

# How to renew your dog license online

1. Using your web browser, go to <http://www.brooklinema.gov/865/Pay-For>
2. From the Renew Licenses section, please choose the Town Clerk's Office and click the Online Renewals button.

The screenshot shows the Brookline Massachusetts website. At the top, there is a navigation bar with links for GOVERNMENT, SERVICES, RESIDENTS, BUSINESS, and HOW DO I... A search bar and social media icons for Facebook and Twitter are also present. The main content area is titled "Dog Licenses" and includes sections for "About Dog Licenses", "Obtaining a License", and "Dog Application and Instructions". A red box highlights the "Online Renewals" button. On the right side, there is a "Contact Us" section with a photo of Patrick J. Ward, Town Clerk, and contact information for Brookline Town Hall. A "Listen" button is visible in the top right corner of the content area.

Home > Government > Departments > Town Clerk > Licenses & Permits > Dog Licenses

## Dog Licenses

### About Dog Licenses

Licensing your dog is an important public safety requirement. All owners or keepers of a dog 6 months or older are required by state law to license it annually.

### Obtaining a License

The dog licensing period in the Town of Brookline runs from January 1 through December 31. Owners who fail to license their dogs by March 31 are subject to a late fee of \$20.00. A license will be issued only if the owner has evidence of a rabies vaccination which is valid as of the date of issuance. The annual fee for a dog license is \$20. A late fee of an additional \$20 will be assessed to all dogs licensed after March 31.

### Dog Application and Instructions

For your convenience you may [download and complete the Dog License Application](#). Please mail 1)the application, 2)a current copy of the dog's Rabies Certificate and 3)a check or money order for the appropriate amount to: Town Clerk, 333 Washington Street Brookline, MA 02445.

### Online License Renewals

[View the Guide to Registering](#)  
[View the Guide to Renewing](#)

**Online Renewals**

**Notice:** We have migrated to a new permitting system. Please click the **Online Renewals** button Above and Click "Register for an account". Please use the same email address you have used before To register. Questions? Please email [BASupport@brooklinema.gov](mailto:BASupport@brooklinema.gov)

## Contact Us



**Patrick J. Ward**  
Town Clerk  
[Email](#)

### Brookline Town Hall

333 Washington St.  
1st Floor  
Room 104  
Brookline, MA 02445

Ph: 617-730-2010  
Fx: 617-730-2043

### Hours

Monday - Wednesday  
8 a.m. - 5 p.m.

Thursday  
8 a.m. - 8 p.m.

Friday  
8 a.m. - 12:30 p.m.

### Special Hours for Filing Marriage Intention Forms

Mon - Wednesday  
8a.m. - 4:30 p.m.

Thursday  
8a.m. - 7:30 p.m.

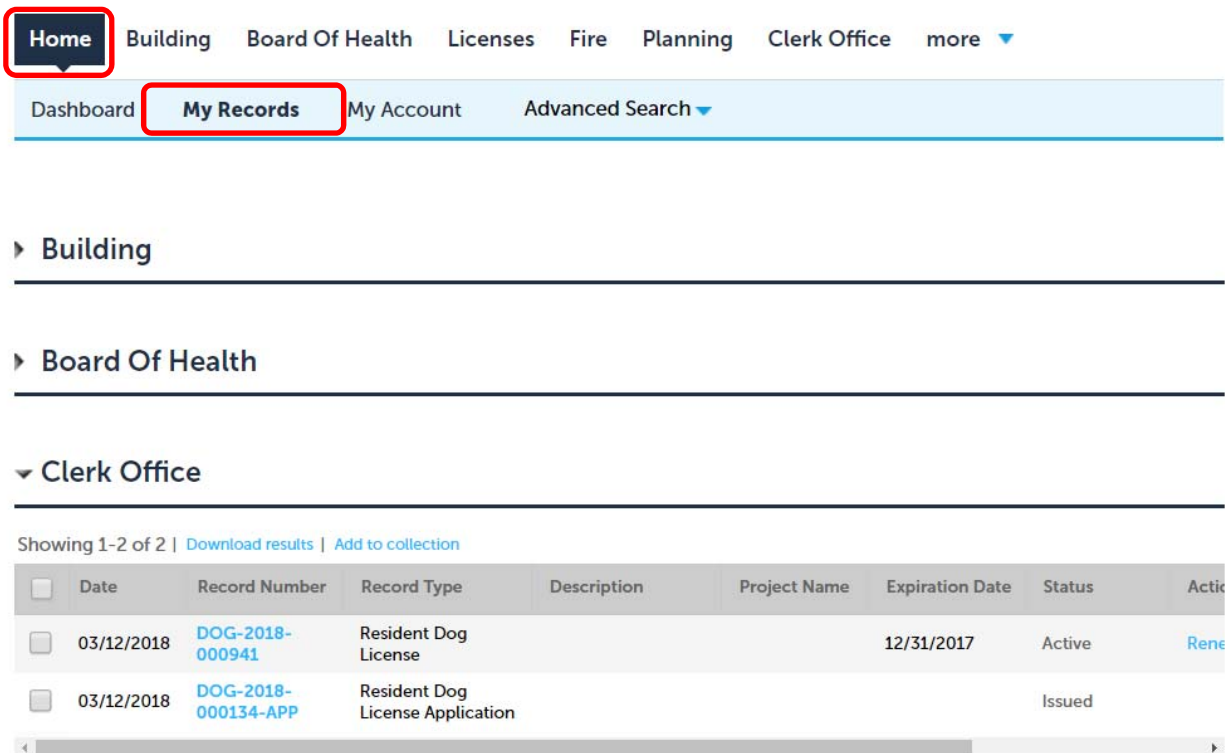
Friday  
8a.m. - 12p.m.

