

Issuing a Replacement Tag

To issue a replacement tag, clerks should follow the same steps as issuing a new tag for the dog needing it.

>Go to ADD LICENSE

>Search for the correct Owner

>Once you've selected the correct Owner, click on the ANIMAL tab and choose the correct dog

>Click on the GREEN DETAILS tab and enter all the information you'd enter for a new license.

When you get to the license DETAILS page, you will select "REPLACEMENT TAG" in the LICENSE TYPE drop-down

The screenshot shows the 'License Details' form with the following fields and values:

- Zip Code: 04333
- State: Maine
- City: Augusta
- City Alias: Augusta
- License Type: Replacement Tag
- Reseller: Pretend Municipality
- Record Owner: user, test
- Site: State of Maine Dog Licensing
- License Fee: \$0.01
- Length: 1 years
- Auto-Renew:
- Lifetime?:
- Use Ranges?:
- Expiration Date: 12/31/2025
- Range: TEST EXP YR 1-100
- License #: TEST 25 016

>Enter 1 year for Length, which will set the appropriate expiration date for the license.

>Choose your RANGE and enter the new License tag #

>You will only need to enter rabies information ONLY IF the owner purchased the previous tag online. If that is the case, all of the rabies vaccine information is already right there in the NOTES section for you to enter in the vaccine section (be sure to hit "ADD VACCINE"). This info has already been verified by AWP when they purchased their online license.

License Notes

Template: -- Select --

Override Append Clear Spell Check

Note: Rabies Vaccination: VacDate: 01/12/2023 ReVacDate: 01/11/2026 Veterinarian: Jillian Crutchfield Veterinarian Clinic: At Home Veterinary Veterinarian Phone: 207-582-8800

Vaccination Details

Record # Status* Status Date/Time* Provider Assistant Site*

NEW History 06/03/2025 02:50PM -- Select -- -- Select -- -- Select --

Vaccine* Type Dose* Body Part Route Length Re-Vac Date

-- Select -- -- Select -- 0 -- Select -- -- Select -- -- Select -- 0 years

Manufacturer* Product* Serial/Lot # Expiration Date Container #

-- Select -- >>

Vaccination Notes

Spell Check

Created Date/Time By Last Updated Date/Time By

Clear Save Add Vaccination

>Scroll to the bottom of the page and hit SUBMIT LICENSE.