

# State of Maine Dog Licensing Database: Issuing a Fee Exempt License



**M.R.S. §3923-A(3) Exemption from Fees**

**A. A service dog owned or kept by a person with a physical or mental disability;**

**D. A trained search and rescue dog recognized by the Department of Inland Fisheries and Wildlife or by the statewide association of search and rescue that cooperates with the Department of Inland Fisheries and Wildlife in developing standards for search and rescue, or such a dog awaiting training; and**

**E. A dog certified by the State and used for Law Enforcement purposes.**





**An Emotional Support Animal (ESA) is not a Service Dog.**

**A Therapy Dog is not a Service Dog.**

**But a Service Dog, Law Enforcement K9, and Search and Rescue Dog can be any breed, size or age.**

**They are defined by their jobs/tasks they perform.**

**A Service dog must perform tasks directly related to their owner/keeper's disability. There are guide dogs for the sight-impaired, hearing assistance dogs for the hearing-impaired, glucose detection dogs for people with diabetes.**

**There are PTSD service dogs, there are seizure detection dogs.**

Documentation is required for Service Dogs. It requires completion by both the applicant and a service providers.  
The form can be found under Municipal Forms and Information on the Municipality Resources Page  
[https://www.maine.gov/dacf/ahw/animal\\_welfare/municipality/index.shtml](https://www.maine.gov/dacf/ahw/animal_welfare/municipality/index.shtml)

## Service Dog Verification Form for Waiver of License Fee

### INSTRUCTIONS

#### How to Use this Form

1. The applicant (owner) for a dog license must fill out the form if the applicant wants the license fee waived for a service dog.
2. The applicant fills out Part I (Applicant and Dog Information) and, if the dog is prescribed for the owner, the healthcare practitioner prescribing the dog fills out Part II.
3. The applicant submits the completed form to the Municipal Clerk when licensing the dog.
4. A properly filled-out and signed form is verifiable written evidence required by Municipal Clerks licensing a dog as a “service dog.”
5. The form is required for initial verification for waiver of the dog license fee, but not for renewal.
6. The Clerk should keep a copy on file.

**IMPORTANT NOTE:** This form only serves to verify *for purposes of licensing* that a dog has been prescribed or has been trained by an organization, and thus qualifies for waiver of the license fee. Other dogs, even though they do not qualify for the fee waiver, may legitimately be service dogs and entitled to all the protections of a service animal if they meet the definition of Title 5 MRSA § 4553.

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This form was developed by the Maine Department of Agriculture consistent with the Animal Welfare Act and the regulations of the Maine Human Rights Commission.

**DISCLAIMER OF LIABILITY:** The State of Maine disclaims any responsibility for the accuracy of the information that may be contained on this form and makes no warranties or representations whatsoever regarding the behavior or actions of the animal referred to on this form. The care and supervision of a service animal are solely the responsibility of his or her owner.

# Log in at [www.petpoint.com/sms3](http://www.petpoint.com/sms3)

**PetPoint**  
A 24Pet Company

Login

Shelter ID

USME70

NEXT

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[Privacy Policy](#) - [Terms of Service](#)

# Click on **Licensing**> **Add License**

The screenshot displays the PetPoint software interface. At the top left is the PetPoint logo with the tagline "A 24Pet Company". To the right is a search bar with a magnifying glass icon and the text "Search". In the top right corner, there are icons for a notification bell, a refresh arrow, a location pin, and a user profile. Below the logo is a navigation menu with items: Edit, PPTN, Licensing, Finance, Reports, Admin, and Support. The "Licensing" item is circled in black, and a dropdown menu is open over it, listing four options: "Search/Edit License", "Search License Range", "Add License", and "License Queue". The "Add License" option is highlighted. Below the navigation menu is a blue header bar containing a home icon, a search bar with a magnifying glass and a folder icon, a question mark icon, and two circular action buttons (a plus sign and a refresh icon). Below the header bar is a filter bar with tabs for "Animal(32)", "Person(0)", and "Agency(0)", along with a pencil icon. Below the filter bar is a table with columns: ID, First Name, Last Name, Phone, Email, Address, Unit, City, and State/Province. At the bottom of the page, there is a footer with the PetPoint logo, the text "BROUGHT TO YOU BY Pethealth", and a copyright notice: "© PetPoint, PetPoint & Design and related words and logos are registered trademarks and the property of Pethealth Software Solutions (USA) Inc. and are used under license." followed by the date and time: "Tuesday, July 09, 2024 4:27:29 PM".