- If you have not registered with the new online system yet, click the Register for an Account link.



IMPORTANT: If you have renewed online in the past, you MUST use the same email address in order for our new system to locate your licenses for renewal

- Log into your account, then choose My Records under the Home option:



5. In the Clerk Office list, locate the license to renew and click the **Renew Application** link under **Action**

Home Building Board Of Health Licenses Fire Planning Clerk Office more ▾

Dashboard My Records My Account Advanced Search ▾

▸ Building

▸ Board Of Health

▾ Clerk Office

[Download results](#) | [Add to collection](#)

Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Sh
<a href="#">DOG-2018-000941</a>	Resident Dog License			12/31/2017	Active	<a href="#">Renew Application</a>	
<a href="#">DOG-2018-000134-APP</a>	Resident Dog License Application				Issued		

6. Verify all information on Step 1 is accurate, then click the **Continue Application** button

City:  State:  Zip:

7. Verify the Animal Owner Information is accurate, then click the **Continue Application** button

▾ Contact Addresses

To add a new contact address, click the Add Contact Address link. To edit a contact address, click the Edit link. To remove one of your addresses from this application, click on the Remove link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

8. Verify all Animal Information is accurate, then click the **Continue Application** button

Detailed Description:

**Continue Application »**

Save and resume later

9. Attach any required documents by clicking the **Add** button

#### Resident Dog License Renewal

1 License Information	2 Animal Information	3 Review	4 Pay Fees	5 Record Issuance
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#### Step 2: Animal Information > Supporting Documents

Please attach, fax, mail or bring to town hall the following documents.

You may also contact your Veterinarian to fax or mail this information to town hall.

- Spay or Neuter Documentation
- Rabies Certificate

\*indicates a required field.

#### Attachment

The maximum file size allowed is 100 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Select from Account

**Add**

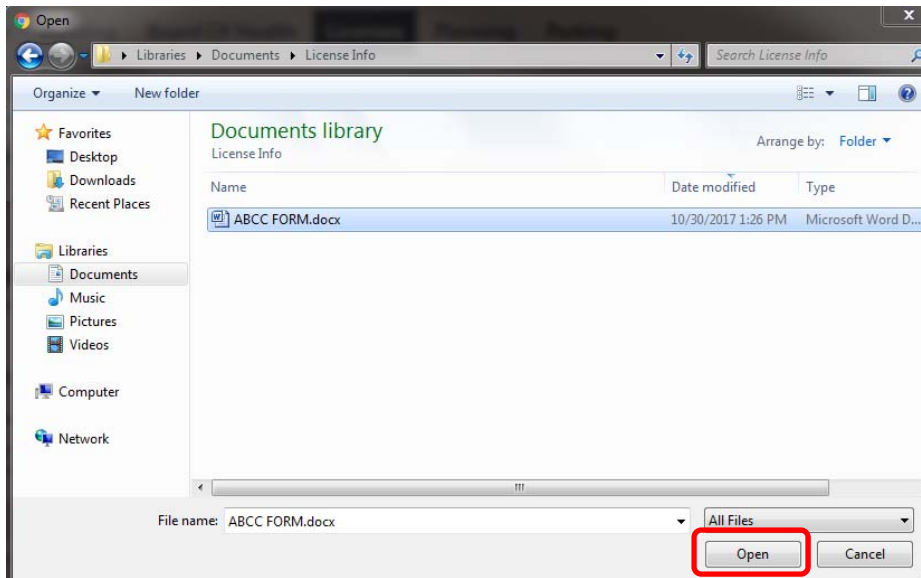
10. On the File Upload screen, click **Add**

