

Issuing a Transfer License

1. EDIT the owner's profile with their new address.

Find your person and click on the green PENCIL icon, their information will pop up so you can edit the address. Be sure to click SAVE when you are done.

PetPoint
A 24Pet Company

Search

Intake Outcome Edit Care PPTN Services Schedule Licensing Finance Case Reports Admin Support

Home Search Person

P0048526584-Bat Man

Photo Details

Person ID: P0048526584
Name: Bat Man
Gender: Unknown
Pronoun:
Date of Birth:
Identification:

Address:
🏠 123 Main Street Augusta Maine 04333 USA
Phone:
Email:
Consent To Contact: Yes

Details - P0048526584

Identification Type Identification Number Issued ID Issuer Expiry

Email

Phone

Primary ☒ Type Cell Number (555) 555-5555 Extension Do Not Call ☐

Address

Primary ☐ Type Home Street 123 Main Street Unit
Zip/Postal Code 04333 City Augusta State/Province Maine Country United States
Jurisdiction City Alias County Do Not Mail

Save **Close**

2. CANCEL the prior license.

You can click on the license number in the owner's profile for the license you wish to cancel. *note that entering the licensing module via this method will always put you in EDIT mode, not renew.

P0048526584-Bat Man

Filter

- ☒ All (-)
- ☒ Finance (1)
 - ☒ Receipts (1)
 - ☒ Void Receipts (0)
 - ☒ Vouchers (0)
- ☒ Licenses (2)
- ☒ Ownership (3)

License - 26-TEST208
Type: Dog License
Status: Current
Record Owner: Ronda Steciuk
Created: 10/29/2025 12:32 PM
Last Updated By: rsteciuk
Created By: rsteciuk

Expires: 12/31/2026 12:00 AM
City/State: Augusta/Augusta, ME 04333
Issuer: Maine Animal Welfare Program
Reseller: Pretend Municipality
Insurance Company:
Insurance Reason:
Policy Number:
Coverage Amount: \$0.00
Policy Expires: 1/1/1, 12:00:00 AM

Animal: A0057124697
Animal Name: Pretend 5 dog
Species: Dog
Primary Breed: Abruzzese Mastiff
Primary Color: Apricot
Date of Birth: 10/21/2022
Sex: F

Ownership - 41854828 **Date:** 10/23/2025 **Animal:** A0057380889

On the DETAIL tab, you will change the STATUS of the prior municipality's license to CANCELLED

Search **Person** **Animal** **Details** **Summary** **Files**

License Details

Zip Code: 04333 **State*:** Maine **City:** Augusta

Status*: Current **Status Date/Time*:** 10/29/2025 12:31PM **Cancel Reason:** -- Select --

Reseller*: Pretend Municipality

Price*: \$11.00 **Length:** 1 years **Auto:** ☐

Range*: 26-TEST 201-300 **License #*:** 26-TEST 208

You will then select the CANCEL REASON as “Move In State- Transferred”

The screenshot shows the 'License Details' form. The 'Cancel Reason*' dropdown menu is open, and 'Move In State-Transferred' is highlighted with a red circle. Other fields include Zip Code (04333), State (Maine), City (Augusta), Status (Cancelled), Status Date/Time (07/06/2026 05:05PM), License Issuer (Maine Animal Welfare Program), License Type (Dog License - State of Maine Dog License), Price (\$11.00), Length (1 year), Range (26-TEST 201-300), Record Owner (Steciuk, Ronda), Site (State of Maine D), and Expiration (12/31).

Scroll to the bottom and hit SUBMIT LICENSE

The screenshot shows the bottom of the 'License Details' form. The 'Submit License' button is circled in red. Other buttons include 'Save Details', 'Clear', 'Duplicate License', 'Delete License', and 'Lock Record'. The footer includes 'Home', 'Contact Us', 'Sign Out', and a copyright notice for PetPoint.

3. Issue the \$1 TRANSFER LICENSE

Go to ADD LICENSE

The screenshot shows the PetPoint Data Management System - Enterprise interface. The 'Licensing' tab is selected, and the 'Add License' button is circled in red. The interface includes a search bar, a navigation menu with tabs like Intake, Outcome, Edit, Care, PPTN, Services, Schedule, Licensing, Finance, Case, Reports, Admin, and Support, and a table with columns for Person # and Person Info.

