



North Liberty

PET LICENSING



Pet Licensing FAQ v. 2022_12



Administration

(319) 626-5700



Email

pets@northlibertyiowa.org



Website

northlibertyiowa.org/petlicense

This pet licensing process is for pets living within the city limits of North Liberty, Iowa only. If you do not live in North Liberty, check with your local governing entity to find out if you need to license your pet under their jurisdiction.

In North Liberty, per Code of Ordinances Chapter 56 "Cat and Dog Licenses," all cats and dogs four months of age or older and living in North Liberty must be licensed. This should be done within 30 days after a cat or dog is first acquired or has moved to North Liberty.

If you need help making copies of documents required for licensing, then please bring originals into North Liberty City Hall. City staff will be happy to assist you.

Please fill out one form per pet.

Pet licenses run on a calendar year (January 1 – December 31) schedule and need to be renewed by January 31 each year.

Licensing your pet with the City of North Liberty provides a safeguard for you in the event your pet goes missing. City staff uses this information as a tool to connect found pets back to their owners. You will receive a metallic tag with your pet's license number on it; this should be attached to the animal's collar.

COST PER PET LICENSE

Annual Jan - Dec		Pet License Fee	
North Liberty Resident?	Spayed or Neutered?	Initial	Renewal
Yes	Yes	\$25	\$0
	No	\$25	\$25

Persons 62 years old and older and/or require a service dog will have the license fee waived for one spayed/neutered pet.

License fees are per pet, are non-refundable, and will not be pro-rated.

If the pet is spayed/neutered, then renewals are free for the life of the pet, so long as it remains with the same household (i.e., pet parents) in North Liberty, even if they move. If the pet is rehomed to new pet parents, a new application must be filled out and initial fee paid to cover administrative costs.

CONTACT INFORMATION & MAILING ADDRESS

Pet licensing information is maintained by North Liberty Administrative staff, so call (319) 626-5700, email pets@northlibertyiowa.org, or visit City Hall (3 Quail Creek Circle) if you have any questions. Hours of operation are 7:00 AM – 4:00 PM Monday through Friday. Staff will return your voicemail or email within six (6) business days.

Send mail to:

Pet Licensing
North Liberty City Hall
3 Quail Creek Circle
North Liberty, IA 52317



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HOW TO COMPLETE THE PET LICENSING PROCESS

Step 1 (of 3): Submit Application (one per pet)

- Fill out and submit the online electronic form at northlibertyiowa.org/petlicense. If the web form has been submitted correctly, you will receive a response email within one hour.
OR
- Print out the online PDF form. Mail or hand deliver completed form to City Hall.
OR
- Request a printed copy. You can do this while visiting City Hall, or by leaving a message at (319) 626-5700, or email pets@northlibertyiowa.org to request that a printed copy be mailed to you.

Step 2 (of 3): Provide Necessary Documentation

- Proof of spay/neuter only needs to be submitted once in the lifetime of a pet to receive the fee discount. Copies of this proof may be submitted at time of licensing for discount or at any time during the year (please include a note with pet license number) to City Hall staff. Annual license fee will not be refunded in the event a pet is spayed or neutered before the end of the year.
- Proof of rabies vaccination needs to be submitted at time of licensing or at any time during the year (please include a note with pet license number) to City Hall staff. License will not be issued or renewed to pets with expired rabies vaccinations.
- Microchip information is optional. It only needs to be submitted once in the lifetime of a pet, unless microchip profile information changes with a new owner or if chip is replaced (different company or has a new number).

All necessary documentation must be received no later than 30 days after application.

If choosing to submit the online application, then you may attach electronic versions or mail/hand deliver photocopies to City Hall.

Any future document, home address, or contact information updates can be done online using the "Update Information Here" form at northlibertyiowa.org/petlicense.

Step 3 (of 3): Make Payment

- Check. Mail to City Hall, drop in City Hall drop box, or hand deliver to City Hall staff. Write "pet license" on the check's info line.
- Cash. Drop in City Hall drop box or hand deliver to City Hall staff. You will be issued a receipt. City staff is not responsible for cash lost in the mail, so we prefer drop box or hand delivery.
- Credit Card. Call (319) 626-5700 or visit City Hall to process.
- Online payment option coming soon!

Payment must be received:

1. **No later than 30 days after online application** (if mailing a check, make sure to include a note, so staff knows which license application to associate with the check)
OR
2. **At time of mail or hand delivered application.**

After all three steps have been completed to the satisfaction of City Administrative staff, a photocopy of the license application and a pet license tag will be mailed to the Pet Owner. Allow ten (10) business days for processing and delivery. Contact pets@northlibertyiowa.org or (319) 626-5700 if there is a delay or issue with your licensing.

HOW TO RENEW A PET LICENSE

Pet License renewals will be handled by City Administration staff each January. If your pet is intact, you will be contacted about payment options when the tag is ready. If your pet is spayed/neutered and their rabies documentation is up-to-date, then your tag will be automatically mailed to you for free by January 15th of each year. If there is an issue with your pet's file (i.e., missing necessary documentation, like updated proof of rabies vaccination), then staff will contact you by email.