

State of Maine Dog Licensing Database User Refresher Training

August 13, 2025



Housekeeping: What we'll cover today:

1. Resources
2. Instructions
3. Renewals
4. Kennels for 2026
5. Monthly reporting
6. Renewal Notices
7. 2026 Online License Sales





Housekeeping: Questions

If you have a personal/specific question about a situation you are handling, please email connor.egan@maine.gov with that question.

If you have a general question, please type it into the chat. Some questions will be promptly answered in the chat, and for others, we will provide written answers/instructions and post them in the Municipality Resources section of AWP's website within the next week.

State of Maine Dog Licensing Database: Resources



Municipality Resources
Spay/Neuter Programs
State of Maine Animal Response Team
Statutes & Rules
Contact Us

Municipal Dog Licensing

Packet

- [Forms & Information](#)
- [Maine Dog Licensing \(PDF\)](#)
- [Chapter 721 & 725 \(PDF\)](#)
- [Municipal Update Form \(PDF\)](#) - Including updating ACO information.
- [Municipal Supply Order Forms \(PDF\)](#) - For ordering dog tags

Database User Training

Training Videos

- [Database User Training Webinar - Updated 12/4/2024 \(YouTube\)](#)
- [Database User Training Webinar Part 1- January 14, 2025](#)
- [Database User Training Webinar Part 2 - January 14, 2025](#)
- [Database User Training - Lunch & Learn Presentation - January 14, 2025](#)
- [Initial Task List \(PDF\)](#)
- [Maine Dog Licensing Database User Training Presentation](#)

Help Resources

- [Database FAQs \(PDF\)](#)
- [Database FAQs - Volume 2 \(PDF\) - Updated February 3, 2025](#)
- [PetPoint Request](#) - For corrections, deletions, and merge
- [Microchip Cheat Sheet \(PDF\)](#)

How to...

- [Setup ACO Profile \(PDF\)](#)

- [Database FAQs \(PDF\)](#)
- [Database FAQs - Volume 2 \(PDF\) - Updated February 3, 2025](#)
- [PetPoint Request](#) - For corrections, deletions, and merge requests for Petpoint.
- [Microchip Cheat Sheet \(PDF\)](#)

How to...

- [Setup ACO Profile \(PDF\)](#)
- [Issue Replacement Tag \(PDF\)](#)
- [Add Late Fees \(PDF\)](#)
- [Preenter Data in Database \(PPTX\)](#)
- [Issue Municipal Kennel Licenses \(PDF\)](#)
- [Issue Nuisance or Dangerous Dog Licenses \(PDF\)](#)
- [Add a Fee Exempt License - Updated 10/21/24 \(PDF\)](#)
- [Entering Rabies Vaccines - Updated 10/18/24 \(PDF\)](#)
- [Edit Rabies Vaccine \(PDF\)](#)
- [Going Back to Add a Receipt \(PDF\)](#)
- [License a Second Dog \(PDF\)](#)
- [Reports for Municipalities - Updated 12/23/2024 \(PDF\)](#)
- [Setting up Automatic Monthly Reports \(PDF\)](#)
- [Multiple Animal Receipts \(PDF\)](#)
- [Enter Vendor Code \(PDF\)](#)
- [Void A Receipt \(PDF\)](#)

Manuals, Guides and Booklets

- [Animal Welfare Law Book \(PDF\)](#) - Revised December 2023
- [Municipal Animal Control Best Practices \(PDF\)](#)
- [Maine Rabies Management Guide 2017 4th Edition \(PDF\)](#) - Revised 2017

Open Help Sessions Weekly via Microsoft Team
Schedule and link posted on the Municipality
Resources page of AWP website

Wednesday, Sept 17, 11-12
Tuesday, Sept 23, 12-1
Wednesday, Oct 1, 11-12
Tuesday, Oct 7, 12-1

Beginning October 15:
Every Tuesday, 12-1
Every Wednesday, 11-12

Holiday Weeks will be modified!



State of Maine Dog Licensing Database: Instructions



**FOLLOW INSTRUCTIONS
CAREFULLY**



YOU WILL

State of Maine Dog Licensing Database: Renewals for 2026

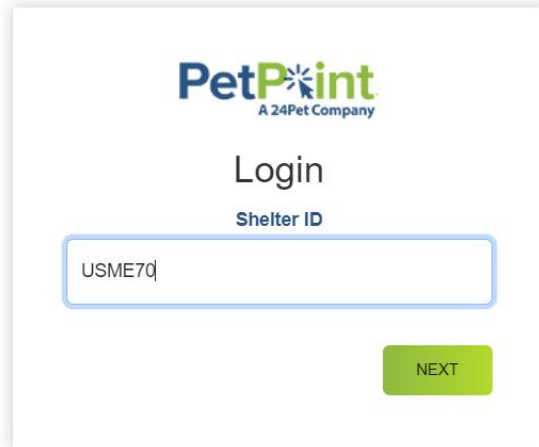


If you have a new pet owner who needs a 2025 and 2026 license at the same time, issue the 2025 first, carefully checking the expiration date to be 12/31/2025.

Then issue a renewal following the renewal instructions for the 2026 license.



