



Loudoun County Animal Services  
**PURCHASE DOG LICENSE**  
 39820 Charles Town Pike Waterford, VA 20197-9700  
 (703)777-0406 -- E-Mail: animals@loudoun.gov



**Tag No: U15-131424**

**Person ID: P117521**

Dog's ID: A164000

Rabies Expiration Date: 1/28/2018

Microchip Number: 985170001214208

JOHN Q. PUBLIC  
 1 HARRISON ST SE  
 LEESBURG, VA 20175

Dog's Name: Simon  
 Breed: Labrador Retr  
 Color: Chocolate  
 Sex: Neutered Male  
 Age: 5 Years

**Payment Due:**  
 3 Options: Pay \$30.00 for 3 years,  
 \$20.00 for 2 years or \$10.00 for 1  
 year

Do not send cash  
 Check \_\_\_\_\_

\_\_\_ No Longer have Animal

\_\_\_ Moved Out of Area

Phone: (703) 777-7777

**E-Mail Address:** john.g.public@gmail.com

----- IF PAYING BY MAIL RETURN THIS PORTION WITH YOUR PAYMENT AND CERTIFICATE IF REQUIRED -----

**3 Options: Pay \$30.00 for 3 years, \$20.00 for 2 years or \$10.00 for 1 year**

**Our records indicate that you do not have a current county dog license. Please pay promptly to avoid a \$250.00 fine. If you have received this notice in error, contact us by phone or email indicating your dog's current license number.**

**You now have the option to renew your license online. In order to pay online, your dog's rabies vaccination needs to be current in our system. Please go to: [www.licensepet.com/loudoun](http://www.licensepet.com/loudoun) You will need this notice(s) to complete the online option. There is a convenience fee of \$1.95 per transaction on credit cards(MC, V, D) or \$1.00 fee on debit cards.**

1. §3.2-6524 of the Code of Virginia requires all dogs over four months of age to be licensed by the owner's county of residence. It shall be the responsibility of the owner of each vaccinated animal that is not already licensed to apply for a license for the vaccinated dog. **Failure to do so could result in a \$250.00 fine.**
2. PLEASE HELP US UPDATE OUR RECORDS ON YOUR DOG BY COMPLETING ALL BLANK OR INCORRECT INFORMATION IN THE TOP PORTION
3. If you have a picture of your dog that you would like attached to its record in our database send it via email to animals@loudoun.gov. Please include your dog's tag number in the email.
4. Please make your check payable to: COUNTY OF LOUDOUN
5. The county issues permanent dog tags. The county no longer issues new tags every year but owners are required to pay a yearly fee.
6. Due to the high volume of notices mailed please allow 2-3 weeks for processing.
7. Dog license expiration dates run concurrent with your dog's rabies vaccination date. As a result your 1st license purchase may be less than a full year.

If you have any questions or you no longer have this dog, contact us at (703)777-0406 extension 2873 or by E-Mail: animals@loudoun.gov

THANK YOU! (For additional applications or to read about dog license procedures, visit our website at [www.loudoun.gov/animals](http://www.loudoun.gov/animals))

## Instructions for Online Payment

Website to purchase or renew a Loudoun County dog license online: [www.licensepet.com/loudoun](http://www.licensepet.com/loudoun)

The online web license system is a convenient and easy way to purchase or renew your Loudoun County dog license(s). The program will prompt you to enter certain information along the way.

In order to use this option you will need the following:

- You must have a current rabies vaccination on file with Loudoun County Animal Services in order to renew or purchase a new dog license online.
- You will need your dog license notice in order to use the online web license feature.

The following steps will help guide you through the process.

The first page will ask for your zip code, << **ZIP CODE** >>.

Next, enter your license number, << **Tag No.** >>, and person ID, << **Person ID** >>; located in the upper left corner of the notice. Make sure to include the U15- or L15- in the Tag No. and the P in the Person ID.

Click **Find License**.

It will show your name and address, click **Continue**.

Your dog's information will come up, click on **Renew**.

More detailed information about your dog will come up, showing the rabies vaccination date and expiration date. Click on **Show Me License Types to Choose From**.

It will show you three options for dog license renewal, one year \$10, two year \$20 or three year \$30. Click **Select License** next to the option that you want.

The next screen is where you can write a note to us regarding any necessary changes.

Enter your email address that you want the receipt sent to.

Once you are done, click on **Continue to Payment Website**.

You are now leaving the Loudoun County website and going to a secure bill paying site where you will enter your credit or debit card information.

If at any point you receive an error or you get a message that your license cannot be found, please call us at 703-777-0406 or email us at [animals@loudoun.gov](mailto:animals@loudoun.gov). Our staff will work with you to ensure that our records are correct and help to resolve any issues that may be preventing the process to be completed.