

State of Maine

Dog Licensing Database:

Licensing additional dogs in same household



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'. Below the logo and search bar is a navigation menu with the following items: Edit, PPTN, Licensing, Finance, Reports, Admin, and Support. The 'Licensing' menu is open, showing a dropdown list with four options: 'Search/Edit License', 'Search License Range', 'Add License', and 'License Queue'. The 'Add License' option is highlighted with a blue background. Below the navigation menu is a blue header bar with a home icon on the left, a search bar with a magnifying glass icon and a question mark icon, and two green circular icons with a plus sign and a printer icon on the right. Below the header bar is a filter bar with three tabs: 'Animal(32)', 'Person(0)', and 'Agency(0)'. Below the filter bar is a table with the following columns: ID, First Name, Last Name, Phone, Email, Address, Unit, City, and State/Province. At the bottom of the page is the footer, which includes the PetPoint logo, the text 'BROUGHT TO YOU BY Pethealth', and the 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. Tuesday, July 09, 2024 4:27:29 PM'.

Find your owner by searching Last 10 or entering their name.

The screenshot displays the PetPoint Data Management System interface. At the top left is the PetPoint logo, a 24Pet Company. The top right features a quick search bar. 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 section includes a dropdown menu for "Person Search Criteria" with options: Name, Person Number, Identification, Phone Number, Address, Case Number, Case Reference #, Last 10, Email Address, and Association. The "Last 10" option is circled in black. To the right of the dropdown are input fields for "First:", "Middle:", and "Last:". Below the search criteria is a "Fuzzy Search" checkbox and a "Create New Person" button. At the bottom right of the search area is a "Find" button (highlighted with a red arrow) and a "Clear Person Search" button. A "Lock Record" checkbox is located at the bottom right of the page. The footer contains links for Home, Contact Us, and Sign Out.

When you land on this page, confirm that this is your person and select the ANIMAL tab. If it is not your person, select the Person Search tab in blue to search again or find the Create New Person option.

License - New Person: Pretend Person

Search **Person** Animal

Person # Person Info
P0046112283 Pretend Person

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
P0046112283	-- Select --	Pretend		Person	-- Select --		--Select--
ID Number	ID Type	ID Issuer	ID Issue Date	ID Expiry			
	-- Select --						

Address No Addresses

You will land on a page that may only show the dog that you already entered. This occurs when there is only one other dog.

If there are 2 or more it will give a listing of dogs to choose from or allow you to create another.

If only one other dog, click the BLUE ANIMAL SEARCH TAB

Select	Animal #	ARN	Status	Name	Species	Breeds	License #	License Type	Status	Status Date/Time
<input checked="" type="checkbox"/>	A0057124626		Inactive	Pretend Guys dog	Dog	Abruzzese Mastiff			New	10/21/2024 06:18:13 PM

Apply Selection Record Count: 1 10 / Page

Search Person **Animal** Details

Animal ID's: A0057124626 Animal Info: Inactive Licensing Name: Pretend Guys dog - Dog Female - Adult (6mo-8yr) Breeds: Abruzzese Mastiff - Apricot Location Info: 2 y 0 m 0 d , DOB: 10/21/2022, Altered: Yes, Size: Small Bitten: No Bite History, Danger: No

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

Jump To: -- Intake -- -- Edit -- -- Care/Services --

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*
A0057124626		Pretend Guys do	Dog	Dog	Abruzzese Mastiff	<input type="checkbox"/>	Mix
Age: 2 y 0 m 0 d	Est. Birthdate	Age Group*	Gender	Spayed/ Neutered	Size*	Weight	
2 years	10/21/2022	Adult (6mo-8yr)	Female	Yes	Small	0	-- Select --
Animal Condition*	Asilomar Status	Primary Color*	Secondary Color	Color Pattern	Bitten Status*		
UNKNOWN	-- Select --	Apricot	-- Select --	-- Select --	No Bite History		

Once you are in the Blue Animal Search tab, you can select “Create Another Animal” to create the second dog for licensing.

Selecting “Duplicate Selected Animal” will create an identical dog record (i.e., same name, same breed, age, etc), and you will need to update that information on the next screen.

