

# State of Maine Dog Licensing Database User Refresher Training

August 13, 2025





# Housekeeping: What we'll cover today:

1. Resources
2. Instructions
3. Renewals
4. Kennels for 2026
5. Monthly reporting
6. Renewal Notices
7. 2026 Online License Sales



# Housekeeping: Questions

If you have a personal/specific question about a situation you are handling, please email [doglicensing.awp@maine.gov](mailto:doglicensing.awp@maine.gov) with that question.

If you have a general question, please type it into the chat. Some questions will be promptly answered in the chat, and for others, we will provide written answers/instructions and post them in the Municipality Resources section of AWP's website within the next week.

# State of Maine Dog Licensing Database: Resources



Municipality Resources

Spay/Neuter Programs

State of Maine Animal  
Response Team

Statutes & Rules

Contact Us

- [Forms & Information](#)

## Municipal Dog Licensing

### Packet

- [Maine Dog Licensing \(PDF\)](#)
- [Chapter 721 & 725 \(PDF\)](#)
- [Municipal Update Form \(PDF\)](#) - Including updating ACO information.
- [Municipal Supply Order Forms \(PDF\)](#) - For ordering dog tags

### Database User Training

#### Training Videos

- [Database User Training Webinar - Updated 12/4/2024 \(Yo](#)
- [Database User Training Webinar Part 1- January 14, 2025](#)
- [Database User Training Webinar Part 2 - January 14, 2025](#)
- [Database User Training - Lunch & Learn Presentation - Ja](#)
- [Initial Task List \(PDF\)](#)
- [Maine Dog Licensing Database User Training Presentati](#)

#### Help Resources

- [Database FAQs \(PDF\)](#)
- [Database FAQs - Volume 2 \(PDF\) - Updated February 3, 2](#)
- [PetPoint Request](#) - For corrections, deletions, and merge
- [Microchip Cheat Sheet \(PDF\)](#)

#### How to...

- [Setup ACO Profile \(PDF\)](#)

- [Database FAQs \(PDF\)](#)
- [Database FAQs - Volume 2 \(PDF\) - Updated February 3, 2025](#)
- [PetPoint Request](#) - For corrections, deletions, and merge requests for Petpoint.
- [Microchip Cheat Sheet \(PDF\)](#)

#### How to...

- [Setup ACO Profile \(PDF\)](#)
- [Issue Replacement Tag \(PDF\)](#)
- [Add Late Fees \(PDF\)](#)
- [Preenter Data in Database \(PPTX\)](#)
- [Issue Municipal Kennel Licenses \(PDF\)](#)
- [Issue Nuisance or Dangerous Dog Licenses \(PDF\)](#)
- [Add a Fee Exempt License - Updated 10/21/24 \(PDF\)](#)
- [Entering Rabies Vaccines - Updated 10/18/24 \(PDF\)](#)
- [Edit Rabies Vaccine \(PDF\)](#)
- [Going Back to Add a Receipt \(PDF\)](#)
- [License a Second Dog \(PDF\)](#)
- [Reports for Municipalities - Updated 12/23/2024 \(PDF\)](#)
- [Setting up Automatic Monthly Reports \(PDF\)](#)
- [Multiple Animal Receipts \(PDF\)](#)
- [Enter Vendor Code \(PDF\)](#)
- [Void A Receipt \(PDF\)](#)

## Manuals, Guides and Booklets

- [Animal Welfare Law Book \(PDF\)](#) - Revised December 2023
- [Municipal Animal Control Best Practices \(PDF\)](#)
- [Maine Rabies Management Guide 2017 4th Edition \(PDF\)](#) - Revised 2017

Open Help Sessions Weekly via Microsoft Team  
Schedule and link posted on the Municipality  
Resources page of AWP website

Wednesday, Sept 17, 11-12  
Tuesday, Sept 23, 12-1  
Wednesday, Oct 1, 11-12  
Tuesday, Oct 7, 12-1

Beginning October 15:  
Every Tuesday, 12-1  
Every Wednesday, 11-12

Holiday Weeks will be modified!



# State of Maine Dog Licensing Database: Instructions



**FOLLOW INSTRUCTIONS  
CAREFULLY**



**YOU WILL**

# State of Maine Dog Licensing Database: Renewals for 2026

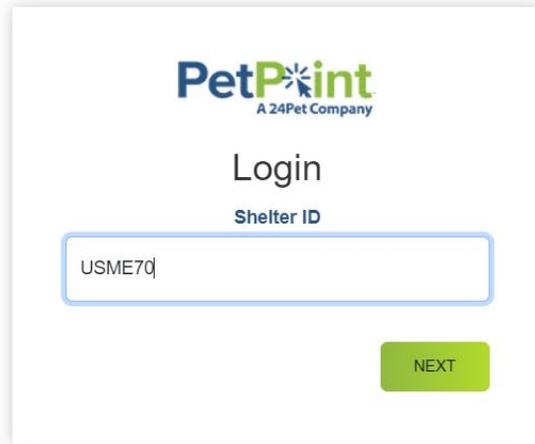


If you have a new pet owner who needs a 2025 and 2026 license at the same time, issue the 2025 first, carefully checking the expiration date to be 12/31/2025.

Then issue a renewal following the renewal instructions for the 2026 license.



