

## Pulling a Report of NON-RENEWED licenses

**\*\*please note that if someone registered under a different name or account, or if the clerk did not use the renew function, last year's license will still show as expired instead of renewed\*\***

Go to Reports>Report Website

Licensing>License Extended

License Reseller = your municipality IF you are only trying to pull the licenses sold in-office. If you wish to include ALL licenses (including online sales) leave this blank and use your ZIP CODE instead.

Based On should to be set to **Status + Status Date** - which prompts the Based on Status drop down to show and **Expired** should be selected.

**Use 12/31/25 for the Based on FROM date and today as the BASED on TO date.**

License: Extended [Back To Reports List](#)

License Issuer: --All--

License Reseller: Yarmouth

License Type: --All--

Site: --All--

License Length:

Species: --All--

Lifetime Licenses: Show

Batch Licenses: Show

Zip Code:

Opt-In Consent Subject: Ignore --  
Opt In Consent  
Petco Consent

Opt-In Consent: --All--

Opt-In Created In: --All--

Based On: Status + Status Date

Based On Status: --All--  
Current  
Inactive  
Expired

Based On From: 12/31/2025 12:00 AM

Based On To: 02/05/2026 11:59 PM

Opt-In Consent as of this date: ☐ ☐ ☐

Submit

**Submit**

**If you share a zip code and used the zip code as the parameter, you will want to then sort or filter the spreadsheet by CITY**