



**CITY OF PASSAIC  
DEPARTMENT OF HUMAN SERVICES  
DIVISION OF HEALTH  
ANIMAL CONTROL SERVICES**

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**FREQUENTLY ASKED QUESTIONS  
REGARDING DOG LICENSING**

***I live in the City of Passaic and I just adopted a dog from the Animal Shelter. Do I need a dog license?***

Yes. If you reside in the City of Passaic and own a dog you must obtain a license. It is illegal to own a dog in Passaic that does not have a current dog license. According to City Ordinance, you must obtain a license within ten (10) days after having acquired the dog. Failure to obtain a license may subject you to a fine.

***I just moved to Passaic and I own a dog. Do I need to obtain a dog license by a certain date?***

According to city regulations, you must license your dog within ten (10) days after moving into Passaic. If your dog is licensed in another state and will be kept in the City of Passaic for more than ninety (90) days, you must obtain a license.

***My dog is currently a puppy. How old does my dog have to be for a dog license?***

Residents are required to obtain a license when the dog has reached what is termed "licensing age." Licensing age is defined by city regulation as: "any dog which has attained the age of seven months or which possesses a set of permanent teeth."

***I do not live in Passaic, but live in another NJ municipality. Do I need to obtain a dog license?***

Yes. Virtually all New Jersey municipalities issue a dog license. You may want to call your local city or town hall for additional information on licensing requirements and procedures.

***Do I need proof that my dog received rabies shots prior to getting a license?***

Yes. You must provide proof that your dog has received a rabies immunization in order to obtain a dog license. A certificate of immunization issued by your veterinarian or from a local health department rabies clinic must be presented as proof.

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***Where do I get rabies shots for my dog?***

You can obtain rabies shots from a veterinarian. The City of Passaic Health Division also offers rabies clinics at least twice a year (one in the spring and one in the fall). These clinics are open to city residents. Notices of upcoming clinics are posted in the local paper. For more information on upcoming clinics or other alternatives, please contact Passaic Animal Control at (973) 365-5669.

***My veterinarian indicated that my dog cannot receive a rabies vaccine because of a medical condition or because of medical therapy. Am I still required to obtain a dog license?***

Yes. You are still required to obtain a license. An exemption to the rabies vaccination requirement will be granted only if you present a letter from your veterinarian that certifies the medical condition or therapy. The letter must also detail how the receipt of a rabies vaccine is medically contraindicated.

***Where do I go to obtain a license?***

In order to obtain a license you must visit the Passaic City Clerk's Office. The office is located on the first floor of City Hall at 330 Passaic Street, Passaic, New Jersey. The office is open Monday to Friday, 8:30 AM to 4:00 PM. The City Clerk's Office telephone number is (973) 365-5584.

***What must I bring to obtain a license? Is there a fee for a dog license?***

You must bring a certificate of rabies immunization for the dog or a certification of medical exemption for the immunization as previously indicated. The fee for a license is dependent on whether or not your dog is spayed or neutered. If your dog is spayed or neutered, the fee is \$15.20. If your dog is not spayed or neutered, the fee is \$18.20.

***Do licenses expire?***

Yes. All licenses are valid for one licensing year. The licensing year runs from July 1 to June 30 of the following year. Consequently, a dog license expires on June 30 of the calendar year following the calendar year in which it was issued.

***What do I do with the metal tag that the City Clerk provides with my license?***

Your dog must wear this tag when it is outside of your home at all times. It can be displayed by utilizing a dog collar. This will serve as proof that your dog is licensed. In addition, the tag contains a serial number which will help the City Animal Control Officer return the dog to you in the event your dog runs away and is found.