






# How to Renew Your Dog's License Online

This step-by-step guide will assist you with our online dog license renewal process by using the renewal notice you received from Maricopa County Animal Care and Control (MCACC). If at any time you have questions, please contact us by phone at 602-506-7387 (option 5, then option 3) or email your inquiry to [Licensing@Maricopa.gov](mailto:Licensing@Maricopa.gov) – responses are typically sent within 48 hours.

**BEFORE YOU BEGIN** Find the account number and license number for your pet on your renewal notice. The account number is seven (7) digits long and starts with a “P” and the license starts with a “P,” “V” or “U.” See the **red boxes** below for the locations of the account and license numbers on mailed and emailed renewal notices.

## Sample Renewal Received by Regular Mail

	Maricopa County Animal Care & Control <a href="http://www.pets.maricopa.gov">www.pets.maricopa.gov</a>		 A current rabies vaccination certificate is required.	 Make a voluntary donation when you pay for Nemo's license and help fund the vital services we provide.								
		<table border="1"><tr><td>Amount Due</td><td>\$ 22.00</td></tr><tr><td>Due Date</td><td>March 26, 2020</td></tr><tr><td>Account Number</td><td>P0000000</td></tr></table>			Amount Due	\$ 22.00	Due Date	March 26, 2020	Account Number	P0000000		
Amount Due	\$ 22.00											
Due Date	March 26, 2020											
Account Number	P0000000											
												
Dear Fellow Dog Lover,												
<b>IT'S TIME TO TAG YOUR WAG!</b>												
Nemo's license will expire soon. By renewing Nemo's license and ensuring that Nemo is wearing the license tag at all times, you're better ensured that you and Nemo will be reunited in the event Nemo becomes lost. Your license purchase also provides care to lost, orphaned, and unwanted companion animals. The term of the license is based on the month and day of the most current vaccination certificate on record.												
<b>TAG YOUR WAG ONLINE</b>												
<i>Be sure to have this renewal and your credit card ready.</i>												
<ul style="list-style-type: none"><li>To receive your web-discounted license fee, go to <a href="http://TagYourWag.com">TagYourWag.com</a>.</li></ul>												
<b>TAG YOUR WAG BY MAIL</b>												
Return the bottom portion of this renewal notice along with a current rabies vaccination certificate and your check or money order (do not send cash).												
<b>CHANGES/UPDATES</b>												
<ul style="list-style-type: none"><li>If you no longer own Nemo or no longer live in Maricopa County, please visit <a href="http://Pets.Maricopa.gov">Pets.Maricopa.gov</a> and submit the Notice for Change in Dog Status form found in the <b>I Want to</b> menu option OR check the box at the bottom of this page and mail it in.</li><li>To change your address or phone number, please visit <a href="http://Pets.Maricopa.gov">Pets.Maricopa.gov</a> and submit the Update Pet Owner Information Form found in the <b>I Want to</b> menu option, call us at 602-506-7387 or email us at <a href="mailto:Licensing@mail.maricopa.gov">Licensing@mail.maricopa.gov</a></li></ul>												
If you have questions about this notice, please call us at 602-506-7387.												
IF LICENSING BY MAIL, RETURN THIS PORTION WITH PAYMENT												
Account #: Owner Name: Primary Phone Number: Email Address: Address: City, State, Zip:		<b>Please check all boxes that apply</b>										
Pet Name: Nemo		<input type="checkbox"/> 1 This pet is deceased										
License #: P20-853095		<input type="checkbox"/> 2 I no longer own this pet										
Expiration Date: March 11, 2020		<input type="checkbox"/> 3 I am no longer full time or seasonal (30 consecutive days or more) resident of Maricopa County										
		<input type="checkbox"/> 4 N/A										
		<input type="checkbox"/> 5 This pet is sterile and I am 65 or older (\$10 fee)										
<b>A CURRENT RABIES VACCINATION CERTIFICATE IS REQUIRED</b>												
Return by mail with payment to:												
MARICOPA COUNTY ANIMAL CARE & CONTROL Licensing Section PO Box 52014 Phoenix, AZ 85072-2014												
		<table border="1"><tr><td>License Fee</td><td>\$22.00</td></tr><tr><td>Amount Due by 03/26/2020</td><td>\$22.00</td></tr><tr><td><input type="checkbox"/> I'm making a voluntary donation to help fund MCACC services</td><td>\$ _____</td></tr><tr><td><b>TOTAL ENCLOSED</b></td><td>\$ _____</td></tr></table>			License Fee	\$22.00	Amount Due by 03/26/2020	\$22.00	<input type="checkbox"/> I'm making a voluntary donation to help fund MCACC services	\$ _____	<b>TOTAL ENCLOSED</b>	\$ _____
License Fee	\$22.00											
Amount Due by 03/26/2020	\$22.00											
<input type="checkbox"/> I'm making a voluntary donation to help fund MCACC services	\$ _____											
<b>TOTAL ENCLOSED</b>	\$ _____											
2396723020653095022007												

Sample Renewal Received by Email

**From:** Maricopa County Animal Care and Control [<mailto:licensing@maricopa.gov>]  
**Sent:** Thursday, April 30, 2020 10:49 AM  
**To:**  
**Subject:** SCOOBY's License Renewal

**Maricopa County Animal Care and Control**  
P.O. Box 52014  
Phoenix, Arizona 85072-2014  
(602) 506-7387  
[pets.maricopa.gov](http://pets.maricopa.gov)

**SCOOBY's License is Due for Renewal**

This is just a friendly reminder that SCOOBY's license is due for renewal on 07/09/2020. Our records indicate that SCOOBY's rabies vaccination has expired or will be expiring soon, so you will need to provide us with a current vaccination certificate. If you have a current vaccination certificate and would like to renew the license online now, please have your credit card and this email on hand, then [click here](#). This link will also enable you to view the amount due for this license's registration. When prompted, you will be asked for your account number and SCOOBY's license number is **P20-000000**. If you prefer not to renew online, a reminder notice will be mailed to you.

If you have questions, you may contact us at 602-506-7387 or [licensing@maricopa.gov](mailto:licensing@maricopa.gov). Thank you for being a responsible pet owner!

Sincerely,

**Maricopa County Animal Care and Control**  
[pets.maricopa.gov](http://pets.maricopa.gov)

**TO START** Now that you have your account number and pet's license number ready, [click here to visit our online portal](#) to begin your license renewal. For your reference, additional licensing information is also available on [our licensing webpage](#). The first field of the license renewal portal (shown below) is for your license (or reference) number that begins with a "P," "V" or "U" and the second field is for your account number that begins with a "P."

**MARICOPA COUNTY** AZ  
**Maricopa County**  
Animal Care and Control  
2500 S 27th Avenue  
Phoenix, AZ 85009  
(602) 506-7387

Information Lookup

Enter your license or notice reference number.  
P20-1092497

Enter your Account Number, PersonID or Last Name.  
P2908126

**Find Your Information**

Start New Registration

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Click the “Find Your Information” button to update the page with your name and address under the **Owner Information** tab – you will then need to select one of the options shown below:

- If the address is correct, click on the “Continue” button to go to the next screen
- If the address is incorrect, select the corresponding button and click “Continue” – this option will take you to a separate page to update your address
- If you select “This is not me,” you will be taken to the new dog license registration page

Information Lookup

Enter your license or notice reference number.  
P20-1092497

Enter your Account Number, PersonID or Last Name.  
P2908126

**Owner Information**

**Joe Dog Owner**  
2500 S 27Th Ave  
Phoenix AZ, 85009

**Please select from one of the following licensing options:**

My address is correct.  
 My address is incorrect.  
 This is not me

**Continue**

Next is the **Your Animal Information** page with your pet’s name, license due date, and Action. The Action tab defaults to “License my pet” (the drop-down menu provides options for other scenarios), verify the information and click “Continue” to proceed to the next screen.

Your Animal Information

Select your licensing options from the dropdowns below.

- If you are registering a new pet and are NOT updating an existing pet, select "New Pet License Only".
- **If you are RENEWING a license AND adding a new pet**, continue with just the renewal and you will have the option to enter a new pet at the bottom of the form.