# Log in at [www.petpoint.com/sms3](http://www.petpoint.com/sms3)



**PetPoint**  
A 24Pet Company

Login

Shelter ID

NEXT



## Click on LICENSING, then Search/Edit License in the drop down

The screenshot shows the PetPoint software interface. At the top left is the PetPoint logo with the tagline 'A 24Pet Company'. To the right is a search bar and several utility icons (calendar, bell, refresh, settings, user profile). Below this is a horizontal navigation menu with the following items: Intake, Outcome, Edit, Care, PPTN, Services, Schedule, **Licensing**, Finance, Case, Reports, Admin, Support. The 'Licensing' item is circled in red. A dropdown menu is open under 'Licensing', with the following options: **Search/Edit License**, Search License Range, Add License, License Queue, and License Management. The 'Search/Edit License' option is also circled in red. Below the navigation menu is a blue header bar with a home icon, a search bar containing '#ActiveAnimals', and three circular action buttons (plus, edit, print). Below the header bar is a filter bar with buttons for 'Animal(0)', 'Person(0)', 'Agency(0)', 'License(0)', and 'Ownership(0)', along with an edit icon. Below the filter bar is a table with columns: Animal ID, Photo, Status, Stage, Species, Primary B..., Name, Age, Sex, Spay/Ne..., Primary C..., On Hold, Microchip, Location, Sublocati..., and Referenc... The table is currently empty, showing '0' items per page and 'No items to display'.

Click on RENEW at the bottom of the License field.

**License**

Search

Search Criteria: License License # License #:   Fuzzy Search  Include Related Licenses

Edit  Renew

[Home](#) [Contact Us](#) [Sign Out](#)

**AFTER** you have selected **RENEW** choose the **Criteria** to search for the license you are renewing: You can use person information, animal information, or last year's license number. Enter info for your criteria, and click **FIND**.

**License**

Search

Search Criteria: Person Name First: donald Middle: Last: duck  Fuzzy Search

License Status: --All--  Date From: Date To:

Show Only Most Recent License for Each Animal

Edit  Renew

Home Contact Us Sign Out

Select the license you wish to renew by clicking on the GREEN license tab for the correct pet/license

### License

Search

Search Criteria:  Name  First:  Middle:  Last:   Fuzzy Search

License Status:   Date From:   Date To:

Show Only Most Recent License for Each Animal Find

License #	Animal #	Name	License Type	License Status	Status Date/Time	Issue Date	Expiry Date	Person	Group #
TEST26-064	A0057302622	Donald other doggo	Dog License	Current	08/06/2025 01:51PM	8/6/2025	12/31/2026	donald duck	0
TEST25-047	A0057302622	Donald other doggo	Dog License	Inactive	08/06/2025 01:51PM	11/19/2024	12/31/2025	donald duck	0
TEST25-045	A0057302562	Donalds Doggo	Dog License	Current	11/19/2024 12:07PM	11/19/2024	12/31/2025	donald duck	0

1

Record Count: 3    10 / Page

Clear License Search

Create New License  Edit  Renew

You will land on the DETAILS tab. You can click back to the ANIMAL TAB if you have any updates to the animal (typically if the dog got spayed/neutered since last year).

In a renewal, the Expiration date should automatically come up as 12/31/2026 (end of the NEXT licensing year)! If it is not there or says end of the current year, you are EDITING not RENEWING.

If your 2026 tags don't show in the drop down, uncheck and then recheck "Use Ranges?". This should correct that issue. Select Your Range and enter your tag number in the License # field. Scroll down to Vaccination details.

The screenshot shows a web interface for license details. At the top, there are tabs for 'Search', 'Person', 'Animal', and 'Details'. A red arrow points to the 'Animal' tab. Below the tabs is a 'Batch License' checkbox. The main section is titled 'License Details' and contains various input fields and dropdown menus. The following fields are circled in red:

- Range\***: A dropdown menu showing 'TEST EXP YR 1-100'.
- License #\***: A text input field containing 'TEST' followed by two smaller input fields with '26' and '63'.
- Use Ranges?**: A checkbox that is checked.
- Expiration Date\***: A date input field showing '12/31/2026'.

Other visible fields include: Zip Code (04333), State (Maine), City (Augusta), City Alias (Augusta), Status\* (Current), Status Date/Time\* (08/06/2025 02:07PM), Cancel Reason (- Select -), Record Owner\* (Steciuk, Ronda), License Issuer\* (Maine Animal Welfare Program), Reseller\* (Pretend Municipality), Site\* (State of Maine Dog Licensing), License Type\* (Dog License - State of Maine Dog L), Price\* (\$6.00), Length (1 years), Auto-Renew\* (unchecked), Lifetime?\* (unchecked), and a table at the bottom showing creation and update dates by user 'rsteciuk'.

If the last entered rabies vaccine is still valid, keep scrolling down.  
The Re-vacc date determines when a new vaccine is required.

If a new one needs to be entered, enter it now :

Status date/time= vaccination date

Vaccine= choose 1 yr or 3 yr

Add tag number/vet info from certificate in PET ID fields.

Click green ADD VACCINATION button.

