

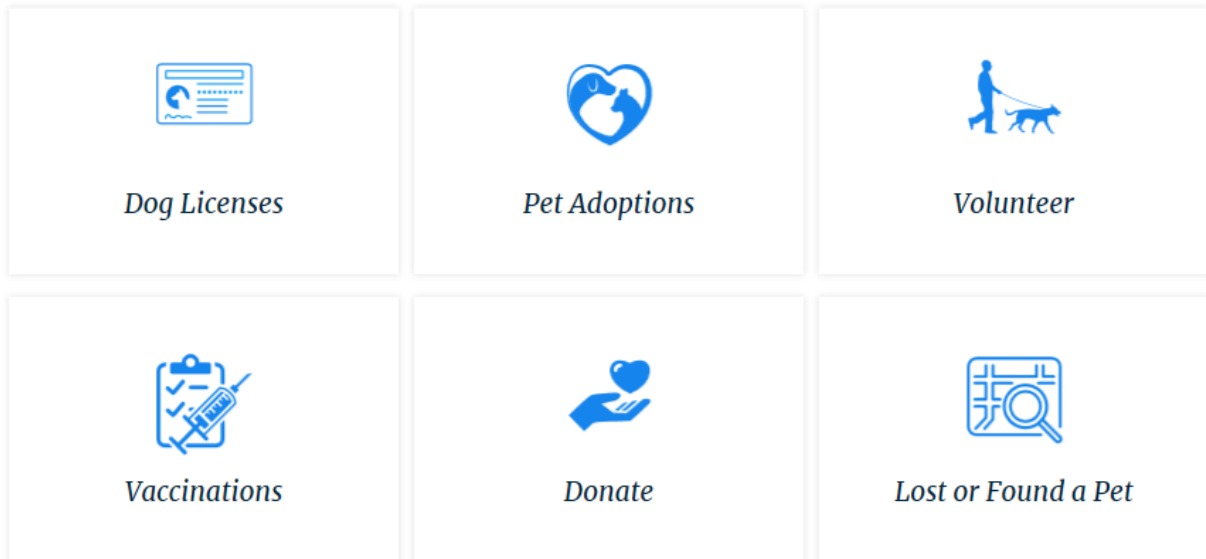
# How to Register and License a New Dog Under Your Account

This step-by-step guide will assist you with our online registration process for getting your new dog's first license through Maricopa County Animal Care and Control (MCACC) when you have an existing account. If at any time you have questions, please contact us by phone at 602-506-7387 (option 5, then option 3) or email your inquiry to [Licensing@Maricopa.gov](mailto:Licensing@Maricopa.gov) – responses are typically sent within 48 hours.

**BEFORE YOU BEGIN** Visit our licensing webpage at <https://www.maricopa.gov/226/Dog-License> for additional information you may want to review and to access our online portal. If you are starting on the home page ([www.Pets.Maricopa.gov](http://www.Pets.Maricopa.gov)), select the “Dog Licenses” tab from the **Common Requests** heading to be directed to the “License Your Dog” webpage as shown below.

## COMMON REQUESTS

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Once you are on the “License Your Dog” webpage, select the button on the left labeled “License Your Dog Today Online” (shown below) to access our online portal.

## LICENSING YOUR DOG



**TO START** Since you have an existing account you will need to look up your account information by using a **license number or reference number for your other licensed pet** and your account number, person id or last name. The first field of the license renewal portal (shown below) is for your license (or reference) number that begins with a “P,” “V” or “U” and the second field is for your account number that begins with a “P.”

If you do not have this information available, please click on the “Start New Registration” button and complete the steps. Please refer to the [first time licensing your dog step by step guide for more help](#).



### Maricopa County

Animal Care and Control  
2500 S 27th Avenue  
Phoenix, AZ 85009  
(602) 506-7387

Information Lookup

Enter your license or notice reference number.

Enter your Account Number, PersonID or Last Name.

**Find Your Information**

Start New Registration

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Click the “Find Your Information” button to update the page with your name and address under the **Owner Information** tab – you will then need to select one of the options shown below:

- If the address is correct, click on the “Continue” button to go to the next screen
- If the address is incorrect, select the corresponding button and click “Continue” – this option will take you to a separate page to update your address
- If you select “This is not me,” you will be taken to the new dog license registration page

Information Lookup

Enter your license or notice reference number.

Enter your Account Number, PersonID or Last Name.