Name	Due	Action
Daisy Mae (P20-1092497)	04/29/2020	License my pet

**+ New Pet License Only** **Continue**

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The next page has two sections, one for you as the dog owner and one for your pet’s information. Under the **Dog Owner** section, verify your home address, phone number, and email address are correct and make any updates if needed. **Note:** It is recommended you include an email address to receive future license renewal notices electronically; it also provides an alternative communication method if your dog is lost and turned into our shelter. Other options in this section include adding an alternate mailing address and identifying yourself as a senior citizen, if applicable. (see next page)

Joe Dog Owner
▼

**First Name**

**Last Name**

**Physical Address**

**City**

**State**

**ZIP Code**

**Phone Number**

**Secondary Phone Number** (optional)

**Email Address**

**Confirm Email Address**

My physical and mailing address are **DIFFERENT**.

I am 65 or older and would like Senior Citizen pricing. (optional)

Under the **Pet Name** section (shown on the next page), you will see your dog’s profile. There is an option to update your pet’s sex from unaltered to “Female (spayed)” or “Male (neutered)” by clicking on the down arrow in the Pet’s Sex field. If you change your pet’s sex, you will be prompted to select the veterinarian who altered your pet. You also have the option to add your pet’s microchip number in this section.

Next, you will need to enter the date of the most recent rabies vaccination, choose the correct 1 year or 3 years validation period, and select the veterinarian who administered the vaccine. If your pet has a new rabies vaccine record, follow the same steps then upload the rabies certificate and check the box to certify your pet has a current rabies vaccination.

**Note:** If you do not have an updated rabies vaccine for your pet at this time you may continue with the process, including the license fee payment, and then follow up to email ([Licensing@Maricopa.gov](mailto:Licensing@Maricopa.gov)) or fax (602-372-7556) the new rabies certificate to fully complete your dog license application.

See the **red boxes** below for the locations of the Pet’s Sex and Rabies vaccination areas.

Daisy Mae Remove Animal

**Pet's name:**  
Daisy Mae

**Type of pet you are licensing:**  
Dog

**Pet's sex:**  
Female (spayed)

**Pet's date of birth:**  
01/04/2017

or

**Pet's age in years:**  
Ex. 1

**Months:**  
Ex. 1-11

**Pet's primary breed:**  
American Pit Bull Terrier

**Pet's primary color:**  
Brown

**Pet's microchip number:** (optional)  
Microchip number

**Date of your pet's most recent rabies vaccination:**  
mm/dd/yyyy

**How many years is your pet's rabies vaccine valid?**

1 Year  
 3 Years

**Veterinarian/clinic that vaccinated your pet for rabies:**  
-- Please Select --

**Upload proof of rabies vaccination. Please Note: Your license will not be valid without proof of a current rabies vaccination certificate. If you cannot upload proof at this time, please email a copy to [Licensing@mail.maricopa.gov](mailto:Licensing@mail.maricopa.gov)**  
Browse...

I certify that my pet has a current rabies vaccination and will remain vaccinated during the license period. Making a false declaration regarding the vaccination of an animal may result in a citation and/or non-issuance of a license.

-- Please Select --

- Rabies Vaccination Term

+ License Another Pet
Add to Cart

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Once the above information is entered, the license fee and option to buy a replacement tag will appear. Confirm all information entered in this section is complete and accurate then select "Add to Cart."

**Based on the above information you are eligible to purchase one of the following licenses:**

Sterilized Dog License: \$19.00

**Optional Items:**

Replacement for Lost Tag: \$5.00

+ License Another Pet
Add to Cart

The **Checkout Information** section now appears with options to include a donation, add comments, and review the refund policy. After verifying everything is correct, check the “I’m not a robot” box and click the “Submit Registration” button.

Note: If you add a donation or enter comments, you must click on the “Update Cart” button (top right) before proceeding to “Submit Registration.”

[+ License Another Pet](#)[Update Cart](#)

**Checkout Information** ▼

Review the information below.