Log in at www.petpoint.com/sms3



The image shows a login form for PetPoint, a 24Pet Company. The form is white with a blue border. At the top is the PetPoint logo. Below it is the word "Login" and the label "Shelter ID". There is a text input field containing the text "USME7Q". Below the input field is a green button labeled "NEXT".



Click on LICENSING, then Search/Edit License in the drop down



Search



Intake

Outcome

Edit

Care

PPTN

Services

Schedule

Licensing

Finance

Case

Reports

Admin

Support

Learn More



#ActiveAnimals



Animal(0)

Person(0)

Agency(0)

License(0)


Ownership(0)



>>	<input type="checkbox"/>	Animal ID	Photo	Status	Stage	Species	Primary B...	Name	Age	Sex	Spay/Ne...	Primary C...	On Hold	Microchip	Location	Sublocati...	Referenc...
No items to display																	



20 items per page



BROUGHT TO YOU BY



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Wednesday, August 06, 2025 1:53:38 PM

Click on RENEW at the bottom of the License field.

License

Search

Search Criteria: License License # License #: Fuzzy Search Include Related Licenses Find

Clear License Search

Create New License Edit Renew

Home Contact Us Sign Out

AFTER you have selected **RENEW choose the Criteria to search for the license you are renewing: You can use person information, animal information, or last year's license number. Enter info for your criteria, and click **FIND**.**

License

Search

Search Criteria: Person Name First: donald Middle: Last: duck

☐ Fuzzy Search

License Status: -- All -- ☐ Date From: Date To:

☐ Show Only Most Recent License for Each Animal

Create New License ☐ Edit ☒ Renew

Find

Clear License Search

Home

Contact Us

Sign Out

Select the license you wish to renew by clicking on the GREEN license tab for the correct pet/license

License

Search

Search Criteria: Person Name First: donald Middle: Last: duck ☐ Fuzzy Search

License Status: -- All -- ☐ Date From: Date To:

☐ Show Only Most Recent License for Each Animal Find

<u>License #</u>	<u>Animal #</u>	<u>Name</u>	<u>License Type</u>	<u>License Status</u>	<u>Status Date/Time</u>	<u>Issue Date</u>	<u>Expiry Date</u>	<u>Person</u>	<u>Group #</u>
TEST26-064	A0057302622	Donald other doggo	Dog License	Current	08/06/2025 01:51PM	8/6/2025	12/31/2026	donald duck	0
TEST25-047	A0057302622	Donald other doggo	Dog License	Inactive	08/06/2025 01:51PM	11/19/2024	12/31/2025	donald duck	0
TEST25-045	A0057302562	Donalds Doggo	Dog License	Current	11/19/2024 12:07PM	11/19/2024	12/31/2025	donald duck	0

1

Record Count: 3

10 / Page

Create New License

☐ Edit ☒ Renew

Clear License Search

You will land on the DETAILS tab. You can click back to the ANIMAL TAB if you have any updates to the animal (typically if the dog got spayed/neutered since last year).

To renew the license and assign a new tag number, you will change the expiration date to the end of the next licensing year (12/31/2026).

Uncheck and then recheck “Use Ranges?”

Select Your Range and enter your tag number in the License # field. Scroll down to Vaccination details.

The screenshot shows the 'Animal Details' tab in a software interface. A red arrow points to the 'Animal' tab. The 'License Details' section contains various fields. Four fields are circled in red: 'Range*' (set to 'TEST EXP YR 1-100'), 'License #' (with 'TEST' and '26' entered), 'Use Ranges?' (checked), and 'Expiration Date*' (set to '12/31/2026').

License Details

Zip Code: 04333 State: Maine City: Augusta City Alias: Augusta

Status*: Current Status Date/Time*: 08/06/2025 02:07PM Cancel Reason: - Select - Record Owner*: Steciuk, Ronda

License Issuer*: Maine Animal Welfare Program Reseller*: Pretend Municipality Site*: State of Maine Dog Licensing

License Type*: Dog License - State of Maine Dog L Price*: \$6.00 Length: 1 years Auto-Renew*: Lifetime?*

Range*: TEST EXP YR 1-100 License #: TEST 26 63 Use Ranges*: Expiration Date*: 12/31/2026

Created Date/Time: 08/06/2025 02:07 PM By: rsteciuk Last Updated Date/Time: 08/06/2025 02:07 PM By: rsteciuk

License Notes

If the last entered rabies vaccine is still valid, keep scrolling down.
The Re-vacc date determines when a new vaccine is required.

If a new one needs to be entered, enter it now :

Status date/time= vaccination date

Vaccine= choose 1 yr or 3 yr

Add tag number/vet info from certificate in PET ID fields.

Click green ADD VACCINATION button.

