIATE DOCUMENTATION (REGISTRY, LETTER FROM VETERINARIAN OR PROOF OF LITTER)
- _____ **ORIGINAL** NOTARIZED OATH (IF APPLICABLE)
- _____ A **SELF-ADDRESSED STAMPED ENVELOPE**

5. **IF BRINGING YOUR APPLICATION INTO THE OFFICE TO BE PROCESSED PLEASE BRING:**

- COMPLETED UNALTERED ANIMAL PERMIT APPLICATION FORMS
- COMPLETED UNALTERED ANIMAL PERMIT MICROCHIP REGISTRY
- MICROCHIP CERTIFICATES
- REQUIRED DOCUMENTATION (REGISTRY, OATH, LETTER FROM VETERINARIAN OR PROOF OF LITTER)