- If the information is correct, please select the "Checkout" button below.
- If the information is not correct, scroll up to edit the information and "UPDATE CART" to review edits.

Personal Information - - JOE DOG OWNER▼

Information for Daisy Mae — \$19.00▼

[Remove Animal](#)

Current Charges	
Item Description	Item Price
License Fee - Daisy Mae	\$19.00
<b>Total</b>	<b>\$19.00</b>

Help support our organization by donating to one of the following funds:

Donation ⓘ

5.00

[Make Donation](#)

**Enter any additional comments that you may have below:** (optional)

Additional Comments

**Please Read our Refund Policy**

Transactions are not refundable. If you have any problems with your transaction after completion, please contact us. By clicking the submit button below, you indicate that you have read and agree to these terms. Thank you!

## Grand Total: \$19.00


✓ I'm not a robot

Recaptcha is required.

[Submit Registration](#)

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After you click on the "Submit Registration" button, you will be taken to the **Payment Entry** screen to enter in your payment (credit or debit card) information. After you review your information, click on the "Continue" button on the bottom of the page.








*Maricopa County*  
**Animal Care & Control**

Pet Licensing Division

Payment Entry

Payment Method: Credit or Debit Card

Card Information		Billing Information	
Card Number	<input type="text"/>	Name	<input type="text" value="JOE DOG OWNER"/>
Expiration Date	Month <input type="text" value="Month"/> <input type="text" value="Year"/>	Address	<input type="text" value="2500 S 27TH AVE"/>
Card Identification Code	<input type="text"/> 	City	<input type="text" value="PHOENIX"/>
   		State	<input type="text" value="Arizona"/> <input type="text"/>
		Zip	<input type="text" value="85009"/>
		Phone	<input type="text" value="(602) 555-1212"/>
		Email	<input type="text" value="CallCenter@Maricopa.gc"/>

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Click Continue to review your payment information

Next you will see the **Review Your Payment or Donation Details** screen. This is your last opportunity to make any changes to your application using the “Go Back/Edit” button. Once you have confirmed all information on this page, you must click on the “Process Payment” button (see the **red box** below) for your transaction to be completed. You will then receive an email from MCACC verifying your payment was received.

**Maricopa County Animal Care & Control**

Pet Licensing Division


Please Review Your Payment or Donation Details

Unique ID : 4509911f0acb460dae63e967b02c1456

Description : Transaction for JOE DOG OWNER.

Invoice ID : MRCP/5031116

Payment Amount: \$19.00

Card Information		Billing Information	
Card Number	*8183	Name	JOE DOG OWNER
Expiration Date	6/23	Country	US
Payment Type		Address	2500 S 27TH AVE
		City	PHOENIX
		State	AZ
		Zip	85009
		Phone	(602) 555-1212
		Email	CallCenter@Maricopa.gov

Go Back/Edit   Cancel   **Process Payment**

**Note:** If for any reason we cannot process the license renewal as submitted, a notification email will be sent to you with the reason. One of the most common reasons this occurs is the updated rabies vaccination certificate is missing from the application. However, this is an easy fix – you can send the valid certificate directly to us via email, fax, or mail.


**Email:** [Licensing@Maricopa.gov](mailto:Licensing@Maricopa.gov)

**Fax:** 602-372-7556

**Mail:** Maricopa County Animal Care and Control  
PO Box 52014  
Phoenix, AZ 85072



Sample receipt email to confirm your payment has been processed




*Maricopa County*  
**Animal Care & Control**

Pet Licensing Division

**Thank you for your payment or donation.**

**Please print this receipt and keep it for your records.**

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Unique ID :	1f40c31bb04c4e5393b2167244d367b6
Description :	Transaction for
Invoice ID :	MRCP/5030459
Payment Amount:	\$19.00
Receipt Number:	3780816146
Transaction Date:	04/30/2020 10:33 AM
Payment Type:	
Account Number:	*7834

Thank you for taking the time to license your dog with Maricopa County! Responsible dog owners like you help us ensure a safer and healthier community for all people and pets as well as provide life-saving funding for the daily care of the many homeless pets in our shelter.