Vaccination Details

Record #
NEW

Status*
History

Status Date/Time*
06/25/2025 12:40PM

Provider
-- Select --

Assistant
-- Select --

Site*
State of Maine Dog Licensing

Vaccine*
Rabies Vaccine- 1

Type
--Select--

Dose*
1 unit

Body Part
-- Select --

Route
-- Select --

Length
1 years

Re-Vac Date
06/25/2026 12:40PM

Manufacturer*
Generic

Product*
Rabies (R)

Serial/Lot #

Expiration Date

Container #

Pet ID Number

Pet ID Type
Rabies Tag

Pet ID Issuer

Issuer Phone
-- -- --

Issued
06/25/2025

Expires

Is License?
☐

Vaccination Notes

Spell Check

Created Date/Time

By

Last Updated Date/Time

By

Clear

Save

Add Vaccination

Vaccine History

Vaccinations	Type	Vaccination Date	Re-Vacc Date	Pet ID	Pet ID Type	Record #
Rabies Vaccine- 1 year		09/20/2024	9/20/2025 11:58:00 AM	xx12	Rabies Tag	M0078847567

Scroll to bottom and click the SUBMIT LICENSE button.

Open Check

Created Date/Time

By

Last Updated Date/Time

By

Clear

Save

Add Vaccination

Vaccine History

Vaccinations	Type	Vaccination Date	Re-Vacc Date	Pet ID	Pet ID Type	Record #
Rabies Vaccine- 1 year		09/20/2024	9/20/2025 11:58:00 AM	xx12	Rabies Tag	M0078847567

Exemptions

Rabies Vaccination

☒ None

☐ Lifetime

☐ Temporary - Review Date:

Exemption Reason:

– Select –

Follow-Up

Renewal Notice #1

Renewal Notice #2

Renewal Notice #3

Submit License

Save Details

Clear

☐ Lock Record

Once you submit the license, you will land on the SUMMARY TAB, where you print the license contract and create your receipt. **REMINDER – YOU MUST CREATE A RECEIPT.** If you choose to upload any files, you do it under the FILES tab.

License - Edit

Person: Abraham Lincoln

Select	Animal #	ARN	Status	Name	Species	Breeds	License #	License Type	Status	Status Date/Time
<input checked="" type="checkbox"/>	A0056922889		Inactive	Lincoln doggo 1	Dog	Abruzzese Mastiff/Mix	TEST26-089	Dog License - State of Maine Dog Licensing	Current	06/25/2025 12:33:01 PM

Apply Selection

1

Record Count: 1

10 / Page

Search

Person

Animal

Details

Summary

Files

Person Info

P0046358182

Abraham Lincoln

290 Western Avenue Augusta, 04333, ME, United States (Home)

Person View Report

Actions

Jump To:

-- Intake --

-- Edit --

-- Care/Services --

Print:

A0056922889 - Lincoln doggo 1 - Dog

Print:

-- Kennel Card --

-- Documents --

-- Medical Documents --

Create Receipt

Contract

Animal View Report

Animal Info

A0056922889

Lincoln doggo 1

Abruzzese Mastiff/Mix, Colors: Apricot

Print the license by clicking **Contract**, then **Print** . The Contract IS the license document.
Make sure the physical tag matches the tag you entered, and tape it to the printed license.
Next, click **Create Receipt** to complete the payment transaction record. YOU MUST CREATE A RECEIPT.


Contract - Google Chrome

sms.petpoint.com/sms3/embeddedreports/Contract.aspx?ReportID=28&AnimalID=56352632&PersonID=4594...

Print Report

License Contract - Jul 12 2024

Tel.: 207-287-3846



Test Person

123 Pretend Street

Augusta, Maine 04333 USA

State of Maine Dog Licensing

28 State House Station

Augusta, Maine 04333 USA

animal.welfare@maine.gov

Person ID: P0045943462

Tel:207-555-5555 Ext.

Animal Information

Animal ID: A0056352632

Name: Doggie Dog

Types: Dog

Gender: Female

ARN:

DOB: 7/12/2022

Breeds: Abruzzese Mastiff/Mix

Altered: Yes

Chip #:

Current Age: 2 y 0 m 0 d

Colors: White/Tan

Size: Extra Large

Type:

Age Group: Adult (6mo-8yr)

Pattern:

Weight: 122.00 pound

License Number	License Type	Issuer	Price	Late Fee	Issue Date	Length	Expire Date
XYZ123	Dog License- Altered	State of Maine Animal Welfare Program	\$6.00		07/12/2024	1 year(s)	12/31/2024

Rabies Vaccination	Vaccination Date	Revaccination Date	Provider
Rabies 3 Yr	07/12/2024	07/11/2027	

Lot #	Lot Expiration Date	Manufacturer	Product
1234XAR	01/24/2025	Generic	Rabies (R)

Medical Documents --

Create Receipt

Contract

Animal View Report

ors: White/Tan

2, Spayed/Neutered: Yes, Bitten: No Bite History, Dangerous: No

The Person's info will autofill and the license will autofill as a receipt item.

Other possible receipt items are 2025 License, Late Fees, or a Dangerous dog sign. Use the “Item Name” drop-down and “Add” to add items.

The license will autofill on the receipt. Scroll down until you see today's license.

This is not a receipt

Person Detail

Person ID
P0045943462

First Name*
Test

Last Name*
Person

Primary
☒

Phone Number*
207-555-5555

Phone Ext.

