



JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY

ANIMAL WELFARE PROGRAM  
28 STATE HOUSE STATION AUGUSTA, MAINE 04333

AMANDA E. BEAL  
COMMISSIONER

**Municipal Update Form**

Municipality: \_\_\_\_\_ Phone: \_\_\_\_\_

Town Clerk Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Clerk: \_\_\_\_\_ Dep. / Asst. Clerk if Clerk unavailable: \_\_\_\_\_

Name of Contracted Maine Animal Shelter: \_\_\_\_\_

**7 § 3949. Animal shelter designation**

*1. Municipal clerks, annually, on or before April 1st, shall certify to the commissioner the name and location of the animal shelter with which the municipality has entered a contract to accept stray animals or have an arrangement for an animal shelter that will accept stray animals. Animal shelters designated by the municipality under this section must comply with commissioner rules.*

**Animal Control Officer Information:**

Name	Email Address	Official Mailing Address
Work Phone	Cell Phone	Date Municipality Verified Current Certification

After business hours: \_\_\_\_\_

\*Emergency Contact / Phone: \_\_\_\_\_ \*(For AW/Maine State Police Only)

What number should the public use? \_\_\_\_\_  
(The contact information for the public to reach the ACO will be published on our website.)

**\* 7 § 3947. Animal control officers**

*Animal control officers must be certified in accordance with section 3906-B, subsection 4. Upon initial appointment, an animal control officer must complete basic training and be certified by the commissioner within 6 months of appointment.] An animal control officer must attend advanced training programs as described under section 3906-B, subsection 4 to maintain certification. An animal control officer must have a minimum of 8 hours of training each year.*

**Have you verified that your ACO's certification is up to date for 2024?**

YES

NO

If the ACO is unavailable or has an extended emergency, what is the municipal plan for coverage?

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## **Statewide Dog Licensing Database User Info:**

The statewide Dog Licensing Database will be implemented this fall! Please provide the name, position, and email address for each person who issues dog licenses. This should be an identifying email (jane.smith@town.org), not a generic email (townclerk@town.org). It should be the person or persons who are primarily responsible for dog licensing.

Name	Position	Email Address

Certified animal control officers will be given limited (primarily viewing) access to the database beginning in Spring 2025 upon the municipality's request. Please note that if your ACO serves multiple towns, all should agree on the ACO's access.

How many municipal kennels licensed last year? \_\_\_\_\_

Was a kennel inspection performed and documented prior to issuing each municipal kennel license that was issued?  YES or NO

### **§3923-C. Kennel license**

*1. License necessary. A person having 5 or more dogs for the purposes set forth in section 3907, subsection 17 shall obtain a kennel license from the clerk of the municipality where the dogs are kept and that person is subject to rules adopted by the department. The sex, registered number and description are not required for the dogs covered by a kennel license. The license expires December 31st annually. The kennel license permits the licensee or authorized agent to transport under control and supervision the kennel dogs in or outside the State.*

Do you have any suggestions or comments for Animal Welfare? Please email: [animal.welfare@maine.gov](mailto:animal.welfare@maine.gov)

Name of person completing this form: \_\_\_\_\_ Phone: \_\_\_\_\_

ANIMAL WELFARE PROGRAM  
90 BLOSSOM LANE, DEERING BUILDING

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FAX: (207) 624-5028  
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