The screenshot displays the 'Animal Search' tab in a software application. At the top, there are tabs for 'Search', 'Person', 'Animal', and 'Details'. Below these, the 'Animal Info' section shows details for animal ID A0057124626, including its status (Inactive Licensing), name (Pretend Guys dog - Dog), breed (Abruzzese Mastiff - Apricot), and other attributes like age (2 y 0 m 0 d), sex (Female), and size (Small). There are also options to print (Kennel Card, Documents, Medical Documents) and a button for 'Animal View Report'. Below this is a 'Jump To' section with dropdown menus for Intake, Edit, and Care/Services. A navigation bar contains buttons for Animal Search, Express, Details, Photos/Videos, Profile, Memos, Identifications, Vouchers/Waivers, Holds, Stage/Location, and Files. The search criteria section shows 'Owner Name' as a dropdown, 'First Name' as 'Pretend', and 'Last Name' as 'Person', with a 'Fuzzy Search' checkbox and 'Find' and 'Advanced Search' buttons. A table below lists search results with columns for 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, and Sub Location. One record is shown for ID A0057124626. At the bottom, there are buttons for 'Create New Animal' (highlighted with a red box), 'Duplicate Selected Animal' (pointed to by a red arrow), 'Clear Animal Search', and 'Clear'. A 'Lock Record' checkbox is also present.

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="checkbox"/>	A0057124626	Inactive	Licensing	Dog	Abruzzese Mastiff	Mix	Pretend Guys dog	10/21/2022	F	Y	Apricot			No	No		

Once you have entered the information for the second dog, click **ADD ANIMAL** at the bottom of the page.

The screenshot shows a web form for adding a new animal. At the top, there are three photo upload sections, each with a "Choose File" button and a "No file chosen" message. Below these are "Do Not Show on Website" and "Delete" checkboxes for each photo. A "Delete Photos" button and a green "Add Photos" button are also present. The form is divided into three main sections: "Identification Express (Optional)", "Stage & Location Express", and a bottom action bar. The "Identification Express" section includes fields for Microchip Number, Issuer (dropdown), T-Chip (checkbox), Issue Date (calendar), Collar Type 1 (dropdown), Collar Color 1 (dropdown), Pet ID Number, Pet ID Type (dropdown), Issue Date (calendar), Expiry Date (calendar), Collar Type 2 (dropdown), and Collar Color 2 (dropdown). The "Stage & Location Express" section includes Stage (dropdown), Review Date (calendar), Site (dropdown), Location (dropdown), and Sublocation (dropdown). At the bottom, there is a "Clear" button, a green "Add Animal" button (circled in red), a green "Save" button, a "Clear" button, and a "Lock Record" checkbox.

You will then check mark the box from the FIRST (previously licensed) dog and click “REMOVE SELECTION”. (this process is not required after the second dog).

License - New Person: Pretend Person

Select	Animal #	ARN	Status	Name	Species	Breeds	License #	License Type	Status	Status Date/Time
<input checked="" type="checkbox"/>	A0057124626		Inactive	Pretend Guys dog	Dog	Abruzzese Mastiff			New	10/21/2024 06:29:17 PM
<input type="checkbox"/>	A0057124697		Inactive	Pretend 5 dog	Dog	Abruzzese Mastiff			New	10/21/2024 06:31:26 PM

1 Record Count: 2 10 / Page ▾

Search Person **Animal** Details

Animal ID's: A0057124626 Animal Info: Inactive Licensing Pretend Guys dog - Dog Female - Adult (6mo-8yr) Location Info: Abruzzese Mastiff - Apricot 2 y 0 m 0 d, DOB: 10/21/2022, Altered: Yes, Size: Small Bitten: No Bite History, Danger: No

Print: -- Kennel Card -- ▾ -- Documents -- ▾ -- Medical Documents -- ▾

Jump To: -- Intake -- ▾ -- Edit -- ▾ -- Care/Services -- ▾

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

Animal Details

Once you have removed the previous dog, you will click on the Details Tab and proceed with licensing just as you did the first dog.

License - New Person: Pretend Person

Select	Animal #	ARN	Status	Name	Species	Breeds	License #	License Type	Status	Status Date/Time
<input checked="" type="checkbox"/>	A0057124697		Inactive	Pretend 5 dog	Dog	Abruzzese Mastiff			New	10/21/2024 06:31:26 PM

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:

Status*: Current Status Date/Time*: 10/21/2024 06:31PM Cancel Reason: -- Select -- Record Owner*: user, test

License Issuer*: -- Select -- Reseller*: -- Select -- Site*: -- Select --

License Type*: -- Select -- Price*: \$0.00 Length: 0 years Auto-Renew*: Lifetime?*: Expiration Date*:

License #:

Created Date/Time	By	Last Updated Date/Time	By
10/21/2024 06:31 PM	TestUser	10/21/2024 06:31 PM	TestUser