Phone Type*
Home

Country
United States

Street Address*
123 Pretend Street

Apt./Unit

Zip Code
04333

State*
Maine

City
Augusta

City Alias

Address Type*
Home

Do Not Mail
☐

Jurisdiction
Kennebec County

County
-- Select --

Primary
☐

Email Address

Email Type
-- Select --

Do Not Contact
☐

Create Person

Save Person

Animals on Receipt

Select	Animal ID	Name	Species	Primary Breed	Delete From Receipt
Select	A0056352632	Doggie Dog	Dog	Abruzzese Mastiff	Delete

Receipt Items

Site: -- All --

Animal Type: -- Select --

Age Group: -- Select --

Item Type: -- All --

Category: -- All --

UPC Code:

IRN#:

>>

Item Name*
-- Select --

Unit Price
0

of Units
1

Animal ID
A0056352632 or ☐ not for an animal

Discount %

Discount Amount

Discount Reason

Select your municipality's **Cash Drawer** (this should be a default setting for each user- contact us if it is not!) Choose the correct form of payment and enter the amount paid, and the balance (in red) will zero out. You cannot process a credit card through this system; this is for documentation only. Use your municipality's credit card system. If payment is by check, add the check number in the **Reference** section Add any note you wish to add on the **Receipt Notes** and click **Submit Receipt**

Edit	Dog License- Altered	A0056352632	\$6.00	1		0	\$0.00		0	\$0.00	\$6.00	<input type="checkbox"/> Delete
Delete												

Payment Details

Site -- All --	Cash Drawer* Old Orchard Beach Dog Li	Closing #	Closed Date/Time
Total Current Receipt \$6.00	Receipt Date 07/12/2024 08:29:18 PM	Receipt By rsteciuk	Reference
Cash Paid \$0.00	Check Paid \$0.00	Debit Paid \$0.00	Credit Card Paid \$0.00
Gift Card # >>>	Gift Card Type -- Select --	Gift Card Paid \$0.00	Voucher # >>>
Change Given \$0.00	Previous Balance \$0.00	Balance \$6.00	

Receipt Notes

Template: -- Select --	Override	Append	Clear	Spell Check
---------------------------	----------	--------	-------	-------------

Submit Receipt	Void
----------------	------

Click **Print** for a paper copy


Click **Email** if you entered an email
in their person record

Send link will not function with this
database.

0 sms.petpoint.com/sms3/EmbeddedReports/ReceiptPrint.aspx?SendPaymentLink=yes&ReceiptID=28127204&O...

Email Print Report Send Link

Receipt Jul 12 2024 Tel: 207-287-3846

 **Test Person**
123 Pretend Street
Augusta, ME, 04333, USA

State of Maine Dog Licensing
28 State House Station,
Augusta, Maine, 04333, USA
animal.welfare@maine.gov

Person ID: P0045943462
Tel: 207-555-5555

Receipt By
rsteciuk

Type
Visa

Cash Drawer Old Orchard Beach Dog Licenses

ReceiptID:	28127204	Create Date:	07/12/2024 08:29:00 PM
Created By:	rsteciuk	Print Date:	07/12/2024 08:43:31 PM
Closing #:		Close Date:	

Animals

ID	ARN	Name	Species	Primary Breed	Gender	Color	ID Number	Issuer
56352632		Doggie Dog	Dog	Abruzzese Mastiff	F	White		

Items

IRN / UPC #'s	Item	AnimalID	Unit Price	Units	Late Fee	Discount	SubTotal	Tax	Item total
	Dog License- Altered	56352632	\$6.00	1		0.00% \$0.00	\$6.00	0.000% \$0.00	\$6.00

Totals	Total Discount	Subtotal	Total Tax	Total Due
	\$0.00	\$6.00	\$0.00	\$6.00

Reference:	Gift Card Paid:	\$0.00	Total Due:	\$6.00
Cash:	Gift Card Type:		Total Paid:	\$6.00
Check:	Gift Card #:		Change Given:	\$0.00
Debit:	Voucher Paid:	\$0.00	Previous Balance:	\$0.00
Credit Card:	Voucher Type:		Balance:	\$0.00
Credit Card Type:	Voucher #:	Visa		

Receipt Notes

Select	Animal #	ARN	Status	Name	Species	Breeds	License #	License Type	Status	Status Date/Time
<input checked="" type="checkbox"/>	A0056919254		Inactive	Aquadoggo	Dog	Abruzzese Mastiff/Mix	TEST24-02	Dog License - State of Maine Dog Licensing	Current	09/19/2024 04:06:07 PM

Apply Selection

1

Record Count: 1

10 / Page

Search

Person

Animal

Details

Summary

Files

Person Info

P0046355181

Aqua Mann

207-111-1111 (Home)

123 Maine Street Augusta, 04333, ME, United States (Home)

Person View Report

Actions

Jump To:

-- Intake --

-- Edit --

Create Receipt

Print:

A0056919254 - Aquadoggo - Dog

Contract

Print:

-- Kennel Card --

-- Documents --

-- Medical Documents --

Animal View Report

Animal Info

[A0056919254](#)

Aquadoggo

Abruzzese Mastiff/Mix, Colors: Apricot/Solid

Dog

2 y 0 m 0 d , DOB: 9/19/2022, Spayed/Neutered: Yes, Bitten: No Bite History, Dangerous: No

Male

Declawed: None

Adult (6mo-8yr)

Date Source	Size BCS	Animal Condition Asilomar	Medical Status Age Group	Temp. Status Weight	Bitten Danger	S/N Pulse	Temp Resp.
09/19/2024 05:42PM EXAM	Small	UNKNOWN	Adult (6mo-8yr)		No Bite History N	Y	

State of Maine

Dog Licensing Database:

Municipal Kennel Licenses for 2026



Effective 9/28/25 Municipal Kennel Licenses are §3932-B Kennel Licenses obtained from DACF.