### File Upload

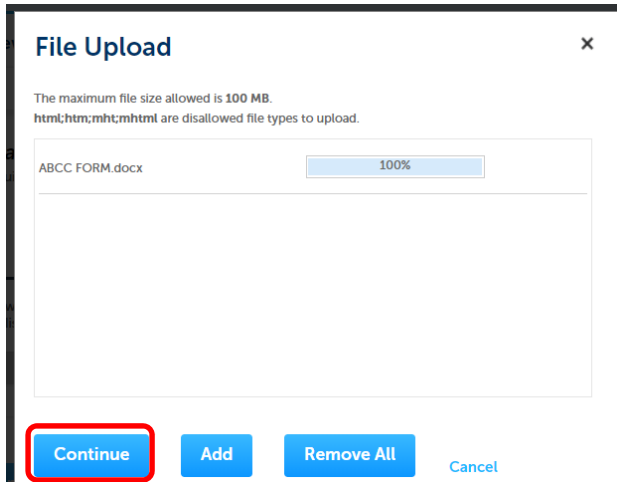
The maximum file size allowed is 100 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

**Add** Continue Remove All Cancel

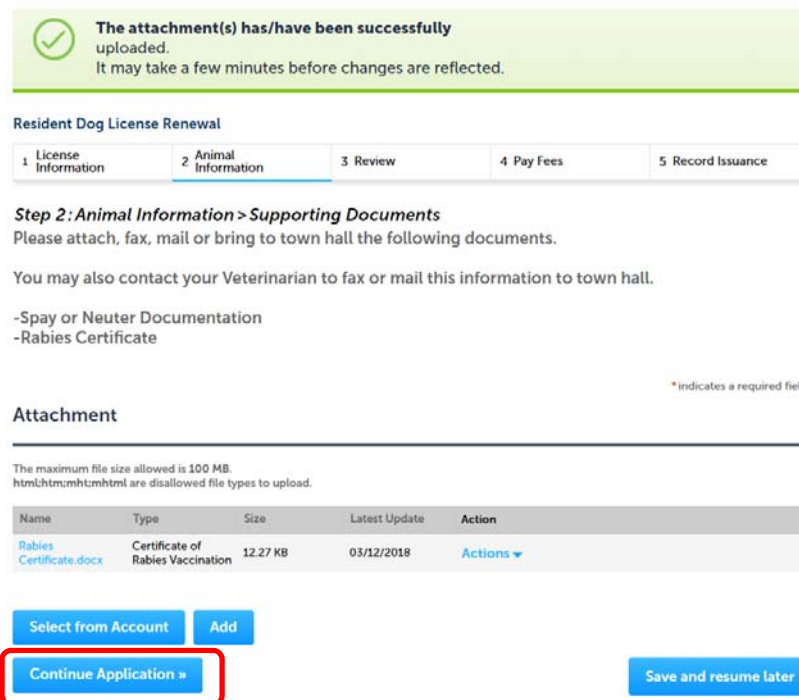
11. Browse to the location of the file you wish to select and click **Open**



12. Once you have attached all necessary documents, click **Continue**



13. Choose the appropriate **Type** and enter the **Description**, then click **Save** and **Continue Application**



14. After reviewing all information provided, read the Certification and check the "I agree" box. Then click

## Continue Application

### Attachment

Edit

The maximum file size allowed is 100 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
ABCC FORM.docx	Application for Retail Alcoholic Beverage License	12.27 KB	10/30/2017	Actions ▾

I certify that I have read and understand the instructions that accompany this application and that all the information and statements made as part of this application are true and accurate and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application. By electronically signing this application I hereby certify that I am the owner or authorized agent. Further, I am authorized to submit this application on behalf of the owner of the subject property and to act on the owner's behalf, in all matters relative to work authorized by this application.

I the undersigned hereby certify under the pains and penalties of perjury that the applicant has filed all state tax returns, paid all

By checking this box, I agree to the above certification.

Date: 10/30/2017

Continue Application »

Save and resume later

15. Select the appropriate fee type for your license and enter "1" under Qty. To see your total, click **Recalculate**. NOTE: only 1 fee should be charged. Once the appropriate fee item is selected, click **Continue Application**.

### Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

#### Application Fees

Fees	Qty.	Amount
Resident Dog Fee ONLY	0	\$0.00
Resident Dog AND Green Dog Fee	0	\$0.00

Recalculate

TOTAL FEES: \$0.00

Note: This does not include additional inspection fees which may be assessed later.

16. Click Submit Payment and follow the prompts on the payment page.

Brookline MASSACHUSETTS

Contact Us

Payment Options | Payment Information | Review Payment

How would you like to pay?

Credit Card

How much would you like to pay?

Payment Summary

Invoice #	Amount
ACCELA-672742	\$20.00
<b>SUBTOTAL</b>	<b>\$20.00</b>
<b>GRAND TOTAL</b>	<b>\$20.00</b>

Any applicable service fees and/or discounts will be displayed before processing your payment