



WEBER COUNTY ANIMAL SERVICES

POLICY AND PROCEDURES

ANIMAL LICENSING

EFFECTIVE DATE: 11/23/2009
STANDARD NUMBER: N/A

REVIEW DATE: 03/10/2011
APPROVED: Signature on file
Sheriff Signature

1. Purpose

To ensure all dogs and/or cats are licensed, all animals are vaccinated for the rabies virus, and rabies vaccinations are kept current.

2. Rationale

Licensing of animals is a state and county requirement and necessary to identify animals that have been vaccinated for the rabies virus as well as identify lost animals and return them to their owner.

3. Policy

A. Animals that are required to be licensed annually

1. All dogs over the age of four (4) months.
2. Cats within the city of Washington Terrace.
3. Dogs residing in the Weber County Animal Services jurisdiction and contracted areas longer than thirty (30) days.

B. Licensing Requirements

1. To license a dog/cat, a valid rabies certificate must be presented at the time a license is issued. No license can be issued without proof of current rabies vaccination.
2. No animal will be licensed as spayed or neutered without a valid spay/neuter certificate signed by a veterinarian.
3. Should an animal not be fixed and the veterinarian is willing to declare that the animal cannot have a litter that animal can be licensed as neutered/spayed.
4. Office staff will input all license data into the computer immediately upon issuance. A receipt will be issued upon collection of the appropriate fees.
5. The license will be valid for one (1) year from the date it was purchased.

C. Licensing Period

1. The licensing period will be for twelve (12) months from the date of purchase.

2. Notice will be sent to license holders notifying them that within thirty (30) days their animal license will expire. The animal owner will have to the end of the month of expiration to renew the license. Any license that is renewed after the renewal period will be charged a late fee.

D. Impounded Animal Licensing

1. All animals requiring licensing that have been impounded will be licensed before release.
2. If the animal is not currently licensed, it will be subject to an “impound late fee”.
3. If the animal is not current on its rabies vaccination, the owner will pay the license fee and a license agreement will be completed. The owner of said animal will have fourteen (14) days to obtain a current rabies vaccination. Upon showing proof of vaccination the animal’s owner will be issued a license for the animal. If the owner fails to obtain the rabies shot within the required time, monies paid will be forfeited and a citation may be issued.

E. Late Fee

1. For any dog not registered within thirty (30) days of having been brought into Weber County, or within thirty (30) days after turning four (4) months old, the owner will be required to pay an additional license “late fee” which shall be set from time to time by resolution of the Board of County Commissioners.