Municipalities still have a role in licensing: ACOs must inspect these facilities annually before the owner can submit the application or renewal to AWP.

20% of the fees will go back to municipalities.

These kennel licenses will still be in the statewide database.

There are no more kennel tags; dogs will be issued individual tags by AWP.

Municipalities must have a VENDOR CODE for payment from the state. Payments to municipalities will be made twice a year.

State of Maine

Dog Licensing Database:

Monthly Reporting to AWP



Old form reports will not be accepted for licenses sold after July 31, 2025

Beginning in September, with the August sales report, the full Receipt Revenue Report must be submitted. Submit all pages.

Revenue Report

Print Date Tuesday, October 22, 2024

Receipt Date From 10/1/2024 12:00:00 AM
Receipt Date To 10/31/2024 11:59:00 PM
Account Code All
Cash Drawer TEST DRAWER
Refunds Include
Item All
Item Group All
Site All
Payment Type All

Receipt# Account Receipt Date Animal Person Payment Subtotal Discount Reason Tax Total Due Total
Paid Cash Paid Check Paid Debit Paid Credit Card Paid Gift Card Paid Voucher
Item Code Cash Drawer Type (# Units @ Price) Staff Person Reference Total Paid
Item Number IRN UPC# Item Type Item Category Late Fee
(# Units @ Cost) Markup % Tax Code 1 (\$) Tax Code 2 (\$) Discount % Site

		SubTotal	Discount	Tax	Total Due / Paid	Total
2024 Dog License -Altered	Group % of Total Sales: 1.84%	\$6.00	\$0.00	\$0.00	\$0.00/\$6.00	\$6.00
<No Account Code>	Total Items: 1	\$6.00	\$0.00	\$0.00	\$0.00	\$6.00
		SubTotal	Discount	Tax	Total Due / Paid	Total
Dangerous Dog Sign	Group % of Total Sales: 1.53%	\$5.00			\$0.01	\$5.01
<No Account Code>	Total Items: 1	\$5.00			\$0.01	\$5.01
		SubTotal	Discount	Tax	Total Due / Paid	Total
Service/K9/S&R License	Group % of Total Sales: 0.00%	\$0.01	(\$0.01)	\$0.00	\$0.00/\$0.00	\$0.00
0	Total Items: 4	\$0.01	(\$0.01)	\$0.00	\$0.00	\$0.00
		SubTotal	Discount	Tax	Total Due / Paid	Total
Dog License - Dangerous Dog	Group % of Total Sales: 30.67%	\$100.00			\$1.00	\$101.00
<No Account Code>	Total Items: 1	\$100.00			\$1.00	\$101.00
		SubTotal	Discount	Tax	Total Due / Paid	Total
Transfer License	Group % of Total Sales: 0.31%	\$1.00	(\$1.00)	\$0.00	\$0.00/\$0.00	\$0.00
<No Account Code>	Total Items: 1	\$1.00	(\$1.00)	\$0.00	\$0.00	\$0.00
		SubTotal	Discount	Tax	Total Due / Paid	Total
Dog License - State of Maine Dog Licensing - Altered	Group % of Total Sales: 12.88%	\$42.00				\$42.00
<No Account Code>	Total Items: 7	\$42.00				\$42.00
		SubTotal	Discount	Tax	Total Due / Paid	Total
Dog License - State of Maine Dog Licensing - Unaltered	Group % of Total Sales: 6.75%	\$22.00				\$22.00
		SubTotal	Discount	Tax	Total Due / Paid	Total
		\$326.01				\$326.01
		\$336.00				\$336.00
		(\$1.01)				(\$1.01)
		\$0.00				\$0.00
		\$325.00				\$325.00
		Total # Units Sold:		21		
		Total Cost:		\$50.00		
		Markup % Total - For All Items:		125.00		
		Markup % Total - Only for Inventory Items:		\$0.00		
		Total Cost % against Total Sales:		15.38%		

Go to Reports>
Report Website
A new window will open

PetPoint
A 24Pet Company

Search

Edit Care PPTN Licensing Finance **Reports** Admin Support

Home

#ActiveAnimals

Animal(0) Person(0) Agency(0) License(0)

>> Select Animal ID Photo Status Sta

Report Website
Location View
Incoming Applications
View Unattached Animals
Report Builder
Document Builder
Kennel Card Builder
Scheduled Reports


Name	Age	Sex	Spay/Neu...	Primary C...	On Hold	Microchip
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PetPoint
A 24Pet Company

