

Pet Licence Form

To obtain additional forms you can go online to kingston.docupet.com/offline or email us at info@docupet.com. This form can either be mailed to The City of Kingston, or brought in by person to City of Kingston.



Address & Contact Information

First Name*		Last Name*	
Email Address (required for online account)			DOB (MM/DD/YYYY)
Street Number*	Street Name*		
Unit or Apartment	Postal Code*	Telephone*	Cellphone

Pet Information

Pet's Name*		Pet's Breed*		Pet's DOB (YYYY/MM/DD)
Gender*	Spayed/Neutered*	Microchipped*	If yes, provide microchip number	
☐ Male ☐ Female	☐ Yes ☐ No	☐ Yes ☐ No		
Colour*	Veterinary Clinic	Tag Type* Note: replacement fee is \$7.40 ☐ Small (22.5mm x 25mm) ☐ Large (30mm x 33.2mm)		
Licence Type				
☐ Dog - Spayed/Neutered and Microchipped - Additional \$10.00 ☐ Cat - Non Spayed/Neutered or Microchipped \$30.00 ☐ Cat - Microchipped Only \$20.00 ☐ Cat - Spayed/Neutered Only \$15.00 ☐ Cat - Spayed/Neutered Only - Additional \$5.00 ☐ Cat - Spayed/Neutered and Microchipped \$13.00 ☐ Dog - Free First-time Licence - Under Six Months Old \$0.00 ☐ Dog - Free First-time Licence - Spayed/Neutered \$0.00 ☐ Cat - Free First-time Licence - Spayed/Neutered \$0.00 ☐ Cat - Free First-time Licence - Under Six Months Old \$0.00				

Payment*

Payment Type by Mail	Sum Received	☐ I verify that my pet's information contained within this form is correct and my pet's vaccines are up to date.
☐ Cheque	\$	Signature

Where do I mail this form?

The City of Kingston
216 Ontario St
Kingston ON K7L 2Z3

Who do I make a cheque out to?

Please make cheques payable to the City of Kingston

NOTICE OF COLLECTION Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), including (but not limited to) the applicant's name, address, and contact information, is collected and will be used in accordance with MFIPPA and all other relevant privacy legislation. The personal information submitted by applicants is collected through a website hosted by DocuPet on behalf of the Corporation of the City of Kingston (the "City") and will be used by City staff for the registration of dogs and cats in accordance with By-Law 2004-144 being a By-Law to Regulate Animals. Your personal information will also be used for the rewards program that is being offered with the registration of the pets and lost and found notifications. Questions regarding the collection, usage, disclosure, and disposal of the personal information collected shall be directed to: Manager of Licensing and Enforcement, 216 Ontario Street, Kingston, Ontario, K7L 2Z3 or by e-mailing licensing@cityofkingston.ca.

FOR OFFICE USE ONLY

Payment Type in Person: ☐ Cash ☐ Debit ☐ Credit Card ☐ Cheque

Vendor: