

Polk County



Dog Licenses and Tags Manual

Updated January 2026

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🐾 *The following information is a reference guide for issuing dog licenses and processing dog claims. Please refer to Wisconsin Statutes, Chapter 174 for an inclusive listing of state regulations.*

DEFINITION OF THE COLLECTING OFFICIAL (S 174.065)

Any city, village, or town treasurer or other tax collecting officer or any person deputized by the treasurer or tax collecting official, unless the common council or village or town board provides by ordinance or resolution for the appointment of a different person.

DOG LICENSE REQUIREMENT (S 174.05)

The owner of a dog more than 5 months of age on January 1 of any year, or 5 months of age within the license year, shall pay the dog license tax and obtain a license.

A dog specially trained to lead the blind or deaf or to provide support for the mobility-impaired is exempt from the dog license fee and annually must make application for a dog license and collar tag from the local collecting officer. (s 174.055)

A dog kept for educational or scientific purposes is exempt from paying a license fee and obtaining a license. (s 174.054)

Dogs brought into the state temporarily for a period not to exceed 30 days if kept confined or on a leash shall be exempt from the license requirement. (s 174.12(5))

ISSUED LICENSE INFORMATION SUBMITTED TO COUNTY CLERK

All information regarding licenses issued must be submitted into the LandNav system. From there the County Clerk's Office will review tags issued and invoice each municipality appropriately. This system constitutes as the master county dog listing, which allows the County Clerk's office to identify the owner of a lost/found dog when reported. The collecting official must provide in the system the following information: tag/license number, name, address and phone number of owner, dog's name, breed, spayed, unspayed, neutered or unneutered, color of dog, rabies vaccination date, vaccination expiration, vaccine manufacturer, and veterinarian name (clinic).

LISTING OF DOGS (S 174.06)

Every town, village and city shall annually, by September 1, ascertain by diligent inquiry the dogs owned or kept with the assessment district.

Every person shall answer frankly and fully all questions asked by the listing official relative to the ownership or keeping of dogs within the district.

In a town or village, the listing official is the municipal clerk, unless the common council or village board provides by ordinance or resolution for the appointment of a different person. In a town, the town board shall designate a person to be the listing official.

The listing official shall be compensated 50 cents for each dog listed. If the listing official is a full-time,

salaried municipal employee, they shall be required to pay the compensation into the town, village, or city treasury.

The listing official shall make in triplicate a list of the owners of all dogs assessed.

The listing official shall, by September 15, deliver one copy of the list to the county clerk and one copy to the official to whom license taxes are paid under s.174.08, and retain one copy for his or her files.

***🐾 Note from the Clerk's Office: A lister is supposed to canvass the municipality to ensure all dogs have obtained their proper licensure, create a record of all dogs, and inform the County and Municipality regarding any unlicensed dogs. Historically, many municipalities do not do this for a multitude of reasons- safety, resources, and possibly that they are unaware of this.**

DOG LICENSE FEE (S 174.05)

The minimum dog license tax is \$3.00 for a neutered male dog or spayed female dog. The owner must present evidence that the dog is neutered or spayed. i.e. documentation from the veterinary clinic; and \$8.00 for an unneutered male dog or unspayed female dog.

For multiple dog license fee, see "Multiple Dog License and Tags" section below.

If the dog becomes 5 months of age after July 1 of the license year, the fee is one-half of these amounts. (s 174.05(2))

The governing body of any town, village or city may by resolution raise the minimum dog license tax on dogs within its jurisdiction. (s 174.05(3))

A dog specially trained to lead the blind or deaf or to provide support for the mobility-impaired is exempt from the dog license fee. A tag is issued to the owner with all information provided as required on a regular license, indicate on year-end submittal sheet # of free licenses.

The collecting official retains 25 cents for each paid license issued. (Multiple License counts as one license issued, no matter how many tags are included.) If the collecting official is a full-time, salaried municipal employee, this fee is retained by the treasury of the town, village, or city.

Municipalities will then be invoiced on a quarterly basis as follows:

Quarter 1: January through March- to be invoiced April 1, payment due April 30th

Quarter 2: April through June- to be invoiced July 1, payment due July 31st

Quarter 3: July through September- to be invoiced October 1, payment due October 31st

Quarter 4: October-November 15th- to be invoiced in late November, payment due December 31st

The collection official shall submit to the County Clerk's office no later than December 31 each year all required fees. New tags are available November 15.

The collecting official may collect a late fee of \$5 from every owner of a dog 5 months of age or over, if the owner fails to obtain a license prior to April 1 of each year, or within 30 days of acquiring ownership of a licensable dog or if the owner failed to obtain a license on or before the dog reached licensable age.

