

# State of Maine Dog Licensing Database User Training: Issuing Municipal Kennel Licenses





What is a Municipal Kennel?

### **§3907 (19):**

**Kennel.** "Kennel" means 5 or more dogs kept in a single location under one ownership for breeding, hunting, show, training, field trials, sledding, competition or exhibition purposes. The sale or exchange of one litter of puppies within a 12-month period alone does not constitute the operation of a kennel.

### **§3923-C. Kennel license:**

**1. License necessary.** A person having 5 or more dogs for the purposes set forth in section 3907, subsection 17 shall obtain a kennel license from the clerk of the municipality where the dogs are kept and that person is subject to rules adopted by the department.

Ask these questions to determine if a Municipal Kennel License is Needed:

1. Are there 5 or more dogs kept in one location?

If YES,

2. Are they under the same ownership (can be one or multiple people)?

If YES,

3. Are the dogs kept for any of these purposes: breeding, hunting, show, training, field trials, sledding, competition or exhibition purposes? :

a. Breeding: has more than one litter of puppies been sold or exchanged (does not have to be money!) in a 12-month period? If they have one litter only, they are not a kennel for that purpose alone, but they do need a Vendor's License from the state to place the puppies in that one litter.

If you answer yes to 1, 2 and 3, a Municipal Kennel License is required.

The Municipal Kennel Licensing Packet is available on the AWP Municipality Resources webpage [https://www.maine.gov/dacf/ahw/animal\\_welfare/municipality/index.shtml](https://www.maine.gov/dacf/ahw/animal_welfare/municipality/index.shtml)

### What's in the packet?

An application for a Municipal Kennel License  
Instructions/Checklist for Municipality  
Instructions/Checklist for Kennel Owner  
Municipal Kennel Inspection Form for ACO

The municipality may conduct the ACO inspection before or after the application materials and fees are received but may not *issue* a kennel license without completing and documenting a satisfactory inspection. The application and the inspection form will be uploaded during the licensing process.

If your ACO needs information on inspecting a facility, a recorded webinar is available in the ACO Resources section of our website.

## Getting Started:

Only municipalities that listed licensing kennels in 2024 on their Municipal Update Form have access to the Municipal Kennel License. If you are new to this type of license in your municipality, email us at [animal.welfare@maine.gov](mailto:animal.welfare@maine.gov) to be added as a seller of Municipal Kennel Licenses.

## What you need to enter Municipal Kennel Licenses into the Maine Dog Licensing Database:

1. PDF of the Municipal Kennel License Application
2. PDF of the completed, satisfactory Municipal Kennel Inspection Form
3. Copies of valid Rabies Certificates for each dog in the kennel (you do not need to upload the rabies certificates, but you do need to enter valid vaccine information).

**\*\*Instructions are intended for users familiar with entering dog and person data into the system\*\***

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

**PetPoint**  
A 24Pet Company

Login

Shelter ID

USME7Q

NEXT

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# Go to Add License

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 title 'PetPoint Data Management System - Enterprise' is shown, along with the specific instance 'USME70 - Maine Department of ACF Animal Welfare Program - 2nd Database'. A search bar with a magnifying glass icon and the text 'quick search' is located in the top right. Below the search bar, the user 'TestUser' is logged in, with a 'sign out' link.

A navigation bar contains several tabs: 'Edit', 'PPTN', 'Licensing', 'Finance', 'Reports', 'Admin', and 'Support'. The 'Licensing' tab is active, and a dropdown menu is open, listing the following options: 'Search/Edit License', 'Search License Range', 'Add License' (circled in red), 'License Queue', and 'License Management'. The 'Add License' option is the target of the instruction.

Below the navigation bar, there are sections for 'Person Search' and 'Person Search Criteria'. The 'Person Search Criteria' section includes a dropdown menu set to 'Name', and input fields for 'First:', 'Middle:', and 'Last:'. There is also a checkbox for 'Fuzzy Search'. At the bottom right of this section are 'Find' and 'Clear Person Search' buttons. A 'Create New Person' button is located at the bottom left of the search area. A 'Clear' button is at the very bottom left, and a 'Lock Record' checkbox is at the bottom right.

Search for your person first! Enter name, click FIND. If you don't find them, click CREATE NEW PERSON.

The screenshot displays a web application interface for managing licenses. At the top, a green header bar contains the word "License". Below this, there are two tabs: "Search" (highlighted in green) and "Person". The main content area is divided into sections. The first section, titled "Person Search", contains a search form. The form includes a dropdown menu for "Person Search Criteria" set to "Name", and three input fields for "First:", "Middle:", and "Last:". The "Last:" field contains the text "lincoln". A checkbox for "Fuzzy Search" is present and unchecked. To the right of the search form are two buttons: a green "Find" button and a white "Clear Person Search" button. Below the search form, there is a green "Create New Person" button and a white "Clear" button. In the bottom right corner, there is a checkbox for "Lock Record".

License

Search Person

Person # Person Info

Person Search

Person Search Criteria: Name First: Middle: Last: lincoln

Fuzzy Search

Find Clear Person Search

Create New Person

Clear

Lock Record

Once you have found or added your person click on the Animal Tab at the top of the page.

Search Person **Animal**

Person # P0046358182 Person Info Abraham Lincoln 1 Pretend Street Augusta, 04333, KENNEBEC, ME, United States (Home)

Print: -- Documents -- [Person View Report](#)

Jump To: -- Intake -- -- Outcome -- -- Finance -- -- Other --

Person Search Express Details Contacts Memos Profiles Petango Application Related Persons Files

Person Express

Person ID	Salutation	First Name*	Middle	Last Name*	Suffix	Date of Birth	Gender
P0046358182	-- Select --	Abraham		Lincoln	-- Select --		--Select--
ID Number	ID Type	ID Issuer	ID Issue Date	ID Expiry			
	-- Select --						

Address  No Addresses

Primary Country*	Street Address*	Apt./Unit			
<input type="checkbox"/> United States	1 Pretend Street				
Zip Code	State*	City	City Alias	Address Type*	Do Not Mail
04333	>> Maine	Augusta	Augusta	Home	<input type="checkbox"/>
Jurisdiction	County				
-- Select --	KENNEBEC				

Phone  No Phone Numbers Association

Email  No Email Addresses Association\* Owner Association Subtype -- Select --

Select the first dog, or create if they are not yet in the database.

**License - New** Person: Abraham Lincoln

Search Person Animal

Animal Search

Animal Search Criteria: Owner Name  First Name:  Last Name:   Fuzzy Search

Select	ARN	Status	Stage	Species	Primary Breed	Secondary Breed	Name	DOB	Sex	S/N	Primary Color	Secondary Color	Color Pattern 1	On Hold	Memo	Location	Sub Location
<input type="button" value="A0056922889"/>		Inactive	Licensing	Dog	Abruzzese Mastiff	Mix	Lincoln doggo 1	9/20/2022	F	N	Apricot			No	No		
<input type="button" value="A0056922897"/>		Inactive	Licensing	Dog	Affenpinscher		Lincoln doggo 2	9/20/2022	F	Y	Black			No	No		
<input type="button" value="A0056922904"/>		Inactive	Licensing	Dog	Afghan Hound	Mix	Lincoln doggo 23	9/20/2020	F	Y	Tan		Solid	No	No		
<input type="button" value="A0056935800"/>		Inactive	Licensing	Dog	Abruzzese Mastiff	Mix	Baby Lincoln doggo	9/23/2023	F	Y	Apricot		Solid	No	No		
<input type="button" value="A0056935829"/>		Inactive	Licensing	Dog	Affenpinscher		New Lincoln Doggo	9/23/2019	M	Y	Brown		Solid	No	No		

1

Record Count: 5 10 / Page

Lock Record

Once you have selected or created for the first dog, click on the Details tab.

A0056922889 Inactive Lincoln doggo 1 Dog Abruzzese Mastiff New 10/09/2024 09:10:49 AM

Apply Selection 1 Record Count: 1 10 / Page ▾

Search Person Animal **Details**

Animal ID's: A0056922889  
Animal Info: Inactive Licensing  
Name: Lincoln doggo 1 - Dog  
Type: Female - Adult (6mo-8yr)  
Species: Abruzzese Mastiff - Apricot  
Age: 2 y 0 m 19 d, DOB: 9/20/2022, Altered: No, Size: Small, Weight: 10.00 pound  
Bitten: No Bite History, Danger: No

Location Info

Print: -- Kennel Card -- ▾ -- Documents -- ▾ -- Medical Documents -- ▾ **Animal View Report**

Jump To: -- Intake -- ▾ -- Edit -- ▾

Animal Search Express **Details** Photos/Videos Profile Memos Identifications Vouchers/Waivers Holds Stage/Location Files

**Animal Details**

Animal #	Reference #	Name	Type*	Species*	Primary Breed*	Purebred	Secondary Breed*
A0056922889		Lincoln doggo 1	Dog ▾	Dog ▾	Abruzzese Mastiff ▾	<input type="checkbox"/>	Mix ▾

  

