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**Town of Norton
Town Clerks Office**

PRESS RELEASE

2012 DOG LICENSING

ONLINE LICENSING AND PAYMENTS NOW AVAILABLE

Current 2011 dog licenses are due to expire on December 31st. For the convenience of our dog owners, dog licensing and payments may be done online at the Town of Norton website after December 15th.

In order to take advantage of the online licensing & payment option, a current rabies certificate must be on file at the Town Clerk's Office. The expiration date of the rabies certificate must be after January 1, 2012 and if processing in January or later, the expiration date must extend beyond the date of processing.

If the rabies certificate is not on file or expired residents may fax a copy of their new rabies certificate to 508-285-0297 or e-mail a copy to townclerksoffice@nortonmaus.com. Please allow at least one week for the town clerks office to process the certificate and update the database before trying to utilize the online system.

Online payment options are ACH from checking account, MasterCard and Discover. The bank charges a convenience fee for utilizing a credit card but there is no additional fee for paying using a check online. There is a \$0.50 postage fee for each license issued and tags and licenses will be mailed directly to you. For licenses processed during December, January and February, please allow several weeks for receipt of license and tags.

Licenses not renewed by March 1st, will be subject to a \$5.00 late fee for the first month and \$1.00 per month for each subsequent month. Licenses not renewed by June 30th will also be subject to a \$25.00 citation issued by the Animal Control Officer.

Residents can access the online payment system at www.nortonma.org. Click Pay Town Bills Online (upper left hand corner of home page), then click Town Clerks Office and dog licensing.

Residents can choose to search utilizing their last name, street name and dog name or simply by the animal key. The Search look up feature online requires input fields to match exactly as they appear in our data base. The animal key is a unique # given to an existing dog. If residents are having difficulty locating their information online and they are certain that a current rabies certificate is on file at the Town Clerks Office they can locate the animal key # on last year's license or call the Town Clerks Office for the Animal Key. The animal key is # listed after Species Dog ID#.

If residents have any questions regarding this new online process, contact the Town Clerks Office at 508-285-0230. As always residents can stop by the Town Clerks Office during business hours (Monday-Friday 8:30AM – 4:30PM and Thursday evenings 4:30-7:30 PM) or complete the dog licensing form on the back of their annual census (in mail boxes the first week in January) to process the 2012 license.