



Township of Randolph General Instructions for Fillable Forms

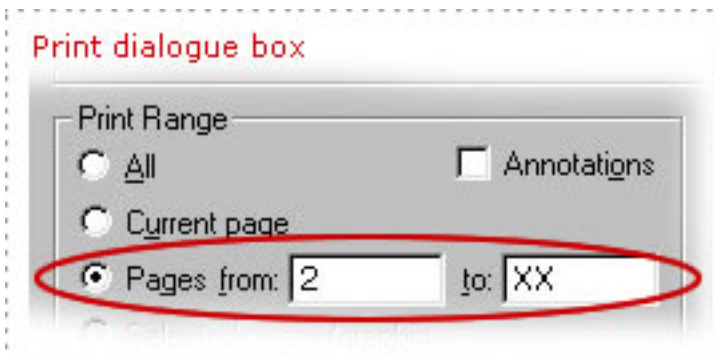
Please note that a fillable form is **NOT** the same as electronic filing and it is not possible to electronically submit a form—you must print it out after entering the information. If the form requires a signature, Randolph must receive the form with an original signature.

IMPORTANT: The free Adobe Reader software cannot save the form with the fill-in data for use at a later time. You can, however, save a blank fillable form for future use. To do this, return to the page containing the link to this form. Instead of clicking on it as you would normally do, right-click and select Save Target As/Save Link As from the pop-up menu which appears. See the “Helpful Hints” section on our [Online Forms](#) page for more information.

- After reading through these instructions, proceed to the first page of this form. Once it’s displayed in your browser window, position the hand pointer inside a form field and click. The hand pointer changes to an I-beam in fields where entering text is permitted.
- Enter your information and then press Tab on your keyboard to go to the next field. You may also use your cursor to move from field to field. Place your cursor in the field you want to fill in and click.
- Once you have filled out the entire form and are ready to print it out, be sure to make note of how many copies you will need. Some forms must be submitted to more than one department and it is recommended you print an additional copy for your records.
- Make sure the cursor is not inside a form field before printing the form. To do this, use the mouse to click in an area of the form where there are no fields (i.e., click your mouse on the Randolph logo).
- Do **NOT** use your web browser’s print function. Instead, use the print button at the left of the Adobe Reader tool bar, which appears immediately above the viewing window.



- Clicking on the print button launches a print dialogue box which gives you several options, including the option to print the entire document or specify a range of pages to print.



Since there is no need to include this instruction page when you print out or submit the form to the Township, we suggest you specify a print range beginning with Page 2 through to the last page of this form.

Caveat: In situations where you need more room than provided for entering information into a field, you will have to attach your

own supplemental information to the printed form. If you can’t see what you’ve entered into a field in its entirety, that means it won’t be visible when printed either.



Township of Randolph
Department of Health
502 Millbrook Avenue
Randolph, NJ 07869-3799
(973) 989-7050

Dog License Application

License Fees—Dogs due 1/31 each year	
Altered	\$17.00
Unaltered	\$20.00
LATE FEE AFTER 1/31	+ \$10.00 add'l

Instructions for Completing

- Township ordinance requires that all dogs must be licensed and have a current tag affixed to a collar or harness. All dogs seven months or older must be licensed.
- The rabies shot must be good for the entire licensing year. The owner is required to supply proof of vaccination from the veterinarian.
- Newly acquired dogs which attain licensing age must be licensed within 10 days after such acquisition or age attainment.
 - Dogs currently licensed out of the state of New Jersey must be licensed within 90 days.
 - Dogs licensed within the state of New Jersey are not required to be re-licensed until the following year.
- All dogs must be licensed by January 31st of each year.
- There is no charge for licensing a seeing/hearing or service dog for the handicapped.
- Please verify rabies information and neuter status and forward written verification of such with this application (copies will be returned).

Fill out both sections and return this application with check made payable to Randolph Township. Be sure to include written proof of rabies and proof of alteration (if applicable). After validation, license will be returned by mail.

Owner Information

Name	
Mailing Address	
Home Telephone	Work Telephone

Dog Information

Dog Name	Breed	Age	Rabies Expires
Sex <input type="checkbox"/> M <input type="checkbox"/> F	Hair	Color & Markings	Spayed/Neutered—If Yes, Date <input type="checkbox"/> Yes <input type="checkbox"/> No
Veterinarian			

RABIES VOUCHER: VETERINARIAN USE ONLY

Vaccine Lot #	Date Given	<input type="checkbox"/> 1 YR <input type="checkbox"/> 3 YR
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FOR OFFICIAL USE ONLY

Fee Paid	\$	Date Issued	License No.
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