

# Village of St. Johnsville Dog Licensing Guide

## Requirements:

New York State law requires that residents of the Village license all dogs over the age of four months annually, ensuring the health and safety of our residents and their dogs. Dog owners are required to submit proof of rabies vaccination each year. For first-time licensing, proof of spaying or neutering must be submitted to determine the licensing fee. Required certificates of proof can be obtained from your veterinarian, County Rabies Clinic, or animal shelter. Once your dog is initially licensed, a renewal form will be mailed to you each year.

## Service Dogs:

According to NYS law, all “Service Dogs” are exempt from all licensing fees. Service Dogs are defined as any dog that has been individually trained to do work or perform tasks for an individual with a disability. Types of Service Dogs include Guide Dogs, Hearing Dogs, Mobility Assistance Dogs, Detection Dogs, Police Work Dogs, War Dogs, and Working Search Dogs. Under the Americans with Disabilities Act (ADA), therapy dogs, emotional support dogs, and comfort dogs are **NOT** considered to be Service Dogs and therefore are **NOT** exempt from licensing fees.

Service dogs will still need to be licensed through the Village and owners will need to provide proof that their dog is indeed a Service Dog in order to be exempt from fees. Once proof has been provided to us and it falls under the criteria listed above, you will be issued a special tag that identifies your dog as a Service Dog in addition to your regular license tag.

## Procedure:

**There are two options for licensing your dog(s):**

- ✓ Option #1 In-Person: Complete the forms on the next page for each dog; bring to the Village Office along with proof of rabies vaccination and spaying/neutering if licensing for the first time, and if applicable, proof that your dog is service dog; submit your payment in cash, check, money order, or credit/debit card with a 1% fee. The Village Office is open Monday - Friday from 8 AM to 4 PM.

- ✓ Option #2 Mail-In: Fill out the form on the next page for each dog, enclose in an envelope with proof of rabies vaccination and spaying/neutering if licensing for the first time; enclose payment by check or money order payable to the Village of St. Johnsville, and mail to:

Village Clerk 16 Washington Street St. Johnsville, NY 13452
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## Requirements Once Your Dog Is Licensed:

Once your dog has been licensed through the Village, you are required to keep your information accurate and up to date.

- In the event that there is a change of ownership of your dog, you are required to notify the Village of such change within **10 days** and provide us with the information of the new owner. Licenses are **NOT** transferable from the previous owner to the new owner. The new owner will thus be required to apply for a new dog license and a new identification number will be issued.
- If your dog is lost or stolen, notify the office with a written report within 10 days of the discovery of such loss or theft. You will thus be exempt from any violations or late fees after the notification. Once the dog is found or returned, please notify the office so that we can update our records.
- In the case of a dog's death, please notify the office either prior to the renewal date or upon the time of such renewal so that we update our records.
- If you have any other changes including change of address, phone number, or email, please notify the office promptly so that we can update our records. This is to maintain to most accurate information in the case of an emergency and to ensure that any renewal reminders or other are sent on time and to the right place.
- When you renew your dogs' rabies vaccination, please send or bring a copy of the certificate to the office so that our records stay up to date. Otherwise, you will be required to submit a copy upon the time of your license renewal.

You will also be required to keep your license tag on your dog at all times. According to NYS law, your dog's specifically assigned identification tag must be affixed to their collar at all times and **MUST NOT** be worn by any other dog.

If you lose your dog license tag, we can issue you a replacement tag at a fee of **\$5.00**. As stated above, the tag must be affixed to the assigned dog's collar at all times. You **MUST** have one.

## **Additional Information:**

According to Local Law No. 4 of 2021, all dogs brought in public **MUST** be restrained by a non-retractable leash not exceeding 6 feet in length. The dog shall also be kept under the control of an individual who is at least 15 years old. Any person accompanying a dog in public **MUST** bring clean-up materials to gather that dog's excrement and shall dispose of it in a publicly provided container or in a place that does not cause trespass on the property of another.

**PLEASE NOTE:** Local Law No. 4 only pertains to the Village limits. It does not apply outside of the Village. However, you must still abide by other villages' or towns' dog laws and NYS laws.

There are no limits on the number of dogs one can own in the Village. However, they must all be licensed. Failure, or refusal, to license your dogs will result in tickets and/or fines as determined by the dog control officer. The dog control officer, working with local police, may also issue tickets and/or fines upon finding any violations against the above mentioned requirements.

**PLEASE NOTE: The dog control officer has the authority to seize any dogs and impound them as he deems necessary.**

You can find a copy of Local Law No. 4 on the village website at [www.sjvny.org](http://www.sjvny.org), as well as a first-time dog license application. To find out more information about NYS dog licensing laws, please go to [www.nysenate.gov/legislation/laws/AGM/A7](http://www.nysenate.gov/legislation/laws/AGM/A7). For more information regarding service dogs, please go to [www.ada.gov/regs2010/service\\_animal\\_qa.html](http://www.ada.gov/regs2010/service_animal_qa.html).

If you have any questions or concerns, please call the Village Office at **518-568-2221**, or email us at [clerk@sjvny.org](mailto:clerk@sjvny.org). If you need to file a complaint or get in touch with the dog control officer, you will need to contact the office and we will get in touch with him. If you need to report a stolen dog or have an emergency and cannot reach the village clerk, please call the police department at **518-568-2141**.