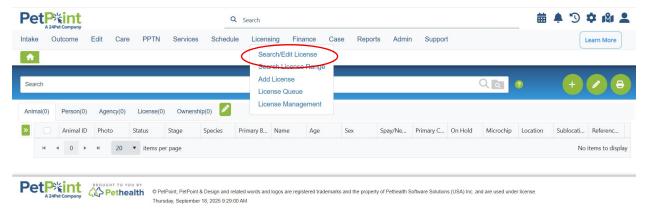
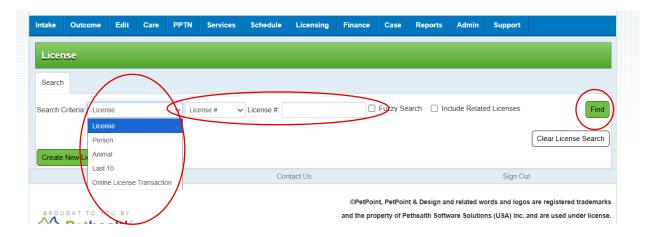
How to Cancel a License

This function is for deceased dogs, animals that move out of state, tags that are replaced by new renewal tags, dogs that are no longer owned by the licensee, dogs that move to another license type, etc. Please note that once canceled, the license and the tag cannot be revived.

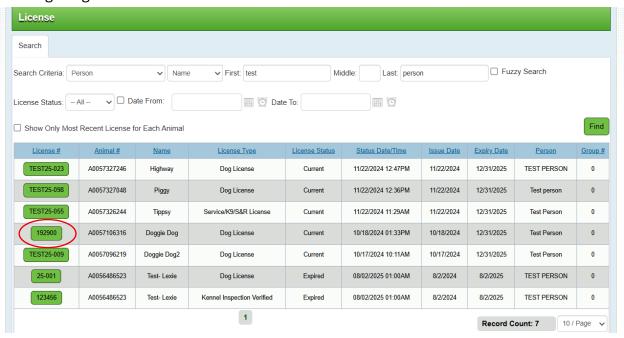
1. Go to Search/Edit license to find the license you wish to cancel



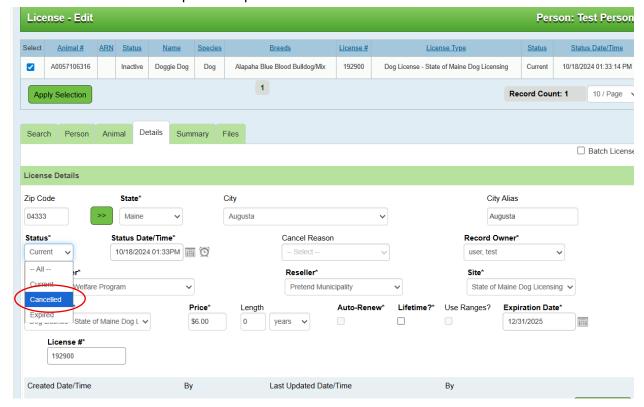
2. Choose your search criteria: License #, Owner's info, Animal # etc, and enter your information. Then click find.



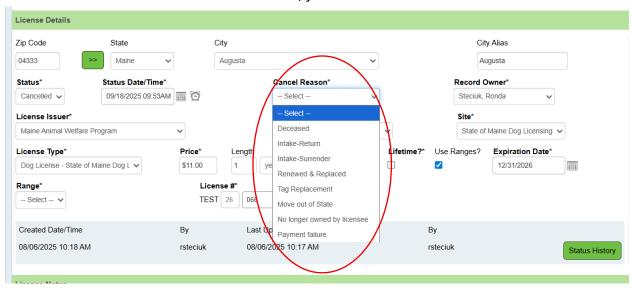
3. If your search criteria brings up multiple licenses/dogs, select the correct license by clicking the green License #.



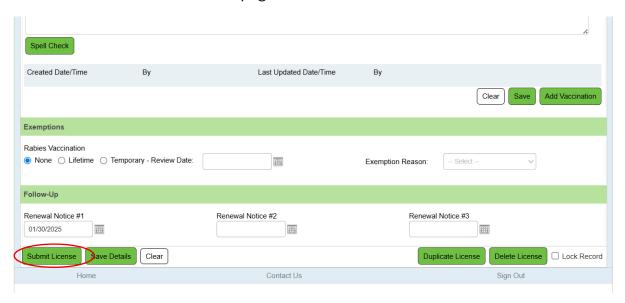
4. You will land on the License Details tab. Here you will go to status and select "Cancelled" from the drop down options.



5. Once "Cancelled" is selected as the status, you will select a Cancel Reason.



6. Then scroll to the bottom of the page and hit SUBMIT LICENSE



When you go to run reminder notices, as long as you run based on EXPIRATION dates, canceled licenses will not be included.