Age: 2 y 0 m 19 d	Est. Birthdate	Age Group*	Gender	Spayed/ Neutered	Size*	Weight
2 years ▾	09/20/2022	Adult (6mo-8yr) ▾	Female ▾	No ▾	Small ▾	0 -- Select -- ▾

  

Animal Condition*	Asilomar Status	Primary Color*	Secondary Color	Color Pattern	Bitten Status*
UNKNOWN ▾	-- Select -- ▾	Apricot ▾	-- Select -- ▾	-- Select -- ▾	No Bite History ▾

**Animal Photos**

The License Issuer must be  
Maine Animal Welfare  
Program- Kennel Licenses

Reseller is your municipality

Site is State of Maine Dog  
Licensing

License Type will be Munic  
Kennel License –Dog 1 for  
the first dog you enter. This  
applies the license charge of  
\$42 for up to 10 dogs.

Length – enter 1 , and the  
expiration date will auto-  
apply.

License - New 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			New	10/09/2024 09:20:20 AM

Apply Selection 1 Record Count: 1 10 / Page

Search Person Animal Details  Batch License

**License Details**

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

Status\*: Current Status Date/Time\*: 10/09/2024 09:20AM Cancel Reason: - Select - Record Owner\*: user, test

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

**License Type\***: Munic Kennel Lic-Dog 1 **Price\***: \$42.00 **Length**: 1 years **Auto-Renew\***:  **Lifetime?\***:  **Expiration Date\***: 12/31/2025

By: TestUser Last Updated Date/Time: 10/09/2024 09:20 AM By: TestUser

**License Notes**

**Add the Kennel License TAG NUMBER under “License #”**

**Under License Notes choose the “Municipal Kennel Inspection Verification” in the Template drop-down**

**Click “Append”, then fill in the blanks with your inspection information**

Munic Kennel Lic-Dog 1    \$42.00    1    years    12/31/2025

**License #\***  
xx123

Created Date/Time	By	Last Updated Date/Time	By
10/09/2024 09:39 AM	TestUser	10/09/2024 09:39 AM	TestUser

**License Notes**

Template: Municipal Kennel Inspection Verification

Override    **Append**    Clear    Spell Check

Note

Municipal Kennel Inspection was performed on: *enter date here*  
Inspection performed by: *enter name of ACO here*  
Inspection results were:  Satisfactory     NOT Satisfactory (may not license)

**Vaccination Details**

Enter vaccine info for Dog #1 (unless a valid vaccine already shows in the 'Vaccine History' box). Click Add Vaccination.

**Vaccination Details**

Record # **Status\*** **Status Date/Time\*** Provider Assistant **Site\***  
\*NEW\* History 10/09/2024 09:39AM -- Select -- -- Select -- State of Maine Dog Licensing

**Vaccine\*** Type **Dose\*** Body Part Route Length Re-Vac Date  
-- Select -- --Select-- 0 -- Select -- -- Select -- -- Select -- 0 years

**Manufacturer\*** **Product\*** Serial/Lot # Expiration Date Container #  
-- Select -- >> -- Select --

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

**Exemptions**

Rabies Vaccination  
 None  Lifetime  Temporary - Review Date: Exemption Reason: -- Select --

**Follow-Up**

Scroll down and click “Submit License”

[Clear](#) [Save](#) [Add Vaccination](#)

### 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 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:  

### Follow-Up

Renewal Notice #1



Renewal Notice #2



Renewal Notice #3



[Submit License](#) [Save Details](#) [Clear](#)

Lock Record

**Click on the FILES tab. You will upload the signed application form and the inspection form. Name the form with the owner or kennel name, View on animal and person. File type = Licensing Document. File Subtype= Municipal Kennel Inspection Form or Municipal Kennel Application Expiration date is the license expiration date (12/31 each year). Choose file to upload, Click ADD.**

**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	xx123	Munic Kennel Lic-Dog 1	Current	10/09/2024 09:39:35 AM

Apply Selection 1 Record Count: 1 10 / Page

Search Person Animal Details Summary **Files**

**File Details**

File #	File Display Name*	Category	View On	File Type*	File Subtype*	Expiration Date
*NEW*	A Lincoln Mun Kennel Inspi	License	Animal and Person	Licensing Document	Municipal Kennel Inspection Form	12/31/2025 09:56AM

Choose File No file chosen Download Clear Add

Created Date/Time	By	Last Updated Date/Time	By	Verified Date/Time	Verified By
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Show Expired Files Apply

Click on Summary tab. Click Contract to print the license. Click Create Receipt to create dog 1 receipt.