All late fees received or collected shall be paid into the local treasury as revenue of the town, village or city in which the license was issued. The governing body of the municipality may, when setting the amount of the dog tax fee, provide that any person purchasing a dog license for a dog 5 months of age or over after April 1 pay an additional late fee. (s 174.05(5))

DOG LICENSES AND COLLAR TAGS (S 174.07)

Upon payment of the fee and presentation of evidence that the dog is currently immunized against rabies, a license shall be issued. **(It is the responsibility of the collection official to verify the dog is current with the required rabies vaccination before issuing the license. A license cannot be issued without presentation of evidence.)** The license must bear a serial number, date of its expiration, the owner's name, address and phone; the name, sex, spayed or unspayed, neutered or unneutered, breed and color of the dog; name of the veterinarian/clinic, rabies vaccination date, vaccination expiration date, vaccination manufacturer, and vaccination serial number.

A tag bearing the same number as the license must be issued to the owner. The tag shall be securely attached to a collar and a collar with the tag attached shall be kept on the dog, for which the license was issued, at all times. NOTE: If the dog is under the control of the owner, this does not apply to a dog during competition or training, to a dog securely confined indoors to a dog while hunting, to a dog securely confined in a fenced area or to a dog while actively involved in herding or controlling livestock.

No license or license tag issued for one dog shall be transferable to another dog. (s 174.12(4)). (This applies to regular dog license only, see below for multiple dog license.)

No person except the owner or the owner's authorized agent shall remove any license tag from a dog collar or remove any collar with a license attached from any dog. No person shall keep or harbor a dog wearing a fictitious, altered or invalid license tag, or a license tag not issued in connection with the licensing or keeping of the dog wearing the same.

MULTIPLE DOG LICENSE AND TAGS (S 174.053)

Previously this license was known as a kennel license. The multiple license is not to be used as a commercial kennel license. It is intended for use by private individuals who own more than one dog; wish to transfer tags from one animal to another with proper vaccination proof and notification to the issuing agent; and/or may realize a fee savings by purchasing the multiple tag.

Any person who keeps more than one dog may apply for a multiple dog license. The license fee is \$35.00 for 12 or fewer dogs and an additional \$3.00 for each dog in excess of 12. The owner must present evidence that all dogs over 5 months of age are currently immunized against rabies. **Upon payment of the multiple dog license fee and presentation of immunization evidence, the collecting official shall issue the dog license and a number of tags equal to the number of dogs authorized to be kept by the person.** (A separate paper license indicating all info as required for a regular tag needs to be issued for each multiple tag. Indicate the tag # with an "M". i.e. M52001)

- 🐾 **For Example: An owner has 9 dogs and provided evidence of immunization for 9 dogs, they may be issued a multiple license, which is up to 12 tags, but will only receive 9 physical tags. If they acquire more dogs and provide evidence of immunization they may receive additional tags, up to 12, for no additional cost. Physical tags should only be issued to dogs that have immunization evidence provided. The full 12 tags would not be issued when only 9 immunization records were provided.**

An owner or keeper may transfer a multiple dog license tag from a dog that the owner or keeper no longer owns or keeps to another dog if the other dog is currently immunized against rabies. The owner should notify the issuing agent of the transfer and provide evidence of the rabies vaccination.

The multiple dog tag and the rabies vaccination tag or substitute tag shall be securely attached to a collar and a collar with the tag attached shall be kept on the dog for which the license was issued at all times. NOTE: This does not apply to a dog during competition or training, to a dog securely confined indoors, to a dog while hunting, or to a dog securely confined in a fenced area.

No dog bearing a multiple dog license tag shall be permitted to stray or to be taken anywhere outside the limits of the owner's or keeper's premises unless the dog is on a leash or temporarily out for the purposes of hunting, breeding, trial, training, or competition.

- 🐾 **Note: For municipalities in Polk County Covered by the Polk County Comprehensive Land Use Ordinance, a Special Exception Use Permit may be required to operate a commercial kennel. Please contact the Zoning division of the Polk County Land Information Office, 100 Polk County Plaza – Suite 130, Balsam Lake, WI 54810, Phone: 715-485-9279.**

LOST TAGS

If a tag is lost, the owner must present their current license. A new tag with a new number shall be furnished to the owner by the collecting official in place of the original tag. The collecting official shall endorse the new tag number on the license and shall indicate the same in their records. There is no fee for the replacement tag. (Indicate on the submittal sheet the tag information and list as "duplicate license".)

FAILURE TO OBTAIN A DOG LICENSE/DELINQUENT DOGS (S 174.12 (4))

Every town, village, or city treasurer shall notify the County's District Attorney of every refusal or failure of an owner to obtain a license for keeping the owner's dog and it shall be the duty of the district attorney to institute proceedings against such owner and against every owner with the district attorney's county who has violated any of the provisions of the dog license law.

You have sent a "first" notice and a follow -up certified letter to the dog owner. For each dog owner who does not timely license the dog, you need to send a letter notifying them that the dog license has not been issued. If the owner has not resolved the matter with you within 14 days, a certified letter (2nd notice) should be sent. Samples of the notice letter and certified letter that may be used are **included in the Attachments section of this manual**. If the matter is not resolved as indicated in the certified letter, copies of the notice and certified letters (with a mail receipt) as well as the Report of Delinquent Dog Owners form and detailed supplementary reports should be forwarded to the Polk County Clerk.