**Vaccination Details**

Record # **Status\*** **Status Date/Time\*** Provider Assistant **Site\***  
\*NEW\* History 06/25/2025 12:40PM -- Select -- -- Select -- State of Maine Dog Licensing

**Vaccine\*** Type **Dose\*** Body Part Route Length Re-Vac Date  
Rabies Vaccine- 1 --Select-- 1 unit -- Select -- -- Select -- 1 years 06/25/2026 12:40PM

**Manufacturer\*** **Product\*** Serial/Lot # Expiration Date Container #  
Generic Rabies (R)

**Pet ID Number** **Pet ID Type** **Pet ID Issuer** **Issuer Phone** Issued Expires Is License?  
 Rabies Tag 06/25/2025

Vaccination Notes

Spell Check

Created Date/Time By Last Updated Date/Time By

Clear Save **Add Vaccination**

**Vaccine History**

<a href="#">Vaccinations</a>	Type	<a href="#">Vaccination Date</a>	<a href="#">Re-Vacc Date</a>	Pet ID	Pet ID Type	<a href="#">Record #</a>
Rabies Vaccine- 1 year		09/20/2024	9/20/2025 11:58:00 AM	xx12	Rabies Tag	M0078847567

Scroll to bottom and click the **SUBMIT LICENSE** button.

Open Check

Created Date/Time	By	Last Updated Date/Time	By
-------------------	----	------------------------	----

Clear Save Add Vaccination

### Vaccine History

Vaccinations	Type	Vaccination Date	Re-Vacc Date	Pet ID	Pet ID Type	Record #
Rabies Vaccine- 1 year		09/20/2024	9/20/2025 11:58:00 AM	xx12	Rabies Tag	M0078847567

### Exemptions

Rabies Vaccination

None  Lifetime  Temporary - Review Date:  

Exemption Reason:  

### Follow-Up

Renewal Notice #1  

Renewal Notice #2  

Renewal Notice #3  

Submit License Save Details Clear  Lock Record

Once you submit the license, you will land on the SUMMARY TAB, where you print the license contract and create your receipt. **REMINDER – YOU MUST CREATE A RECEIPT.** If you choose to upload any files, you do it under the FILES tab.

**License - Edit** Person: Abraham Lincoln

Select	Animal #	ARN	Status	Name	Species	Breeds	License #	License Type	Status	Status Date/Time
<input checked="" type="checkbox"/>	A0056922889		Inactive	Lincoln doggo 1	Dog	Abruzzese Mastiff/Mix	TEST26-089	Dog License - State of Maine Dog Licensing	Current	06/25/2025 12:33:01 PM

Apply Selection 1 Record Count: 1 10 / Page

Search Person Animal Details **Summary** Files

**Person Info**

P0046358182 Abraham Lincoln 290 Western Avenue Augusta, 04333, ME, United States (Home) Person View Report

**Actions**

Jump To: -- Intake -- -- Edit -- -- Care/Services --

Print: A0056922889 - Lincoln doggo 1 - Dog

Print: -- Kennel Card -- -- Documents -- -- Medical Documents -- Animal View Report

**Animal Info**

[A0056922889](#) Lincoln doggo 1 Abruzzese Mastiff/Mix, Colors: Apricot

**Summary Tab Buttons:** Create Receipt, Contract

Print the license by clicking **Contract**, then **Print** . The Contract IS the license document.  
 Make sure the physical tag matches the tag you entered, and tape it to the printed license.  
 Next, click **Create Receipt** to complete the payment transaction record. **YOU MUST CREATE A RECEIPT.**

Print Report

**License Contract - Jul 12 2024**

Tel.: 207-287-3846



**Test Person**  
 123 Pretend Street  
 Augusta, Maine 04333 USA

**State of Maine Dog Licensing**  
 28 State House Station  
 Augusta, Maine 04333 USA  
 animal.welfare@maine.gov

**Person ID: P0045943462**  
 Tel:207-555-5555 Ext.

**Animal Information**

<b>Animal ID:</b> A0056352632	<b>Name:</b> Doggie Dog	<b>Types:</b> Dog	<b>Gender:</b> Female
<b>ARN:</b>	<b>DOB:</b> 7/12/2022	<b>Breeds:</b> Abruzzese Mastiff/Mix	<b>Altered:</b> Yes
<b>Chip #:</b>	<b>Current Age:</b> 2 y 0 m 0 d	<b>Colors:</b> White/Tan	<b>Size:</b> Extra Large
<b>Type:</b>	<b>Age Group:</b> Adult (6mo-8yr)	<b>Pattern:</b>	<b>Weight:</b> 122.00 pound

License Number	License Type	Issuer	Price	Late Fee	Issue Date	Length Expire Date
XYZ123	Dog License- Altered	State of Maine Animal Welfare Program	\$6.00		07/12/2024	1 year(s) 12/31/2024

Rabies Vaccination	Vaccination Date	Revaccination Date	Provider
Rabies 3 Yr	07/12/2024	07/11/2027	
Lot #	Lot Expiration Date	Manufacturer	Product
1234XAR	01/24/2025	Generic	Rabies (R)

Mix	XYZ123	Dog License- Altered	Temporary	07/12/2024 05:11:28 PM
<b>Record Count: 1</b>				10 / Page

sta, 04333, ME, United States (Home)

Person View Report

Create Receipt

Contract

Animal View Report

Medical Documents --

ors: White/Tan

2, Spayed/Neutered: Yes, Bitten: No Bite History, Dangerous: No

The Person's info will autofill and the license will autofill as a receipt item.

Other possible receipt items are 2025 License, Late Fees, or a Dangerous dog sign. Use the "Item Name" drop-down and "Add" to add items.

The license will autofill on the receipt. Scroll down until you see today's license.