Search for an existing person by NAME, ADDRESS or PHONE NUMBER>Click **Find**  
or  
click **Create New Person** to add a new system to database

The screenshot displays the PetPoint Data Management System interface. At the top left is the PetPoint logo, labeled 'A 24Pet Company'. To its right, the system name 'PetPoint Data Management System - Enterprise' and the organization 'USME68 - Maine Department of Agriculture, Conservation & Forestry-Animal Welfare Program' are shown. A 'quick search' bar is located in the top right. Below the header is a navigation menu with tabs for 'Edit', 'PPTN', 'Licensing', 'Finance', 'Reports', 'Admin', and 'Support'. The main content area is titled 'License' and contains a 'Person' search tab. The search criteria are set to 'Name', with a dropdown menu open showing options: 'Name', 'Person Number', 'Identification', 'Phone Number', 'Address', 'Case Number', 'Case Reference #', 'Last 10', 'Email Address', and 'Association'. The search fields include 'Person #', 'Person Info', and 'Person Search'. A 'Create New Person' button is circled in green. A 'Find' button is circled in red, with a red arrow pointing to it. A 'Clear Person Search' button is also present. At the bottom, there are links for 'Home', 'Contact Us', and 'Sign Out', along with a 'Lock Record' checkbox.

PetPoint Data Management System - Enterprise  
USME68 - Maine Department of Agriculture, Conservation & Forestry-Animal Welfare Program

[Testperson](#) | [sign out](#)

Edit PPTN Licensing Finance Reports Admin Support

License

Search Person

Person # Person Info

Person Search

Person Search Criteria: Name First: Middle: Last:

Fuzzy Search

Create New Person

Find Clear Person Search

Lock Record

Home Contact Us Sign Out

To create a new person, complete the required fields + **Jurisdiction (County)**.  
City will autofill when you enter the **zip code**.

For licensing, it is helpful to complete as many of the optional fields as possible.

>Click **Add Person**

The screenshot shows a 'Person Express' form with the following fields and highlights:

- Person ID:** \*NEW\*
- Salutation:** -- Select --
- First Name\*:** test
- Middle:** (empty)
- Last Name\*:** Person
- Suffix:** III
- Date of Birth:** (calendar icon)
- Gender:** --Select--
- ID Number:** (empty)
- ID Type:** -- Select --
- ID Issuer:** (empty)
- ID Issue Date:** (calendar icon)
- ID Expiry:** (calendar icon)
- Address:**  No Addresses
- Primary Country\*:** United States
- Street Address\*:** 123 Pretend Street
- Apt./Unit:** (empty)
- Zip Code:** 04333
- State\*:** Maine
- City:** Augusta
- City Alias:** (empty)
- Address Type\*:** Home
- Do Not Mail:**
- Jurisdiction:** Kennebec County (circled in blue)
- County:** -- Select --
- Phone:**  No Phone Numbers
- Association:**
- Primary:**  **Phone Number 1\*:** 207-555-5555
- Ext.:** (empty)
- Type\*:** Home
- Do Not Call:**
- Association\*:** Owner
- Association Subtype:** -- Select --
- Primary:**  **Phone Number 2:** (empty)
- Ext.:** (empty)
- Type:** -- Select --
- Do Not Call:**
- From\*:** 07/09/2024
- To:** (calendar icon)
- Email:**  No Email Addresses
- Buttons:** Add Person (circled in blue), Save, Clear
- Clear:** (bottom left)
- Lock Record:**