**Owner Information**

**Joe Dog Owner**  
2500 S 27Th Ave  
Phoenix AZ, 85009

**Please select from one of the following licensing options:**

My address is correct.  
 My address is incorrect.  
 This is not me

**Continue**

Next is the **Your Animal Information**. This page will list your current dog(s) and license status. Since you are registering for a new dog license you will click on the “New Pet License Only” button.

**Your Animal Information** ▼

Select your licensing options from the dropdowns below.

- If you are registering a new pet and are NOT updating an existing pet, select "New Pet License Only".
- If you are **RENEWING a license AND adding a new pet**, continue with just the renewal and you will have the option to enter a new pet at the bottom of the form.

Name	Due	Action
Daisy Mae (P20-1092497)	04/29/2020	License my pet <span>▼</span>

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The next page has two sections, one for you as the dog owner and one for your pet’s information. Under the **Dog Owner** section, verify your home address, phone number, and email address are correct and make any updates if needed. Note: It is recommended you include an email address to receive future license renewal notices electronically; it also provides an alternative communication method if your dog is lost and turned into our shelter. Other options in this section include adding an alternate mailing address and identifying yourself as a senior citizen, if applicable. (see next page)

**Joe Dog Owner** ▼

**First Name**  
JOE

**Last Name**  
DOG OWNER

**Physical Address**  
2500 S 27TH AVE

**City**  
PHOENIX

**State**  
AZ-Arizona ▼

**ZIP Code**  
85009

**Phone Number**  
(602) 555-1212 x\_\_\_\_\_

**Secondary Phone Number** (optional)  
Please optionally enter your second phone number.

**Email Address**  
CallCenter@Maricopa.gov

**Confirm Email Address**  
CallCenter@Maricopa.gov

My physical and mailing address are **DIFFERENT**.

I am 65 or older and would like Senior Citizen pricing. (optional)

Next, you will need to enter your dog's information (shown on the next page), including your pet's sex by clicking on the down arrow in the Pet's Sex field to indicate your dog is either: unaltered or "Female (spayed)" or "Male (neutered)." If your dog's breed is not listed under the Primary Breed field, select the one that is most similar.

You can upload a copy of your dog's rabies vaccine certificate (using a JPEG or PDF format) as proof of the current vaccination. If you do not have a copy available, you will need to enter the date of the most recent rabies vaccination, choose the correct 1 year or 3 years validation period, and select the veterinarian who administered the vaccine. However, if you do not have this information available at the time of registration, then enter today's date, select any Vet Clinic, and check the certification box to move the process forward. You will then need to separately email ([Licensing@Maricopa.gov](mailto:Licensing@Maricopa.gov)) or fax (602-372-7556) a copy of the current rabies certificate to fully complete your dog license application.

**How did you hear about us?**

-- Please Select --

-- Please Select --

Email Notice

Mail Notice

New License

Other

See the **red boxes** below for the locations of the Pet's Sex and Rabies vaccination areas.

Jack Remove Animal

**Pet's name:**  
Jack

**Type of pet you are licensing:**  
Dog

**Pet's sex:**  
Male (neutered)

**Pet's date of birth:**  
05/06/2015

or

**Pet's age in years:**  
5

**Months:**  
Ex. 1-11

**Pet's primary breed:**  
Afghan Hound

**Pet's primary color:**  
Black

**Pet's microchip number: (optional)**  
Microchip number

**Date of your pet's most recent rabies vaccination:**  
04/30/2020

**How many years is your pet's rabies vaccine valid?**

1 Year  
 3 Years

**Veterinarian/clinic that vaccinated your pet for rabies:**  
ACADEMY WEST ANIMAL HOSPITAL

**Upload proof of rabies vaccination. Please Note: Your license will not be valid without proof of a current rabies vaccination certificate. If you cannot upload proof at this time, please email a copy to [Licensing@mail.maricopa.gov](mailto:Licensing@mail.maricopa.gov)**  
Browse...

I certify that my pet has a current rabies vaccination and will remain vaccinated during the license period. Making a false declaration regarding the vaccination of an animal may result in a citation and/or non-issuance of a license.

**Veterinarian/clinic that spayed/neutered pet:**  
ADOBE VETERINARY CLINIC

**Upload proof of spay/neuter:**  
Browse...

I certify that my pet has been spayed/neutered. Making a false declaration regarding the spay/neuter of an animal may result in increased licensing fees, a citation and/or non-issuance of the license.

**Based on the above information you are eligible to purchase one of the following licenses:**

Sterilized Dog License: \$19.00

Once all your information is entered click on "Add to Cart" to complete the registration or "License Another Pet" if you have another dog to register.