This is not a receipt

---

### Person Detail

Person ID: P0045943462

First Name\*:  Last Name\*:  Primary:  Phone Number\*:  Phone Ext.:  Phone Type\*:

Country:  Street Address\*:  Apt./Unit:

Zip Code:  >> State\*:  City:  City Alias:  Address Type\*:  Do Not Mail:

Jurisdiction:  County:  Primary:  Email Address:  Email Type:  Do Not Contact:

---

### Animals on Receipt

Select	Animal ID	Name	Species	Primary Breed	Delete From Receipt
<input type="button" value="Select"/>	A0056352632	Doggie Dog	Dog	Abruzzese Mastiff	<input type="button" value="Delete"/>

---

### Receipt Items

Site:  Animal Type:  Age Group:

Item Type:  Category:  UPC Code:  >>

IRN#:  >>

Item Name\*:  Unit Price:  # of Units:  Animal ID:  or  not for an animal

Discount %: \_\_\_\_\_ Discount Amount: \_\_\_\_\_ Discount Reason: \_\_\_\_\_

Select your municipality's **Cash Drawer** (this should be a default setting for each user- contact us if it is not!)  
Choose the correct form of payment and enter the amount paid, and the balance (in red) will zero out. You cannot process a credit card through this system; this is for documentation only. *Use your municipality's credit card system.*  
If payment is by check, you may add the check number in the **Reference** section  
Add any note you wish to add on the **Receipt Notes** and click **Submit Receipt**

<input type="button" value="Edit"/>	Dog License- Altered	A0056352632	\$6.00	1	0	\$0.00	0	\$0.00	\$6.00	<input type="checkbox"/> Delete
<a href="#">Delete</a>										

### Payment Details

Site:  **Cash Drawer\***:  Closing #: Closed Date/Time

Total Current Receipt:  Receipt Date:  Receipt By:  Reference:

Cash Paid:  Check Paid:  Debit Paid:  Credit Card Paid:  Type:

Gift Card #:  >> Gift Card Type:  Gift Card Paid:  Voucher #:  >> Voucher Type:  Voucher Subtype:  Voucher Paid:

Change Given:  Previous Balance:  Balance:  ←

### Receipt Notes

Template:

Click **Print** for a paper copy

Click **Email** if you entered an email in their person record

Send link will not function with this database.

Browser address bar: sms.petpoint.com/sms3/EmbeddedReports/ReceiptPrint.aspx?SendPaymentLink=yes&ReceiptID=28127204&O...

Buttons: **Email** **Print Report** **Send Link**

**Receipt Jul 12 2024** **Tel: 207-287-3846**



**Test Person**  
123 Pretend Street  
Augusta, ME, 04333, USA

**State of Maine Dog Licensing**  
28 State House Station,  
Augusta, Maine, 04333, USA  
animal.welfare@maine.gov

**Person ID: P0045943462**  
**Tel: 207-555-5555**

Receipt By: rsteciuk

Type:

Cash Drawer Old Orchard Beach Dog Licenses

<b>ReceiptID:</b> 28127204	<b>Create Date:</b> 07/12/2024 08:29:00 PM
<b>Created By:</b> rsteciuk	<b>Print Date:</b> 07/12/2024 08:43:31 PM
<b>Closing #:</b>	<b>Close Date:</b>

Animals

ID	ARN	Name	Species	Primary Breed	Gender	Color	ID Number	Issuer
56352632		Doggie Dog	Dog	Abruzzese Mastiff	F	White		

Items

IRN / UPC #'s	Item	AnimalID	Unit Price	Units	Late Fee	Discount	SubTotal	Tax	Item total
	Dog License- Altered	56352632	\$6.00	1		0.00% \$0.00	\$6.00	0.000% \$0.00	\$6.00

<b>Totals</b>	<b>Total Discount</b>	<b>Subtotal</b>	<b>Total Tax</b>	<b>Total Due</b>
	\$0.00	\$6.00	\$0.00	\$6.00

<b>Reference:</b>	<b>Gift Card Paid:</b> \$0.00	<b>Total Due:</b> \$6.00
<b>Cash:</b> \$0.00	<b>Gift Card Type:</b>	<b>Total Paid:</b> \$6.00
<b>Check:</b> \$0.00	<b>Gift Card #:</b>	<b>Change Given:</b> \$0.00
<b>Debit:</b> \$0.00	<b>Voucher Paid:</b> \$0.00	<b>Previous Balance:</b> \$0.00
<b>Credit Card:</b> \$6.00	<b>Voucher Type:</b>	<b>Balance:</b> \$0.00
<b>Credit Card Type:</b> Visa	<b>Voucher #:</b>	

Receipt Notes

Select	Animal #	ARN	Status	Name	Species	Breeds	License #	License Type	Status	Status Date/Time
<input checked="" type="checkbox"/>	A0056919254		Inactive	Aquadoggo	Dog	Abruzzese Mastiff/Mix	TEST24-02	Dog License - State of Maine Dog Licensing	Current	09/19/2024 04:06:07 PM

Apply Selection

1

Record Count: 1

10 / Page

Search Person Animal Details Summary Files

Person Info

P0046355181 Aqua Mann 207-111-1111 (Home) 123 Maine Street Augusta, 04333, ME, United States (Home)

Person View Report

Actions

Jump To: -- Intake -- -- Edit --

Create Receipt

Print: A0056919254 - Aquadoggo - Dog

Contract

Print: -- Kennel Card -- -- Documents -- -- Medical Documents --

Animal View Report

Animal Info

[A0056919254](#)

Aquadoggo Abruzzese Mastiff/Mix, Colors: Apricot/Solid

Dog 2 y 0 m 0 d, DOB: 9/19/2022, Spayed/Neutered: Yes, Bitten: No Bite History, Dangerous: No

Male Declawed: None

Adult (6mo-8yr)

Date Source	Size BCS	Animal Condition Asilomar	Medical Status Age Group	Temp. Status Weight	Bitten Danger	S/N Pulse	Temp Resp.
09/19/2024 05:42PM EXAM	Small	UNKNOWN	Adult (6mo-8yr)		No Bite History N	Y	

# State of Maine

## Dog Licensing Database:

### Municipal Kennel Licenses for 2026



Effective 9/28/25 Municipal Kennel Licenses are §3932-B Kennel Licenses obtained from DACF.