Like with persons, you can search for an existing animal by entering known criteria then **Find**  
Or create a new animal by clicking **Create New Animal**

The screenshot shows a web application interface for creating a new animal license. The interface is divided into several sections:

- Navigation Bar:** Edit, PPTN, Licensing, Finance, Reports, Admin, Support
- Header:** License - New (left), Person: Test Person (right)
- Tabs:** Search, Person, Animal
- Search Form:**
  - Animal Search
  - Animal Search Criteria: Owner Name (dropdown), First Name: Test, Last Name: Person, Fuzzy Search (checkbox)
  - Buttons: Find, Advanced Search
- Table:**
  - Columns: Select, ARN, Status, Stage, Breed, Secondary Breed, Name, DOB, Sex, S/N, Primary Color, Secondary Color, Color Pattern 1, On Hold, Memo, Location, Sub Location
  - Page: 1
  - Record Count: 0
  - 10 / Page (dropdown)
- Message:** No results found.
- Buttons:** Create New Animal, Clear Animal Search

Two red arrows point to the **Find** button and the **Create New Animal** button.

Enter as much detail as possible when creating the animal. Photos, microchips, and any other ID the owner may have can be entered here.

Animal Search Express

### Animal Details

Animal # *NEW*	Reference # <input type="text"/>	Name Doggie Dog	Type* Dog	Species* <input type="text"/>	Primary Breed* -- Select --	Purebred <input type="checkbox"/>	Secondary Breed* -- Select --
Age: 2 years	Est. Birthdate 07/09/2022	Age Group* Adult (6mo-8yr)	Gender Female	Spayed/ Neutered Yes	Size* Extra Large	Weight 122 pound	
Animal Condition* UNKNOWN	<del>Asilomar Status -- Select --</del>	Primary Color* White	Secondary Color Tan	Color Pattern -- Select --	Bitten Status* No Bite History		

### Animal Photos

<b>Photo 1</b> <input type="checkbox"/> Do Not Show on Website <input type="checkbox"/> Delete Choose File Cartoon Doggo.jpg	<b>Photo 2</b> <input type="checkbox"/> Do Not Show on Website <input type="checkbox"/> Delete Choose File No file chosen	<b>Photo 3</b> <input type="checkbox"/> Do Not Show on Website <input type="checkbox"/> Delete Choose File No file chosen
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Delete Photos Add Photos

This is the bottom of the Add Animal page. *Ignore the Stage & Location express.*

Remember to Click **Add Photos** if you are adding photos.

Microchip numbers can be added here. They will be registered at no cost with 24 PetWatch nationwide for local animal control or AWP lookup.

You can add a Pet ID number (old rabies tag, for example, is not required)

**\*IF YOU ARE ALSO ISSUING THIS PET A 2024 LICENSE, ENTER THE 2024 TAG NUMBER HERE!!\***

Click **Add Animal** when the info is complete

The screenshot shows the bottom portion of a web form for adding an animal. At the top, there are three photo upload sections, each with a 'Choose File' button and a 'Delete' checkbox. Below these are 'Delete Photos' and 'Add Photos' buttons. The 'Identification Express (Optional)' section is circled in blue and contains fields for Microchip Number, Issuer, T-Chip, Issue Date, Collar Type 1, Collar Color 1, Pet ID Number, Pet ID Type, Issue Date, Expiry Date, Collar Type 2, and Collar Color 2. The 'Stage & Location Express' section is crossed out with a blue line and contains fields for Stage, Review Date, Site, Location, Sublocation, and a 'Find' button. At the bottom right, there are 'Add Animal', 'Save', and 'Clear' buttons, with a red arrow pointing to 'Add Animal'. A 'Lock Record' checkbox is also present. The footer includes 'Home', 'Contact Us', and 'Sign Out' links.

