

OFFICE OF THE CITY CLERK

City Hall, 1 Kennedy Plaza
Utica, New York 13502

Tel.: (315) 792-0113

Fax: (315) 792-0220



Melissa Sciortino

City Clerk

Andrew Castilla

Deputy City Clerk

INSTRUCTIONS ON HOW TO OBTAIN A DOG LICENSE

Every dog **4 months of age or older** owned by a resident of the City of Utica, New York **MUST** be licensed through our office annually.

The City Clerk's Office processes dog licenses:

- In person at our office **OR**
- Via mail (City Clerk, 1 Kennedy Plaza, Utica, NY 13502) **OR**
- Via the drop box located outside of the front doors to City Hall

To obtain a dog license you MUST provide the following:

- Copy of the dog's current Rabies Vaccination Certificate **AND**
- Copy of the owner's photo ID showing residence in Utica, New York **AND**
- Proof of sterilization if the dog is spayed or neutered **AND**
- Payment for licensing fee (**\$15 if the dog is spayed/neutered; \$25 if the dog is NOT spayed/neutered**)

*** PLEASE NOTE: If you come into our office to obtain a dog license in person, we accept cash, money order made payable to City Clerk, or Credit Card**

If you submit the documents via mail, we accept payment in the form of a money order made payable to City Clerk ONLY!!

If you submit the documents via drop box, please write "Attn: City Clerk" on the front of the sealed envelope; We accept payments in cash or a money order made payable to City Clerk

****We DO NOT accept personal checks!****

Once we receive all of the required documents, the following will be provided to you, either in person or via mail:

- Dog license (valid for one year)
- Receipt of payment
- City of Utica Dog Tag (if an original license is being administered)

Dog licenses MUST be renewed annually;
a notification of renewal will be sent out by our office when applicable.