Municipalities still have a role in licensing: ACOs must inspect these facilities annually before the owner can submit the application or renewal to AWP.

20% of the fees will go back to municipalities.

These kennel licenses will still be in the statewide database.

There are no more kennel tags; dogs will be issued individual tags by AWP.

Municipalities must have a VENDOR CODE for payment from the state. Payments to municipalities will be made twice a year.

# State of Maine

## Dog Licensing Database:

### Monthly Reporting to AWP



# Old form reports will not be accepted for licenses sold after July 31, 2025

Beginning in September, with the August sales report, the full Receipt Revenue Report must be submitted.  
Submit all pages.

## Revenue Report

Print Date Tuesday, October 22, 2024

Receipt Date From 10/1/2024 12:00:00 AM Item All  
 Receipt Date To 10/31/2024 11:59:00 PM Item Group All  
 Account Code All Site All  
 Cash Drawer TEST DRAWER Payment Type All  
 Refunds Include

Receipt# Account Receipt Date Animal Person Payment SubTotal Discount Reason Tax Total Due Total  
 Paid Cash Paid Check Paid Debit Paid Credit Card Paid Gift Card Paid Voucher  
 Item Code Cash Drawer Type (# Units @ Price) Staff Person Reference Total Paid  
 Item Number IRN UPC# Item Type Item Category Late Fee  
 (# Units @ Cost) Markup % Tax Code 1 (\$) Tax Code 2 (\$) Discount % Site

	Group % of Total Sales:	SubTotal	Discount	Tax	Total Due / Paid	Total
<input checked="" type="checkbox"/> 2024 Dog License -Altered	1.84%	\$6.00	\$0.00	\$0.00	\$0.00/\$6.00	\$6.00
<No Account Code>	Total Items: 1	\$6.00	\$0.00	\$0.00	\$0.00	\$6.00
<input checked="" type="checkbox"/> Dangerous Dog Sign	1.53%	\$5.00				
<No Account Code>	Total Items: 1	\$5.00				
<input checked="" type="checkbox"/> Service/K9/S&R License	0.00%	\$0.01				
0	Total Items: 4	\$0.01				
<input checked="" type="checkbox"/> Dog License - Dangerous Dog	30.67%	\$100.00				
<No Account Code>	Total Items: 1	\$100.00				
<input checked="" type="checkbox"/> Transfer License	0.31%	\$1.00				
<No Account Code>	Total Items: 1	\$1.00				
<input checked="" type="checkbox"/> Dog License - State of Maine Dog Licensing - Altered	12.88%	\$42.00				
<No Account Code>	Total Items: 7	\$42.00				
<input checked="" type="checkbox"/> Dog License - State of Maine Dog Licensing - Unaltered	6.75%	\$22.00				
<b>Total Price:</b>		<b>\$326.01</b>	<b>Total # Units Sold:</b>		<b>21</b>	
<b>Total Revenue</b>		<b>\$336.00</b>	<b>Total Cost:</b>		<b>\$50.00</b>	
<b>Total Discount:</b>		<b>(\$1.01)</b>	<b>Markup % Total - For All Items:</b>		<b>\$125.00</b>	
<b>Total Tax:</b>		<b>\$0.00</b>	<b>Markup % Total - Only for Inventory Items:</b>		<b>\$0.00</b>	
<b>Grand Total:</b>		<b>\$325.00</b>	<b>Total Cost % against Total Sales:</b>		<b>15.38%</b>	

Go to Reports>  
Report Website  
A new window will open

The screenshot shows the PetPoint software interface. At the top left is the PetPoint logo with the tagline 'A 24Pet Company'. To the right is a search bar. Below the logo is a navigation menu with items: Edit, Care, PPTN, Licensing, Finance, Reports, Admin, and Support. The 'Reports' item is highlighted with a red box. A dropdown menu is open from 'Reports', listing several options: Report Website, Location View, Incoming Applications, View Unattached Animals, Report Builder, Document Builder, Kennel Card Builder, and Scheduled Reports. The 'Report Website' option is also highlighted with a red box. Below the navigation menu is a home button and a section for '#ActiveAnimals'. There are filters for Animal(0), Person(0), Agency(0), and License(0). Below these are columns for Select, Animal ID, Photo, Status, and Sta. At the bottom of the main content area, there is a table with columns: Name, Age, Sex, Spay/Neu..., Primary C..., On Hold, and Microchip.