Complete license details. Some details will autofill from the previous pages.

Select the correct municipality as the Reseller

SELECT THE LICENSE TYPE: **SERVICE/K9/S&R License** . \$0.01 will autofill for the price, which you will discount during the receipt process.

If you put in 1 year, the expiration date will properly default to 12/31 of the proper licensing year.

Select the Correct Range from drop down for your tag. Add the correct tag number, and a 2-digit year prefix will autofill.

Maine does not have auto-renew or lifetime licenses.

**License Details**

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

Status\*: Current    Status Date/Time\*: 10/10/2024 07:22PM    Cancel Reason: - Select -    Record Owner\*: user, test

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

License Type\*: Service/K9/S&R License    Price\*: \$0.01    Length: 1 years    Auto-Renew\*:     Lifetime?:     Use Ranges?:     Expiration Date\*: 12/31/2025

Range\*: TEST EXP YR 1-100    License #: TEST 25 15

Created Date/Time	By	Last Updated Date/Time	By
10/10/2024 07:36 PM	TestUser	10/10/2024 07:53 PM	TestUser

Status History

**License Notes**

Template

Enter rabies vaccine information.

Add the date the vaccine was given under “Status Date/Time”

Under the “Vaccine” drop-down, you will choose a Rabies 1 year or Rabies 3 year, aligning with your rabies certificate. The manufacturer and product will autofill to generic rabies.

**\*\*Re-vac Date\*\*** is the date the next vaccine is due. It will auto-enter based on the date you entered under “Status Date/Time” and the Vaccine Type (one-year or three-year rabies vaccine).

\*Expires on line 4 is the tag expiration\*

Add Rabies tag number and Vet info under PET ID fields IF the vet issued a Rabies Tag.

Click “Add Vaccination”

The screenshot shows a 'Vaccination Details' form with the following fields and values:

- Record #**: \*NEW\*
- Status\***: History
- Status Date/Time\***: 08/19/2024 09:43AM
- Provider**: -- Select --
- Assistant**: -- Select --
- Site\***: State of Maine Dog Licensing
- Vaccine\***: Rabies Vaccine
- Type**: -- Select --
- Dose\***: 1 unit
- Body Part**: -- Select --
- Route**: -- Select --
- Length**: 0 years
- Re-Vac Date**: 08/20/2024 09:50AM
- Manufacturer\***: Generic
- Product\***: Rabies (R)
- Serial/Lot #**:
- Expiration Date**:
- Container #**:
- Pet ID Number\***: XYZ123
- Pet ID Type\***: Rabies Tag
- Pet ID Issuer**: ABC Veterinarian
- Issuer Phone**: 207-555-1212
- Issued**: 08/19/2024
- Expires**: 08/19/2025
- Is License?**:

Yellow boxes highlight the Status Date/Time, Vaccine, Re-Vac Date, and Pet ID fields. Arrows indicate that the Re-Vac Date is calculated based on the Status Date/Time and Vaccine Type, and that the Expires date is based on the Pet ID Type.

Buttons at the bottom right: Clear, Save, Add Vaccination.

Scroll to the bottom and click on **Submit License**

### Vaccine History

<a href="#">Vaccinations</a>	Type	<a href="#">Vaccination Date</a>	Re-Vacc Date	Pet ID	Pet ID Type	<a href="#">Record #</a>
Rabies 3 Yr		07/12/2024	7/11/2027 7:01:00 PM			M0077779865

### Exemptions

Rabies Vaccination

None  Lifetime  Temporary - Review Date:

Exemption Reason:

### Follow-Up

Renewal Notice #1

Renewal Notice #2

Renewal Notice #3

**Submit License**

**Save Details**

Clear

**Duplicate License**

Lock Record

Service Dog Verification document is REQUIRED

To add to the file, Click on FILES Tab

Add a document name in **File Display Name** (recommend year and what it is)

