



ONLINE LICENSING TIPS

The easiest way to renew your pet licenses online is to use your account numbers listed on your license statement. Annual license statements are mailed in early January each year. You will need your Person ID number located near your name and address, and an active license number located in the pet detail section of your statement.

If you are new to pet licensing, have a new pet to add, or you simply don't have your account numbers handy, you can still license online:

- To renew, start your license session, and check "YES" to the prompt "Are you renewing a pet license?", then check "NO" to the "Did you receive a renewal notice?" prompt.
- If you are only licensing new pets, start your license session and check "NO" to the prompt "Are you renewing a pet license?"
- Upon completion of the initial questionnaire, you will then be prompted to enter your contact and pet information and continue with the license process.

ACCOUNT NUMBERS NOT RECOGNIZED - Occasionally, an individual account in our online files may not be synchronized with our main database. If the online application will not recognize your account numbers, click the "Start Over" button. CHECK "NO" at the "Did you receive a renewal notice?" prompt.

MICROCHIP INFORMATION - You will have the opportunity to provide microchip information for your pet(s). If you have previously provided this information, or your pet was adopted from the Nebraska Humane Society, you do not need to provide this information again.

- If you don't know your pet's microchip number, just skip this section and continue with the license process.

REMOVE PETS FROM YOUR FILE - Report any animals that you no longer own in the comments section at the end of your online license session, or email the information to

Licensing@nehumanesociety.org

RABIES VACCINATION & SPAY/NEUTER DOCUMENTATION - If your statement and/or the online display for your pet reflects current vaccination and sterilization details, it is not necessary to submit additional documentation. The following options are available to you if you need to provide current rabies vaccination information, or proof that your pet has now been altered:

- Upload scanned documentation during your online session following the prompts.
Note: If the rabies vaccination certificate describes your pet as altered, separate proof of sterilization is not required.
- Submit scanned documentation before or after your license session to:
Licensing@nehumanesociety.org.
- Fax documentation to 402-546-1477.
- Present documentation in person or mail a copy (keep your original) to the Nebraska Humane Society

If your pet is due for his vaccination, but you can't get him in prior to the March 15th licensing deadline, **do not delay submitting your license payment.** Your payment must be received or postmarked by **March 15th** to avoid a late penalty. Submit your proof of vaccination as soon as possible. Licenses are not valid until this proof is on file.

PROOF OF LIABILITY INSURANCE- Omaha Jurisdiction residents owning one of the following breeds must carry at least \$100,000 in personal liability coverage. A copy of your current declaration page must be provided to the Nebraska Humane Society. **Licenses are not valid until this proof is on file:** *Staffordshire Bull Terrier * American Staffordshire Terrier * Pit Bull * American Bulldog * Dogo Argentino * Presa Canario * Cane Corso*

- Insurance information may be submitted by email, fax, mail, or in person at the Nebraska Humane Society.

PERMANENT TAGS - On your statement, an asterisk (*) in front of your pet's license number indicates that a permanent tag has been issued. Your annual license payment is due, but a new tag will not be sent. If you have lost this tag, a replacement tag can be ordered for the fee listed on your invoice. Replacement Fee for Lost Tag is in ADDITION to the Pet License Fee. Replacement Tags cannot be purchased online. They can be purchased in person at the Nebraska Humane Society, at participating vets or by mail.

SIGN UP FOR AUTOMATED RENEWALS – If you want to receive your next renewal notice only via email (and eliminate a mailed copy), just add a comment at the end of your session to request an electronic statement for next year. *If you have already requested this option, you do not need to request again.*

QUESTIONS? Information concerning Pet Licensing can be found on the Nebraska Humane Society's website: www.nehumanesociety.org Follow the Licensing link to your jurisdiction.

You may also contact us by email at Licensing@nehumanesociety.org, (include your Account # if available) or call our automated voice attendant at 402-444-6716. Clearly speak your name, address and phone number along with your questions. You will receive a response within 5 business days.