The **Checkout Information** section now appears with options to include a donation, add comments, and review the refund policy. After verifying everything is correct, check the “I’m not a robot” box and click the “Submit Registration” button.

Note: If you add a donation or enter comments, you must click on the “Update Cart” button (top right) before proceeding to “Submit Registration.”

+ License Another Pet

Update Cart

Checkout Information ▼

Review the information below.

- If the information is correct, please select the "Checkout" button below.
- If the information is not correct, scroll up to edit the information and "UPDATE CART" to review edits.

Personal Information - - New Dog Owner▼

Information for Jack — \$19.00▼

[- Remove Animal](#)

**Current Charges**

Item Description	Item Price
License Fee - Jack	\$19.00
<b>Total</b>	<b>\$19.00</b>

Help support our organization by donating to one of the following funds:

Donation  ⓘ

**Make Donation**

**Enter any additional comments that you may have below:** (optional)

Additional Comments

**Please Read our Refund Policy**

Transactions are not refundable. If you have any problems with your transaction after completion, please contact us. By clicking the submit button below, you indicate that you have read and agree to these terms. Thank you!


## Grand Total: \$19.00

✓  
I'm not a robot

reCAPTCHA  
Privacy - Terms

**Submit Registration**

After you click on the "Submit Registration" button, you will be taken to the **Payment Entry** screen to enter in your payment (credit or debit card) information. After you review your information, click on the "Continue" button on the bottom of the page.








*Maricopa County*  
**Animal Care & Control**

Pet Licensing Division

Payment Entry

Payment Method: Credit or Debit Card

Card Information		Billing Information	
Card Number	<input type="text"/>	Name	<input type="text" value="JOE DOG OWNER"/>
Expiration Date	Month <input type="text" value="Month"/> Year <input type="text" value="Year"/>	Address	<input type="text" value="2500 S 27TH AVE"/>
Card Identification Code	<input type="text"/> 	City	<input type="text" value="PHOENIX"/>
   		State	<input type="text" value="Arizona"/>
		Zip	<input type="text" value="85009"/>
		Phone	<input type="text" value="(602) 555-1212"/>
		Email	<input type="text" value="CallCenter@Maricopa.gc"/>

Click Continue to review your payment information

Next you will see the **Review Your Payment or Donation Details** screen. This is your last opportunity to make any changes to your application using the “Go Back/Edit” button. Once you have confirmed all information on this page, you must click on the “Process Payment” button (see the **red box** below) for your transaction to be completed. You will then receive an email from MCACC to verify your payment.

**Maricopa County Animal Care & Control**

Pet Licensing Division


Please Review Your Payment or Donation Details

Unique ID : 4509911f0acb460dae63e967b02c1456

Description : Transaction for JOE DOG OWNER.

Invoice ID : MRCP/5031116

Payment Amount: \$19.00

Card Information		Billing Information	
Card Number	*8183	Name	JOE DOG OWNER
Expiration Date	6/23	Country	US
Payment Type		Address	2500 S 27TH AVE
		City	PHOENIX
		State	AZ
		Zip	85009
		Phone	(602) 555-1212
		Email	CallCenter@Maricopa.gov

Go Back/Edit   Cancel   **Process Payment**

**Note:** If for any reason we cannot process the license application as submitted, a notification email will be sent to you with the reason. One of the most common reasons this occurs is the current rabies vaccination certificate is missing from the application. However, this is an easy fix – you can send the valid certificate directly to us via email, fax, or mail.


**Email:** [Licensing@Maricopa.gov](mailto:Licensing@Maricopa.gov)

**Fax:** 602-372-7556

**Mail:** Maricopa County Animal Care and Control  
PO Box 52014  
Phoenix, AZ 85072



Sample receipt email to confirm your payment has been processed




*Maricopa County*  
**Animal Care & Control**

Pet Licensing Division

**Thank you for your payment or donation.**

**Please print this receipt and keep it for your records.**

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Unique ID :	1f40c31bb04c4e5393b2167244d367b6
Description :	Transaction for
Invoice ID :	MRCP/5030459
Payment Amount:	\$19.00
Receipt Number:	3780816146
Transaction Date:	04/30/2020 10:33 AM
Payment Type:	
Account Number:	*7834

Thank you for taking the time to license your dog with Maricopa County! Responsible dog owners like you help us ensure a safer and healthier community for all people and pets as well as provide life-saving funding for the daily care of the many homeless pets in our shelter.