**View On** choose **Animal and Person** dropdown

**File Type** is Licensing Document **File Subtype** is Service Dog Verification

**Expiration Date** is when the end of the licensing year for exemption documents

Choose your file> Click ADD

Search Person Animal Details Summary **Files**

### File Details

File #	<b>File Display Name*</b>	Category	View On	<b>File Type*</b>	<b>File Subtype*</b>	Expiration Date
*NEW*	<input type="text" value="2025 Service Dog Verificati"/>	License	<input type="text" value="Animal and Person"/>	<input type="text" value="Licensing Document"/>	<input type="text" value="Service Dog Verification"/>	<input type="text" value="12/31/2025 11:15AM"/>

Lincoln Service ...ification 2025.docx

Created Date/Time	By	Last Updated Date/Time	By	Verified Date/Time	Verified By
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Show Expired Files    Lock Record

Home Contact Us Sign Out

Click on the SUMMARY tab

Print the license by clicking **Contract**, then **Print** . The Contract IS the license document.

Make sure the physical tag matches the tag you are giving, and tape it to the printed license.

Next, click **Create Receipt** to complete the payment transaction record. YOU MUST CREATE A RECEIPT EVEN FOR NO FEE !

**License Contract - Oct 12 2024**

Tel.: 207-287-3846

**State of Maine Dog Licensing**

90 Blossom Lane  
Augusta, Maine 04333 USA  
animal.welfare@maine.gov

Person ID: P0046358182

**Abraham Lincoln**  
1 Pretend Street  
Augusta, Maine 04333 USA

**Animal Information**

**Animal ID:** A0056935800 **Name:** Baby Lincoln doggo **Types:** Dog **Gender:** Female  
**ARN:** **DOB:** 9/23/2023 **Breeds:** Abruzzese Mastiff/Mix **Altered:** Yes  
**Chip #:** **Current Age:** 1 y 0 m 19 d **Colors:** Apricot **Size:** Small  
**Type:** **Age Group:** Adult (6mo-8yr) **Pattern:** Solid **Weight:** 10.00 pound

License Number	License Type	Issuer	Price	Late Fee	Issue Date	Length Expire Date
TEST25-016	Service/K9/S&R License	Maine Animal Welfare Program	\$0.01		10/12/2024	1 year(s) 12/31/2025

Rabies Vaccination	Vaccination Date	Revaccination Date	Provider
Rabies Vaccine- 1 year	09/23/2024	07/11/2025	

Lot #	Lot Expiration Date	Manufacturer	Product
xx123	09/12/2025	Generic	Rabies (R)

Print Report

Person: Abraham Lincoln

License #	License Type	Status	Status Date/Time
TEST25-016	Service/K9/S&R License	Current	10/12/2024 11:12:19 AM

Record Count: 1 10 / Page

United States (Home)

Person View Report

Create Receipt

Contract

Animal View Report

[A0056935800](#)

Baby Lincoln doggo

Abruzzese Mastiff/Mix, Colors: Apricot/Solid

Dog

1 y 0 m 19 d , DOB: 9/23/2023, Spayed/Neutered: Yes, Bitten: No Bite History, Dangerous: No

When you click CREATE RECEIPT, the Person's info will autofill in the receipt, but no-fee licenses will not be automatically added.

In the ITEM NAME drop-down, you must add a RECEIPT ITEM for 'Service/K9/S&R License'.

Click add. Then scroll to complete the receipt.