**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	xx123	Munic Kennel Lic-Dog 1	Current	10/09/2024 09:39:35 AM

Apply Selection 1 Record Count: 1 10 / Page ▾

Search Person Animal **Summary** Files

**Person Info**

P0046358182 **Abraham Lincoln** 1 Pretend Street Augusta, 04333, ME, United States (Home) Person View Report

**Actions**

Jump To: -- Intake -- ▾ -- Edit -- ▾ **Create Receipt**

Print: A0056922889 - Lincoln doggo 1 - Dog ▾ **Contract**

Print: -- Kennel Card -- ▾ -- Documents -- ▾ -- Medical Documents -- ▾ **Animal View Report**

**Animal Info**

[A0056922889](#) **Lincoln doggo 1** **Abruzzese Mastiff/Mix**, Colors: **Apricot**

**Dog** **2 y 0 m 19 d**, DOB: **9/20/2022**, Spayed/Neutered: **No**, Bitten: **No Bite History**, Dangerous: **No**

For additional dogs at the kennel, you must go back to the start for each one at a time.

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 title 'PetPoint Data Management System - Enterprise' is shown, along with the specific program 'USME70 - Maine Department of ACF Animal Welfare Program - 2nd Database'. A search bar with a magnifying glass icon and the text 'quick search' is located in the top right. Further right, the user is identified as 'TestUser' with a 'sign out' link.

A horizontal navigation bar contains several menu items: 'Edit', 'PPTN', 'Licensing', 'Finance', 'Reports', 'Admin', and 'Support'. The 'Licensing' menu is expanded, showing a dropdown list with the following options: 'Search/Edit License', 'Search License Range', 'Add License' (which is circled in red), 'License Queue', and 'License Management'. The 'License' menu item is highlighted in green.

Below the navigation bar, there are several sections. On the left, there are tabs for 'Search' and 'Person #'. Below these is a 'Person Search' section with a search criteria dropdown set to 'Name' and input fields for 'First:', 'Middle:', and 'Last:'. A 'Fuzzy Search' checkbox is present and unchecked. At the bottom right of this section are 'Find' and 'Clear Person Search' buttons. At the bottom left, there is a 'Create New Person' button. At the very bottom, there is a 'Clear' button on the left and a 'Lock Record' checkbox on the right.

For dogs 2-10 in a kennel, you will make that selection in the license type.

License Type will be Munic Kennel License –Dog 2-10 for the next 9 dogs. The price for the license is \$0, since Dog #1’s license covers up to 10 dogs.

Length – enter 1, and the expiration date will auto-apply.

The License number is the same as Dog #1; dogs in Municipal Kennels receive the same tag number for up to the 10 dogs covered by the license.

Select	Animal #	ARN	Status	Name	Species	Breeds	License #	License Type	Status	Status Date/Time
<input checked="" type="checkbox"/>	A0056922897		Inactive	Lincoln doggo 2	Dog	Affenpinscher			New	10/09/2024 10:15:29 AM

Apply Selection 1 Record Count: 1 10 / Page

Search Person Animal Details  Batch License

### License Details

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

Status\*: Current Status Date/Time\*: 10/09/2024 10:15 AM Cancel Reason: - Select - Record Owner\*: user, test

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

License Type\*: Munic Kennel Lic-Dogs 2-10 Price\*: \$0.00 Length: 1 years Auto-Renew\*:  Lifetime?\*:  Expiration Date\*: 12/31/2025

License #: xx1234

Created Date/Time	By	Last Updated Date/Time	By
10/09/2024 10:15 AM	TestUser	10/09/2024 10:15 AM	TestUser

### License Notes

Template: - Select - Override Append Clear Spell Check

*Kennel Inspection Verification Notes and the upload of the Kennel Application and the Inspection Form is ONLY completed for Dog #1 in Municipal Kennel.*

Enter vaccine info for Dog #2 (unless a valid vaccine already shows in the 'Vaccine History' box). Click Add Vaccination.

**Vaccination Details**

Record # **Status\*** **Status Date/Time\*** Provider Assistant **Site\***  
\*NEW\* History 10/09/2024 09:39AM -- Select -- -- Select -- State of Maine Dog Licensing

**Vaccine\*** Type **Dose\*** Body Part Route Length Re-Vac Date  
-- Select -- --Select-- 0 -- Select -- -- Select -- -- Select -- 0 years

**Manufacturer\*** **Product\*** Serial/Lot # Expiration Date Container #  
-- Select -- >> -- Select --

Vaccination Notes

Spell Check

Created Date/Time By Last Updated Date/Time By

Clear Save Add Vaccination

**Vaccine History**

<u>Vaccinations</u>	Type	<u>Vaccination Date</u>	Re-Vacc Date	Pet ID	Pet ID Type	<u>Record #</u>
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**

Scroll down and click “Submit License”

[Clear](#) [Save](#) [Add Vaccination](#)

### 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 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:

### Follow-Up

Renewal Notice #1

Renewal Notice #2

Renewal Notice #3

[Submit License](#) [Save Details](#) [Clear](#)

Lock Record

Click on the Summary tab. Click Contract to print the license. Click Create Receipt.