CLICK on FINANCE



## PetPoint Reports

[Clear Search](#)

Company	▼
Outcome	▼
Person	▼
Medical	▼
Services	▼
Schedule	▼
Finance	▼
Asilomar/Shelter Animals Count	▼
ASPCA Reports	▼

Intake	▼
Animal	▼
Agency	▼
Care	▼
Case	▼
Licensing	▼
Inventory	▼
Euthanasia	▼

CLICK on RECEIPT: REVENUE

Schedule ▼	Licensing
Finance ▲	Inventory
	Euthanasia
Receipt: Cash Balance 50 ⓘ	
Receipt: Cash Drawer Closing 50 ⓘ	
Receipt: Cash Drawer Closing Extended 50 ⓘ	
Receipt: Daily Cash 50 ⓘ	
Receipt: Discount ⓘ	
Receipt: Items ⓘ	
Receipt: Receipt Crosstab 50 ⓘ	
Receipt: Revenue 50 ⓘ	
Receipt: Revenue Extended 50 ⓘ	
Receipt: Tax Amount ⓘ	
Receipt: Voided ⓘ	

Enter the dates you are wishing to pull data from.  
Select your municipality's CASH DRAWER  
Group By 1= Item name , Group By 2= Account Code, Detail/Summary=Summary  
Click Submit

**Receipt: Revenue**

[Show/Hide Description](#)

General

Receipt Date From 10/1/2024 12:00 AM   Custom Date ▼

Receipt Date To 10/31/2024 11:59 PM   Custom Date ▼

Site **--All--** x

Cash Drawer **TEST DRAWER** ▼

Group By 1 **Item Name** ▼

Group By 2 **Account Code** ▼

Detail/Summary **Summary** ▼

Advanced

**Submit**

The Revenue Report will list all licenses sold by category, and will give a total per category.  
 At the bottom of the page, you will see a summary.  
 The Total Price was your total sales, and the TOTAL COST is the amount to send to AWP.

If you believe there is an error in your report, use License Express or License Extended Report to cross-check your licenses to receipts. Most errors in 2025 have been due to missing receipts or duplicate receipts being entered.

### Revenue Report

Print Date Tuesday, October 22, 2024

Receipt Date From 10/1/2024 12:00:00 AM  
 Receipt Date To 10/31/2024 11:59:00 PM  
 Account Code All  
 Cash Drawer TEST DRAWER  
 Refunds Include  
 Item All  
 Item Group All  
 Site All  
 Payment Type All

Receipt# Account Receipt Date Animal Person Payment Subtotal Discount Reason Tax Total Due Total  
 Paid Cash Paid Check Paid Debit Paid Credit Card Paid Gift Card Paid Voucher  
 Item Code Cash Drawer Type (# Units @ Price) Staff Person Reference Total Paid  
 Item Number IRN UPC# Item Type Item Category Late Fee  
 (# Units @ Cost) Markup % Tax Code 1 (\$) Tax Code 2 (\$) Discount % Site

Receipt#	Account	Receipt Date	Animal	Person	Payment	Subtotal	Discount	Reason	Tax	Total Due	Total
2024 Dog License -Altered	<No Account Code>					\$6.00	\$0.00		\$0.00	\$6.00	\$6.00
Group % of Total Sales: 1.84%						\$6.00	\$0.00		\$0.00	\$6.00	\$6.00
Total Items: 1						\$6.00	\$0.00	<No Account Code>	\$0.00	\$6.00	\$6.00
Total Items: 1						\$6.00	\$0.00	<No Account Code>	\$0.00	\$6.00	\$6.00
Dangerous Dog Sign	<No Account Code>					\$5.00				\$5.00	\$5.00
Group % of Total Sales: 1.53%						\$5.00				\$5.00	\$5.00
Total Items: 1						\$5.00				\$5.00	\$5.00
Total Items: 1						\$5.00				\$5.00	\$5.00
Service/K9/S&R License	<No Account Code>					\$0.01				\$0.01	\$0.01
Group % of Total Sales: 0.00%						\$0.01				\$0.01	\$0.01
Total Items: 4						\$0.01				\$0.01	\$0.01
Total Items: 4						\$0.01				\$0.01	\$0.01
Dog License - Dangerous Dog	<No Account Code>					\$100.00				\$100.00	\$100.00
Group % of Total Sales: 30.67%						\$100.00				\$100.00	\$100.00
Total Items: 1						\$100.00				\$100.00	\$100.00
Total Items: 1						\$100.00				\$100.00	\$100.00
Dog License - State of Maine Dog Licensing - Altered	<No Account Code>					\$42.00				\$42.00	\$42.00
Group % of Total Sales: 12.88%						\$42.00				\$42.00	\$42.00
Total Items: 7						\$42.00				\$42.00	\$42.00
Total Items: 7						\$42.00				\$42.00	\$42.00
Dog License - State of Maine Dog Licensing - Unaltered	<No Account Code>					\$22.00				\$22.00	\$22.00
Group % of Total Sales: 6.75%						\$22.00				\$22.00	\$22.00
Total Items: 7						\$22.00				\$22.00	\$22.00
Total Items: 7						\$22.00				\$22.00	\$22.00
<b>Total Price:</b>						<b>\$326.01</b>					
<b>Total Revenue</b>						<b>\$336.00</b>					
<b>Total Discount:</b>						<b>(\$1.01)</b>					
<b>Total Tax:</b>						<b>\$0.00</b>					
<b>Grand Total:</b>						<b>\$325.00</b>					
<b>Total # Units Sold:</b>						<b>21</b>					
<b>Total Cost:</b>						<b>\$50.00</b>					
<b>Markup % Total - For All Items:</b>						<b>\$125.00</b>					
<b>Markup % Total - Only for Inventory Items:</b>						<b>\$0.00</b>					
<b>Total Cost % against Total Sales:</b>						<b>15.38%</b>					

You can expand to see detail by clicking on the small box next to the license type.  
 To make this a PDF or another format click on the floppy disc icon at the top.  
 To print, use the printer icon.