The screenshot shows a web form for creating a receipt. At the top is a green header labeled "Receipt Items". Below it is a light blue box containing several dropdown menus: "Site: -- All --", "Animal Type: -- Select --", "Age Group: -- Select --", "Item Type: -- All --", "Category: -- All --", and "UPC Code:" with a green ">>" button. Below these is an "IRN#" field with a green ">>" button. The main form area contains fields for "Item Name\*" (with "Service/K9/S&R License" selected and circled in red), "Unit Price" (\$0.00), "# of Units" (1), "Animal ID" (A0057071091), and a checkbox "not for an animal". Below this are fields for "Discount %" (0), "Discount Amount" (\$0.00), "Discount Reason" (dropdown), "Tax 1 Code" (dropdown), "Tax 1 Amount" (\$0.00), "Tax 2 Code" (dropdown), "Tax 2 Amount" (\$0.00), and "Sub Total" (\$0.00). A green "Add" button is circled in red on the right side. At the bottom is a green header labeled "Payment Details" with fields for "Site" (dropdown), "Cash Drawer\*" (dropdown with "TEST DRAWER" selected), "Closing #", and "Closed Date/Time".

Select your municipality's **Cash Drawer** (this should be a default setting for each user- contact us if it is not!)  
If the No Fee license was the only item, you do not need to select any payment type/amount.  
Reminder: You cannot process a credit card through this system; this is for documentation only.  
Add any note you wish to add on the **Receipt Notes** and scroll down to click **Submit Receipt**.  
You will be asked to confirm that the payment is \$0. Once you confirm the receipt will pop-up.

**Payment Details**

Site -- All --	<b>Cash Drawer*</b> TEST DRAWER	Closing #	Closed Date/Time
Total Current Receipt \$0.00	Receipt Date 10/12/2024 11:27:06 AM	Receipt By TestUser	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 \$0.00	Voucher Type -- Select --
			Voucher Subtype -- Select --
			Voucher Paid \$0.00

Type: -- Select --

Process Now

**Receipt Notes**

Template: -- Select --

Override Append Clear Spell Check

Submit Receipt Void

[Email](#)[Print Report](#)[Send Link](#)**Receipt Oct 13 2024****Tel: 207-287-5531****Super Man**  
121 Main Street  
Augusta, ME, 04333 , USA**Maine Department of ACF Animal Welfare Program - 2nd Database**  
90 Blossom Lane Deering 3rd,  
Augusta, Maine, 04333, USA  
animal.welfare@maine.gov  
[https://www.maine.gov/dacf/ahw/animal\\_welfare/index.shtml](https://www.maine.gov/dacf/ahw/animal_welfare/index.shtml)**Person ID: P0046412516**  
**Tel: 207-555-1212**

Cash Drawer TEST DRAWER

**ReceiptID:** 28429465  
**Created By:** TestUser  
**Closing #:****Create Date:** 10/13/2024 03:11:00 PM  
**Print Date:** 10/13/2024 03:10:50 PM  
**Close Date:**

## Animals

ID	ARN	Name	Species	Primary Breed	Gender	Color	ID Number	Issuer
57071091		Another superdoggo	Dog	Abruzzese Mastiff	M	Black		

## Items

IRN / UPC #'s	Item	AnimalID	Unit Price	Units	Late Fee	Discount	SubTotal	Tax	Item total
	Service/K9/S&R License	57071091	\$0.00	1		0.00% \$0.00	\$0.00	0.000% \$0.00	\$0.00

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

<b>Reference:</b>
<b>Cash:</b> \$0.00
<b>Check:</b> \$0.00
<b>Debit:</b> \$0.00
<b>Credit Card:</b> \$0.00
<b>Credit Card Type:</b>

<b>Gift Card Paid:</b> \$0.00
<b>Gift Card Type:</b>
<b>Gift Card #:</b>
<b>Voucher Paid:</b> \$0.00
<b>Voucher Type:</b>
<b>Voucher #:</b>

<b>Total Due:</b> \$0.00
<b>Total Paid:</b> \$0.00
<b>Change Given:</b> \$0.00
<b>Previous Balance:</b> \$0.00
<b>Balance:</b> \$0.00

Click **Print** for a paper copyClick **Email** if you entered an email in their person record**NOTE: Send Link** is not currently functional