BROUGHT TO YOU BY
Pethealth

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Thursday, October 17, 2024 2:13:04 PM

CLICK on FINANCE



PetPoint Reports

[Clear Search](#)

Company	▼
Outcome	▼
Person	▼
Medical	▼
Services	▼
Schedule	▼
Finance	▼
Asilomar/Shelter Animals Count	▼
ASPCA Reports	▼

Intake	▼
Animal	▼
Agency	▼
Care	▼
Case	▼
Licensing	▼
Inventory	▼
Euthanasia	▼

CLICK on RECEIPT: REVENUE

Schedule ▼	Licensing
Finance ▲	Inventory
	Euthanasia
Receipt: Cash Balance 5.0 ⓘ	
Receipt: Cash Drawer Closing 5.0 ⓘ	
Receipt: Cash Drawer Closing Extended 5.0 ⓘ	
Receipt: Daily Cash 5.0 ⓘ	
Receipt: Discount ⓘ	
Receipt: Items ⓘ	
Receipt: Receipt Crosstab 5.0 ⓘ	
Receipt: Revenue 5.0 ⓘ	
Receipt: Revenue Extended 5.0 ⓘ	
Receipt: Tax Amount ⓘ	
Receipt: Voided ⓘ	

Enter the dates you are wishing to pull data from.
Select your municipality's CASH DRAWER
Group By 1= Item name , Group By 2= Account Code, Detail/Summary=Summary
Click Submit



Receipt: Revenue

Show/Hide Description

General

Receipt Date From



10/1/2024 12:00 AM



Custom Date ▼

Receipt Date To

10/31/2024 11:59 PM



Custom Date ▼

Site

—All— ×

Cash Drawer

TEST DRAWER ▼

Group By 1

Item Name ▼

Group By 2

Account Code ▼

Detail/Summary

Summary ▼

Advanced

Submit

The Revenue Report will list all licenses sold by category, and will give a total per category.
At the bottom of the page, you will see a summary.
The Total Price was your total sales, the TOTAL COST is the amount to send AWP.

If you believe there is an error in your report, use the license crosstab or license express report to cross-check your licenses to receipts. Most errors in 2025 have been missing receipts or duplicate receipts entered.

Revenue Report

Print Date Tuesday, October 22, 2024

Receipt Date From 10/1/2024 12:00:00 AM
Receipt Date To 10/31/2024 11:59:00 PM
Account Code All
Cash Drawer TEST DRAWER
Refunds Include
Item All
Item Group All
Site All
Payment Type All


Receipt# Account Receipt Date Animal Person Payment Subtotal Discount Reason Tax Total Due Total
Paid Cash Paid Check Paid Debit Paid Credit Card Paid Gift Card Paid Voucher
Item Code Cash Drawer Type (# Units @ Price) Staff Person Reference Total Paid
Item Number IRN UPC# Item Type Item Category Late Fee
(# Units @ Cost) Markup % Tax Code 1 (\$) Tax Code 2 (\$) Discount % Site


		SubTotal	Discount	Tax	Total Due / Paid	Total
2024 Dog License -Altered	Group % of Total Sales: 1.84%	\$6.00	\$0.00	\$0.00	\$0.00/\$6.00	\$6.00
<No Account Code>	Total Items: 1	\$6.00	\$0.00	\$0.00	\$6.00	\$6.00
		Total Items: 1 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00				
Dangerous Dog Sign	Group % of Total Sales: 1.53%	\$5.00				
<No Account Code>	Total Items: 1	\$5.00				
Service/K9/S&R License	Group % of Total Sales: 0.00%	\$0.01	(\$0.01)	\$0.00	\$0.00/\$0.00	\$0.00
0	Total Items: 4	\$0.01	(\$0.01)	\$0.00	\$0.00	\$0.00
Dog License - Dangerous Dog	Group % of Total Sales: 30.67%	\$100.00				
<No Account Code>	Total Items: 1	\$100.00				
Dog License - State of Maine Dog Licensing - Altered	Group % of Total Sales: 12.88%	\$42.00				
<No Account Code>	Total Items: 7	\$42.00				
Dog License - State of Maine Dog Licensing - Unaltered	Group % of Total Sales: 6.75%	\$22.00				
Total Price:		\$326.01	Total # Units Sold:		21	
Total Revenue		\$336.00	Total Cost:		\$50.00	
Total Discount:		(\$1.01)	Markup % Total - For All Items:		\$125.00	
Total Tax:		\$0.00	Markup % Total - Only for Inventory Items:		\$0.00	
Grand Total:		\$325.00	Total Cost % against Total Sales:		15.38%	

You can expand to see detail by clicking on the small box next to the license type.
To make this a PDF or another format click on the floppy disc icon at the top.
To print, use the printer icon.