Navigation: 1 of 1 | 100% | | | Find | Next

Document Map

- ReceiptRevenue
  - 2024 Dog License -Altered
  - Dangerous Dog Sign
  - Dog License - Dangerous Dog
  - Dog License - State of Maine Dog Licensing - Altered
  - Dog License - State of Maine Dog Licensing - Unaltered
  - Late Fee- Dangerous Dog
  - Munic Kennel Lic-Dogs 2-10
  - Munic. Kennel Lic2- Dogs 12-20
  - Service/K9/S&R License
  - Transfer License

### Revenue Report

Print Date: Tuesday, October 22, 2024

Receipt Date From: 10/1/2024 12:00:00 AM  
 Receipt Date To: 10/31/2024 11:59:00 PM  
 Account Code: All  
 Cash Drawer: TEST DRAWER  
 Refunds: Include

Item: All  
 Item Group: All  
 Site: All  
 Payment Type: All

Receipt#	Account	Receipt Date	Animal	Person	Payment	Subtotal	Discount	Reason	Tax	Total Due	Total
Item	Code	Cash Drawer	Type	(# Units @ Price)	Staff Person	Reference	Total Paid				
Item Number	IRN	UPC#	Item Type	Item Category	Late Fee						
(# Units @ Cost)	Markup %	Tax Code 1 (\$)	Tax Code 2 (\$)	Discount %	Site						
<input checked="" type="checkbox"/> 2024 Dog License -Altered		Group % of Total Sales: 1.84%				SubTotal: \$6.00	Discount: \$0.00		Tax: \$0.00	Total Due / Paid: \$0.00/\$6.00	Total: \$6.00
	<No Account Code>		Total Items: 1			\$6.00	\$0.00		\$0.00	\$6.00	\$6.00
<input checked="" type="checkbox"/> Dangerous Dog Sign		Group % of Total Sales: 1.53%				SubTotal: \$5.00	Discount: \$0.00		Tax: \$0.00	Total Due / Paid: \$0.00/\$5.00	Total: \$5.00
	<No Account Code>		Total Items: 1			\$5.00	\$0.00		\$0.00	\$5.00	\$5.00
<input checked="" type="checkbox"/> Dog License - Dangerous Dog		Group % of Total Sales: 30.67%				SubTotal: \$100.00	Discount: \$0.00		Tax: \$0.00	Total Due / Paid: \$0.00/\$100.00	Total: \$100.00

# State of Maine

## Dog Licensing Database:

### Renewal Notices



DACF will send renewal notices to every dog owner with an email address in the database just before October 15th, with reminders in December and mid-January.

The reminders will clearly state that they can use online licensing if their town participates in e-sales or that they should visit their town office if their town does not participate.



**Animal Welfare Program**

**Online Sales of Dog Licenses is Live**

*The platform for online sales of dog licenses is now live for residents of those municipalities who participate in e-sales of licenses.*

To create renewal notices, go to Reports>Report Website from the home page.

The screenshot displays the PetPoint software interface. At the top left is the PetPoint logo with the tagline 'A 24Pet Company'. A search bar is located to the right of the logo. The main navigation bar includes the following items: Intake, Outcome, Edit, Care, PPTN, Services, Schedule, Licensing, Finance, Case, Reports, Admin, and Support. The 'Reports' menu is open, showing a list of options: Report Website (circled in red), Location View, Incoming Applications, View Unattached Animals, Report Builder, Document Builder, and Kennel Card Builder. Below the navigation bar, there is a green home button and a blue banner with the hashtag #ActiveAnimals. At the bottom, there are filters for Animal(0), Person(0), Agency(0), License(0), and Ownership(0), along with a table of columns: Animal ID, Photo, Status, Stage, Species, Primary B..., Name, Age, and Sex.

# Choose LICENSING > License: Renewal Notice

The screenshot displays a software interface with a navigation menu on the left and a list of licensing options on the right. The left menu includes: Services, Schedule, Finance, Asilomar/Shelter Animals Count, and Euthanasia. The right menu is titled 'Case' and includes a sub-menu 'Licensing'. The 'Licensing' sub-menu is expanded, showing a list of options: License: Auto-Update Exception (i), License: Auto-Update Log (i), License: Batch Contract (i), License: Crosstab (i), License: Detail 5.0, License: Exemption (i), License: Express, License: Extended, License: File Storage Crosstab (i), License: File Storage Detail (i), License: Fulfillment Contract 5.0 (i), License: Mail Labels (i), License: Numbers Missing, License: Renewal Notice (i) (circled in red), License: Reseller History (i), and License: Tag Deactivate/Reactivate.

## License: Renewal Notice

License Issuer: --All--

License Reseller: Pretend Municipality

License Type: --All--

License Length:

Species: --All--

Notice Number: 1st

Combine Household Animals: Yes

Zip Code:

License Status: --All--  
Current  
Inactive  
Expired

License Reseller = Your Municipality

Combine Household Animals: places all animals in the household in one document.

Notice Number 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>

Scroll down

Based On= Expiry Date  
Date To: 12/31/25 (end of current year)  
All other fields can remain in default settings.

Submit

License Length:

Species: --All--

Notice Number: 1st

Combine Household Animals: Yes

Zip Code:

License Status: --All--  
Current  
Inactive  
Expired

Based On: Expiry Date

Date From: 08/06/2025 12:00 AM

Date To: 12/31/2025 11:59 PM

Submit

Notices will have AWP's return address on them, but will direct people to their municipal office to purchase their 2026 license.

When tri-folded, the owner's name and address will appear in a number 10 window envelope.