Find your person by using their name or address or phone number (your preferred search criteria), hit FIND.

License Management

Person Search

Person Search Criteria: Name First: bat Middle: Last: man

☐ Fuzzy Search

On the ANIMAL tab, select the correct dog for the tag you are issuing

License - New

Search/Edit License

Search License Range

Add License

License Queue

License Management

Person: Bat Man

Search Person Animal

Animal Search

Animal Search Criteria: Owner Name First Name: Bat Last Name: Man ☐ Fuzzy Search

Select	ARN	Status	Stage	Species	Primary Breed	Secondary Breed	Name	DOB	Sex	S/N	Primary Color	Secondary Color	Color Pattern 1	On Hold	Memo	Location	Sub Location
A0057124697		Inactive	Licensing	Dog	Abruzzese Mastiff	Mix	Pretend 5 dog	10/21/2022	F	N	Apricot			No	No		
A0059651940		Inactive	Licensing	Dog	Abruzzese Mastiff	Mix	Bat Dog	10/22/2023	F	Y	Apricot			No	No		

1

Record Count: 2 10 / Page

Go to the DETAILS tab and make sure the municipality is updated. If it hasn't you can update it here, **then proceed as with any new license**, selecting "\$1 Transfer License as the LICENSE TYPE. ENTER the expiration date!

Zip Code: 04333 State: Maine City: Augusta City Alias: Augusta

Status: Current Status Date/Time: 07/06/2026 05:11PM Cancel Reason: -- Select -- Record Owner: Steciuk, Ronda

License Issuer: Maine Animal Welfare Program Reseller: Pretend Municipality Site: State of Maine Dog Licensing

License Type: \$1 Transfer License Price: \$1.00 Length: 0 years Auto-Renew: ☐ Lifetime?: ☐ Use Ranges?: ☐ Expiration Date: 12/31/2026

License #:

NOTE you only need to enter a new rabies vaccine if the prior vaccine has expired.

Scroll to the bottom and hit SUBMIT LICENSE.

Follow-Up

Renewal Notice #1: Renewal Notice #2: Renewal Notice #3:

Submit License Save Details Clear Duplicate License Delete License Lock Record

Home Contact Us Sign Out

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Go the SUMMARY tab and print the LICENSE CONTRACT and CREATE the RECEIPT

Search Person Animal Details Summary Files

Person Info

P0048526584 Bat Man 555-555-5555 (Cell) 123 Main Street Augusta, 04333, ME, United States (Home) Person View Report

Actions

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

Print: A0057124697 - Pretend 5 dog - Dog

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

Animal Info

Create Receipt Contract Animal View Report

Be sure to UPDATE THE CASH DRAWER to the new municipality as this may not happen automatically. Add payment. Hit

TAX 1 CODE: -- Select -- TAX 1 AMOUNT: 0 TAX 2 CODE: -- Select -- TAX 2 AMOUNT: 0 SUB TOTAL: 0 Add

Edit	Item Name	Animal ID	Unit Price	Units	Late Fee	Disc. %	Discount Amount	Discount Reason	Tax %	Tax Amount	SubTotal	☐ Select All
Edit	\$1 Transfer License	A0057124697	\$1.00	1		0	\$0.00		0	\$0.00	\$1.00	☐ Delete
												Delete

Payment Details

Site: -- All -- **Cash Drawer***: TEST DRAWER Closing #: Closed Date/Time:

Total Current Receipt: \$1.00 Receipt Date: 07/06/2026 05:19:18 PM Receipt By: rsteciuk Reference:

Cash Paid: \$100.00 Check Paid: \$0.00 Debit Paid: \$0.00 Credit Card Paid: \$0.00 Type: -- Select -- Process Now

Gift Card #: >> Gift Card Type: -- Select -- Gift Card Paid: \$0.00 Voucher #: >> Voucher Type: -- Select -- Voucher Subtype: -- Select -- Voucher Paid: \$0.00

Change Given: \$99.00 Previous Balance: \$0.00 Balance: \$0.00

Scroll to the Bottom and Hit SUBMIT RECEIPT

Submit Receipt Void