

## **Renewing Your Pet's License for 2022**

The Township of Wyckoff is pleased to announce a new animal licensing system and renewal process for 2022. The new portal will be open for residents on December 1, 2021.

Our new system will allow you to renew your license online, upload your pet's rabies certificate and pay by credit card.

Please keep in mind that your pet's rabies certificate must be valid through the licensing year. If you have questions regarding the expiration date of your pet's rabies certificate, please call us at 201-891-7000, ext. #1010 or email [wyckoffclerk@wyckoff-nj.com](mailto:wyckoffclerk@wyckoff-nj.com).

Follow the steps below to renew or register a new pet for 2022:

1. Navigate to our website – [wyckoff-nj.com](http://wyckoff-nj.com).
2. In the upper right search bar enter: "pet licensing"
3. On the Pet Licensing page, select "login to the Citizen Connect Portal". In order to proceed, you will be required to create an account with a username and password. Be sure to write this information down for future reference!
4. Under "Licenses and Permits", select 'Apply for or review your Pet License'. From this screen, in the future, you will be able to see the history of previous pet licenses and statuses.
5. Select 'Begin the Online Application'.
6. Fill out the application and complete the details on your pet.

*\*Please note that you will not be able to proceed if your pet's rabies vaccination has expired. You will be able to upload a photo of your updated rabies certificate.*

7. Select 'I Agree' button (located above the attachment section) and review the fees to proceed.

8. After you check 'I Agree', scroll to the bottom of the screen and select 'Review Fees' to proceed. You will be taken to a screen to review the fees for the application. Scroll down to 'What do you want to do next?'

9. To pay online by credit card, select 'Add to Cart' and select 'Submit'. *Note: Adding to your cart is useful when you have multiple pets, and you want to complete the checkout process just once.*

10. Click 'Check Out'.

11. Enter the appropriate credit card information on the screen.

12. After applying the payment, you will be returned to the Citizen Connect Portal with the option to print/save a payment receipt.

13. Your pet's tags will be mailed to you.

Alternatively, if you prefer to pay by check, please follow steps 1 through 9 above. You may stop at the Clerk's Office or mail your check to us at 340 Franklin Avenue, Wyckoff, NJ 07481.