



JANETT 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 2026?**

YES ☐

NO ☐

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

**Statewide Dog Licensing Database User Info:**

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](mailto:jane.smith@town.org)), not a generic email ([townclerk@town.org](mailto:townclerk@town.org)). It should be the person or persons who are primarily responsible for dog licensing. Please contact [doglicensing.awp@maine.gov](mailto:doglicensing.awp@maine.gov) for account additions and removals.

| Name | Position | Email Address |
|------|----------|---------------|
|      |          |               |
|      |          |               |

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

PHONE: (207) 287-3846  
FAX: (207) 624-5028  
WWW.MAINE.GOV/DACF  
[Animal.welfare@maine.gov](mailto:Animal.welfare@maine.gov)