1 of 1

100%





Find | Next

Document Map

ReceiptRevenue

2024 Dog License -Altered

Dangerous Dog Sign

Dog License - Dangerous Dog

Dog License - State of Maine Dog Licensing - Altered

Dog License - State of Maine Dog Licensing - Unaltered

Late Fee- Dangerous Dog

Munic Kennel Lic-Dogs 2-10

Munic. Kennel Lic2- Dogs 12-20

Service/K9/S&R License

Transfer License

Revenue Report

Print Date

Tuesday, October 22, 2024

Receipt Date From

10/1/2024 12:00:00 AM

Receipt Date To

10/31/2024 11:59:00 PM

Account Code

All

Cash Drawer

TEST DRAWER

Refunds

Include

Item

All

Item Group

All

Site

All

Payment Type

All

Receipt#	Account	Receipt Date	Animal	Person	Payment	Subtotal	Discount	Reason	Tax	Total Due	Total
Paid Cash		Paid Check		Paid Debit		Paid Credit Card		Paid Gift Card		Paid Voucher	
Item	Code	Cash Drawer		Type	(# Units @ Price)	Staff Person	Reference		Total Paid		
Item Number	IRN		UPC#	Item Type		Item Category		Late Fee			
(# Units @ Cost)	Markup %	Tax Code 1 (\$)		Tax Code 2 (\$)		Discount %	Site				
<div><div></div><div>2024 Dog License -Altered</div></div>	Group % of Total Sales: 1.84%	SubTotal	Discount	Tax	Total Due / Paid	Total					
<No Account Code>	Total Items: 1	\$6.00	\$0.00	\$0.00	\$0.00/\$6.00	\$6.00					
		\$6.00	\$0.00	\$0.00	\$6.00	\$6.00					
<div><div></div><div>Dangerous Dog Sign</div></div>	Group % of Total Sales: 1.53%	SubTotal	Discount	Tax	Total Due / Paid	Total					
<No Account Code>	Total Items: 1	\$5.00	\$0.00	\$0.00	\$0.00/\$5.00	\$5.00					
		\$5.00	\$0.00	\$0.00	\$5.00	\$5.00					
<div><div></div><div>Dog License - Dangerous Dog</div></div>	Group % of Total Sales: 30.67%	SubTotal	Discount	Tax	Total Due / Paid	Total					
		\$100.00	\$0.00	\$0.00	\$0.00/\$100.00	\$100.00					

State of Maine


Dog Licensing Database:

Renewal Notices



DACF will send renewal notices to every dog owner with an email address in the database just before October 15th, with reminders in December and mid-January.

The reminders will clearly state that they can use online licensing if their town participates in e-sales or that they should visit their town office if their town does not participate.



Animal Welfare Program

Online Sales of Dog Licenses is Live

The platform for online sales of dog licenses is now live for residents of those municipalities who participate in e-sales of licenses.

To create renewal notices, go to Reports>Report Website from the home page.

The screenshot shows the PetPoint A 24Pet Company web application interface. The top navigation bar includes the PetPoint logo, a search bar, and icons for calendar, notifications, clock, and settings. Below this is a secondary navigation bar with links: Intake, Outcome, Edit, Care, PPTN, Services, Schedule, Licensing, Finance, Case, Reports, Admin, and Support. The 'Reports' menu is open, showing a list of options: Report Website (highlighted with a red circle), Location View, Incoming Applications, View Unattached Animals, Report Builder, Document Builder, and Kennel Card Builder. The main content area features a blue header with a home icon, a search bar containing '#ActiveAnimals', and a sidebar with filters for Animal(0), Person(0), Agency(0), License(0), and Ownership(0). Below the filters is a table with columns: Animal ID, Photo, Status, Stage, Species, Primary B..., Name, Age, and Sex. The table is currently empty. On the right side of the interface, there are additional filters: On Hold, Microchip, Location, Sublocati..., and Refe...

Choose LICENSING > License: Renewal Notice

The screenshot displays a software interface with a left-hand navigation menu and a main content area. The left menu includes 'Services', 'Schedule', 'Finance', 'Asilomar/Shelter Animals Count', and 'Euthanasia'. The main area shows a 'Case' dropdown menu with 'Licensing' selected. Under 'Licensing', a list of options is shown, with 'License: Renewal Notice' circled in red.

Case
Licensing
License: Auto-Update Exception ⓘ
License: Auto-Update Log ⓘ
License: Batch Contract ⓘ
License: Crosstab ⓘ
License: Detail 5.0
License: Exemption ⓘ
License: Express
License: Extended
License: File Storage Crosstab ⓘ
License: File Storage Detail ⓘ
License: Fulfillment Contract 5.0 ⓘ
License: Mail Labels ⓘ
License: Numbers Missing
License: Renewal Notice ⓘ
License: Reseller History ⓘ
License: Tag Deactivate/Reactivate

License: Renewal Notice

License Issuer: --All--

License Reseller: Pretend Municipality

License Type: --All--

License Length:

Species: --All--

Notice Number: 1st

Combine Household Animals: Yes

Zip Code:

License Status: --All--
Current
Inactive
Expired

License Reseller = Your
Municipality

Combine Household Animals:
places all animals in the
household in one document.

Notice Number 1st, 2nd or 3rd

Scroll down

Based On= Expiry Date

Date To: 12/31/25 (end of
current year)

All other fields can remain in
default settings.

Submit

License Length:

Species:


Notice Number:


Combine Household Animals:

Zip Code:

License Status:
Current
Inactive
Expired

Based On:

Date From: 

Date To: 

Notices will have AWP’s return address on them, but will direct people to their municipal office to purchase their 2026 license.

When tri-folded, the owner’s name and address will appear in a number 10 window envelope.

Dog License Renewals Start 10/15!

Maine Department of ACF Animal Welfare Program - Dog Licensing
90 Blossom Lane Deering 3rd
Augusta ME 04333
(207) 287-3846
P0046394485
Spider Man
209 western avenue
Augusta ME 04333



A0057163665	Other spider doggo	Dog	Abruzzese Mastiff/Mix	DOB: 10/27/2014	Senior (9+ yr)
Color: Apricot/ TEST 27		Pattern:		Male	Altered
Dog License		Issued: 10/27/2024	Length: 1 Years	Expires: 12/31/2025	\$6.00
Vaccinations		Date	Re-Vaccination	Provider	
Rabies Vaccine-3 year		4/14/2025	4/14/2028		
A0057030135	spiderdoggo	Dog	Abruzzese Mastiff/Mix	DOB: 10/7/2022	Adult (6mo-8yr)
Color: Apricot/ TEST25-10		Pattern:		Female	Not Altered
Dog License		Issued: 10/7/2024	Length: 1 Years	Expires: 12/31/2025	\$11.00

All dog licenses expire on December 31 each year. Licensing for 2026 begins October 15!
Please visit your Municipal Office to purchase your 2026 license.

Alternatives to Notices created within Petpoint:

License Extended Report + mail merge into your own letter or postcard or labels

License:Mail Labels by zip code

Always use the EXPIRATION/EXPIRY date for renewal notices

State of Maine

Dog Licensing Database:

Online License Sales




Online License Sales for 2026 and tag distribution will be handled by the Department, same as 2025.


If a person is in the system, they can access their info in the online sales portal with:

- 1. License# and last name
- 2. Person # and last name
- 3. Email address and password if they purchased online last year




Online Licensing
90 Blossom Lane
Augusta, Maine 04333 USA
207-287-3846
animal.welfare@maine.gov

 Enter your Email


 Enter your Password

[Forgot Password?](#)

OR

 Enter your License #

[Or use your Person #](#)

 Enter your Last Name



Log in

[Create New Customer Account](#)

Online licensing now has the correct City drop-downs within each zip code.

Home Address

Country *

United States ▼

Street Address *

Apt. / Unit

Zip Code *

04330

City *

Augusta ▼

-- Select --

Augusta

Chelsea

Sidney

Togus

Municipalities not previously participating in online license sales who wish to participate in 2026 should email animal.welfare@maine.gov.

You will need to provide your town’s state vendor number so that you can be paid next spring.

Animal Shelters
Animal Welfare Advisory Council
Applications & Forms
Dog Licensing
Municipality Resources
Spay/Neuter Programs
State of Maine Animal Response Team
Statutes & Rules
Contact Us

All dogs need to be licensed upon reaching the age of 6 months in the town where it resides. Or after the dog has been with the family for 10 days, if adopted.

Get Your Dog License Online

Online Cost for New Licenses or Renewals

- "Altered" dogs: \$8.75
- "Unaltered" dogs: \$13.75

Included in the online license cost is a \$1 transaction fee and a \$1.75 shipping/handling fee.

What You Need to Get Started

- Your dog's rabies certificate. This is required to be uploaded. PDF/Word/JPG are accepted formats.
- Optional: Your dog's microchip number and microchip issuer (Home Again, 24 Petwatch, Avid, etc) for free microchip registration in the Maine Dog Licensing Database and with 24 PetWatch. Please note you will receive email from 24 PetWatch following registration, but no further action is required.

Attention: Not all towns/cities in Maine participate in this online program. The towns listed below participate in online dog licensing. The town you select and your address will be verified by the town office. Selecting a town that is not your legal residency will cause your dog license application to be rejected and your dog will be considered unlicensed.

Compliance with r
vaccination of dog
Care for sick and i
animals
Return of lost dogs
owners

Stuck?

Open Petpoint Help Sessions

[Petpoint Open Help Session](#) | [Meeting-Join](#) | [Microsoft Teams](#)

The Animal Welfare Program will be hosting 1-hour open sessions on Microsoft Teams dedicated to PetPoint assistance. Use the link above to join the live session. These help sessions will be held twice a week during licensing season and will cover topics the participants would like assistance with. The meetings will be held Tuesdays from 12-1 PM with Connor and Wednesdays from 11 AM – 12 PM with Danielle. Please review the schedule below for exact dates and times, including any adjustments for holidays.

September

Wednesday, September 17, 11 AM-12 PM Danielle

Tuesday, September 23, 12-1 PM, Connor

October

Wednesday, October 1, 11 AM-12 PM Danielle

Tuesday, October 7, 12-1 PM, Connor



Stuck?

Community Section of
database

PetPoint Users Network
on facebook

Email

animal.welfare@maine.gov

Set up a Teams
appointment

Danielle.Trask@maine.gov

Connor.Egan@maine.gov