Note: while the amount is \$0 for dogs 2-10 (and 11-20, etc), the state tracks several data points within the receipt section, so you must complete the receipts. You do not have to print/provide to owner.

### 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	xx123	Munic Kennel Lic-Dog 1	Current	10/09/2024 09:39:35 AM

Apply Selection 1 Record Count: 1 10 / Page ▾

Search Person Animal Details **Summary** Files

#### Person Info

P0046358182 Abraham Lincoln 1 Pretend Street Augusta, 04333, ME, United States (Home) Person View Report

#### Actions

Jump To: -- Intake -- ▾ -- Edit -- ▾ **Create Receipt**

Print: A0056922889 - Lincoln doggo 1 - Dog ▾ **Contract**

Print: -- Kennel Card -- ▾ -- Documents -- ▾ -- Medical Documents -- ▾ **Animal View Report**

#### Animal Info

[A0056922889](#) Lincoln doggo 1 Abruzzese Mastiff/Mix, Colors: Apricot  
Dog 2 y 0 m 19 d , DOB: 9/20/2022, Spayed/Neutered: No, Bitten: **No Bite History**, Dangerous: No

For no-fee licenses, you must ADD the license as a Receipt Item from the Item Name drop-down box. No-fee licenses will not add automatically.

Click ADD. Scroll down to to complete the rest of the receipt. Remember to add your municipality as the Cash Drawer!

**Receipt Items**

Site: --All-- Animal Type: -- Select -- Age Group: -- Select --

Item Type: --All-- Category: -- All -- UPC Code: >>

IRN#: >>

Steciuk, Ronda (Ronda.Steciuk@maine.gov) is s

<b>Item Name*</b> Munic Kennel Lic-Dogs 2-10	Unit Price \$0.00	# of Units 1	Animal ID A0057071091	or <input type="checkbox"/> not for an animal
Discount % 0	Discount Amount \$0.00	Discount Reason -- Select --		
Tax 1 Code -- Select --	Tax 1 Amount \$0.00	Tax 2 Code -- Select --	Tax 2 Amount \$0.00	Sub Total \$0.00

**Add**

**Payment Details**

Receipt Oct 13 2024

Tel: 207-287-5531



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)

**Super Man**  
 121 Main Street  
 Augusta, ME, 04333 , USA

**Person ID: P0046412516**  
 Tel: 207-555-1212

Cash Drawer TEST DRAWER

**ReceiptID:** 28429401  
**Created By:** TestUser  
**Closing #:**

**Create Date:** 10/13/2024 02:49:00 PM  
**Print Date:** 10/13/2024 02:56:20 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
	Munic Kennel Lic-Dogs 2-10	57071091	\$0.00	1		0.00% \$0.00	\$0.00	0.00% \$0.00	\$0.00

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

**Reference:**  
**Cash:** \$0.00  
**Check:** \$0.00  
**Debit:** \$0.00  
**Credit Card:** \$0.00  
**Credit Card Type:**

**Gift Card Paid:** \$0.00  
**Gift Card Type:**  
**Gift Card #:**  
**Voucher Paid:** \$0.00  
**Voucher Type:**  
**Voucher #:**

**Total Due:** \$0.00  
**Total Paid:** \$0.00  
**Change Given:** \$0.00  
**Previous Balance:** \$0.00  
**Balance:** \$0.00

Once you have added the “Munic Kennel Lic- Dogs 2-10” receipt item,

Scroll Scroll down to to complete the rest of the receipt. Remember to add your municipality as the Cash Drawer!

Scroll to the bottom and Click Submit Reciept.

You will be asked to confirm the \$0.00 is the amount paid. Then the Receipt will pop up and allow you to print.

*Follow steps for each dog at the kennel.*

*Dogs #1 and #11 have license charge attached to them.*

*If you have a kennel with more than 20 dogs, utilize the “Dog #1” item to begin the third kennel license.*



Questions??

Email to [Connor.Egan@Maine.gov](mailto:Connor.Egan@Maine.gov)