### Dog License Renewals Start 10/15!

#### Maine Department of ACF Animal Welfare Program - Dog Licensing

90 Blossom Lane Deering 3rd  
 Augusta ME 04333  
 (207) 287-3846



P0046394485  
 Spider Man  
 209 western avenue  
 Augusta ME 04333

A0057163665	Other spider doggo	Dog	Abruzzese Mastiff/Mix	DOB: 10/27/2014	Senior (9+ yr)
Color: Apricot/ TEST 27		Pattern:		Male	Altered
	Dog License		Issued: 10/27/2024	Length: 1 Years	Expires: 12/31/2025 \$6.00
<b>Vaccinations</b>		<b>Date</b>		<b>Re-Vaccination</b>	<b>Provider</b>
Rabies Vaccine-3 year		4/14/2025		4/14/2028	
A0057030135	spiderdoggo	Dog	Abruzzese Mastiff/Mix	DOB: 10/7/2022	Adult (6mo-8yr)
Color: Apricot/ TEST25-10		Pattern:		Female	Not Altered
	Dog License		Issued: 10/7/2024	Length: 1 Years	Expires: 12/31/2025 \$11.00

All dog licenses expire on December 31 each year. Licensing for 2026 begins October 15!

Please visit your Municipal Office to purchase your 2026 license.

Alternatives to Notices created within Petpoint:

License Extended Report + mail merge into your own letter or postcard or labels

License:Mail Labels by zip code

Always use the EXPIRATION/EXPIRY date for renewal notices.

Sort by license status and delete inactive licenses (these have already been renewed) and canceled licenses (people have moved away, dogs have passed away etc.)

# State of Maine

## Dog Licensing Database:

### Online License Sales



Online License Sales for 2026 and tag distribution will be handled by the Department, same as 2025.

If a person is in the system, they can access their info in the online sales portal with:

1. License# (they must enter 25-tag number) and last name
2. Person # and last name
3. Email address and password if they purchased online last year



Online Licensing  
90 Blossom Lane  
Augusta, Maine 04333 USA  
207-287-3846  
animal.welfare@maine.gov



The login form is divided into two main sections by a central "OR" button. The left section contains two input fields: "Enter your Email" with an envelope icon and "Enter your Password" with a lock icon. Below the password field is a blue link "Forgot Password?". The right section contains two input fields: "Enter your License #" with a tag icon and "Enter your Last Name" with a person icon. A blue link "Or use your Person #" is positioned between the two input fields in the right section.

Log in

[Create New Customer Account](#)

Online licensing now has the correct City drop-downs within each zip code.

**Home Address**

Country \*

United States ▼

Street Address \*

Apt. / Unit

Zip Code \*

04330

City \*

Augusta ▼  
-- Select --  
Augusta  
Chelsea  
Sidney  
Togus

State \*

Maine ▼

Municipalities not previously participating in online license sales who wish to participate in 2026 should email [animal.welfare@maine.gov](mailto:animal.welfare@maine.gov).

You will need to provide your town's state vendor number so that you can be paid next spring.

Animal Shelters
Animal Welfare Advisory Council
Applications & Forms
Dog Licensing
Municipality Resources
Spay/Neuter Programs
State of Maine Animal Response Team
Statutes & Rules
Contact Us

All dogs need to be licensed upon reaching the age of 6 months in the town where it resides. Or after the dog has been with the family for 10 days, if adopted.

### Get Your Dog License Online

#### Online Cost for New Licenses or Renewals

- "Altered" dogs: \$8.75
- "Unaltered" dogs: \$13.75

*Included in the online license cost is a \$1 transaction fee and a \$1.75 shipping/handling fee.*

#### What You Need to Get Started

- Your dog's rabies certificate. This is required to be uploaded. PDF/Word/JPG are accepted formats.
- Optional: Your dog's microchip number and microchip issuer (Home Again, 24 Petwatch, Avid, etc) for free microchip registration in the Maine Dog Licensing Database and with 24 PetWatch. Please note you will receive email from 24 PetWatch following registration, but no further action is required.

**Attention: Not all towns/cities in Maine participate in this online program.** The towns listed below participate in online dog licensing. The town you select and your address will be verified by the town office. Selecting a town that is not your legal residency will cause your dog license application to be rejected and your dog will be considered unlicensed.

Compliance with r  
vaccination of dog  
Care for sick and i  
animals  
Return of lost dogs  
owners

# Stuck?

## Open Petpoint Help Sessions

[Petpoint Open Help Session | Meeting-Join | Microsoft Teams](#)

The Animal Welfare Program will be hosting 1-hour open sessions on Microsoft Teams dedicated to PetPoint assistance. Use the link above to join the live session. These help sessions will be held twice a week during licensing season and will cover topics the participants would like assistance with. The meetings will be held Tuesdays from 12-1 PM with Connor and Wednesdays from 11 AM – 12 PM with Danielle. Please review the schedule below for exact dates and times, including any adjustments for holidays.

### **September**

Wednesday, September 17, 11 AM-12 PM Danielle

Tuesday, September 23, 12-1 PM, Connor

### **October**

Wednesday, October 1, 11 AM-12 PM Danielle

Tuesday, October 7, 12-1 PM, Connor



Stuck?

Community Section of  
database

PetPoint Users Network on  
facebook

Email

[doglicensing.awp@maine.gov](mailto:doglicensing.awp@maine.gov)

Set up a Teams  
appointment through our  
Bookings link:  
[Bookings Link](#)