To file a “Report of Delinquent Dog Owners”: (See Attachments for a sample of the Delinquent Dog Owners Form).

The report must include:

- (a) name, complete address and phone number of the dog owner or person who is harboring or keeping the dog;
- (b) completed blocks concerning types of dogs (male or female, altered or unaltered)
- (c) comments in the “Remarks” column
- (d) lists the name, address and phone number of the municipal dog licensing official
- (e) an attached detailed report
 - This report must include:
 1. The date and location the licensing or listing official actually seen the dog during the unlicensed year;
 2. the date and means (letter, phone call, or in person) the owner of the dog was contacted by the licensing or listing official concerning the unlicensed dog and what the owner said and did in reference to the claim of having an unlicensed dog; and
 3. an explanation why you believe the dog is owned by a particular person.

The County Clerk will forward these documents to the District Attorney’s Office. The District Attorney’s office will send out a warning letter to the dog owner. In the warning letter, the delinquent dog owner is asked to contact you within two weeks after receiving the letter. You must notify the District Attorney’s office after the two weeks of the owner’s response to the DA’s letter; i.e. matter is resolved or no action was taken by the owner. A complaint will be drafted for those delinquent dog license owners who fail to comply or act satisfactorily after the DA warning letter. NOTE: Thirty days after the warning letter is sent out, we will close our file on that dog owner for that year unless we hear from the municipal dog licensing official that the license fee has not been paid and that the municipal dog licensing official believes it is appropriate to issue a complaint.

DOG DAMAGE CLAIMS (s 174.11)

Definitions:

“Domestic animal” includes livestock, dogs and cats.

“Livestock” means any horse, bovine, sheep, goat, pig, llama, alpaca, domestic rabbit, farm-raised deer, as defined in s. 95.001 (1) (ag), or domestic fowl, including any farm-raised game bird, as defined in s. 169.01 (12m).

The owner of any domestic animal, (including a ranch mink which can prove that a dog forcibly entered an enclosure in which the mink was kept,) which is attacked, chased, injured or killed by a dog, must **within 3 days** after the owner has knowledge or notice thereof, **(See Attachments for a sample of the “Claim for Damage to Animals” report)** with the clerk of the town, village or city, or town chairperson, or the village president where the damage occurred. Photographs have proven to be very helpful of any evidence of the damage occurred.

SUMMARY OF STEPS TO FILE DOG DAMAGE CLAIM

Owner reports dog damage within 3 days of occurrence to clerk of town, village or city or the town chairperson or village president where the damage occurred. Photographs have proven to be very helpful evidence that damage did occur. Within 30 days of filing the claim the governing body (town or village board, common council) must investigate the claim and shall certify and return to the County Clerk the claim, a report of the investigation and the amount of damages suffered by the owner of the domestic animal(s). It is the responsibility of the town or village board, or common council to state the Fair and Reasonable Market Value of said animal(s) and to indicate such on the Affidavit of Investigating Committee as required.

The County Clerk will refer the claim to the Environmental Services Committee who will, upon review of the claim, forward a resolution to the County Board of Supervisors for payment.

- 🐾 Failure to submit the claims within the required time periods or providing incomplete information as required may be cause for rejection of payment.**

(EXTRACTS FROM THE DOG LICENSE LAW, CHAPTER 174, WISCONSIN STATUTES)

Section 174.05. The owner of a dog more than 5 months of age on January 1 of any year, or 5 months of age within the license year, shall annually, or on or before the date the dog becomes 5 months of age, pay the dog license tax and obtain a license. The minimum dog license tax is \$3 for a neutered male dog or spayed female dog, upon presentation of evidence that the dog is neutered or spayed, and \$8 for an unneutered male dog or unspayed female dog, or one half of these amounts if the dog became 5 months of age after July 1 of the license year. The governing body of any county may by a majority vote of the members present at any regular meeting raise the minimum dog license tax on dogs within its jurisdiction and the governing body of any town, village or city may by resolution raise the minimum dog license tax on dogs within its jurisdiction. The additional tax may not exceed the total cost of all dog licensing, regulating and impounding activities for the previous year less any refunds which may be received under s. 174.09(2) and shall be levied and collected in the same manner as other dog license taxes. The license year commences on January 1, and ends on the following December 31. The collecting official shall assess and collect a late fee of \$5 from every owner of a dog 5 months of age or over, if the owner failed to obtain a license prior to April 1 of each year, or within 30 days of acquiring ownership of a licensable dog or if the owner failed to obtain a license on or before the dog reached licensable age. All late fees received or collected shall be paid into the local treasury as revenue of the town, village or city in which the license was issued. The governing body of any county, town, village or city may, when setting the amount of the tax, provide that any person purchasing a dog license for a dog 5 months of age or over after April 1 shall pay an additional late fee.

Section 174.055 Every dog specially trained to lead blind or deaf persons or to provide support for mobility - impaired persons is exempt from the dog license tax and every person owning such a dog shall receive annually a free dog license from the local collecting officer upon application therefor.

Section 174.06 Listing. (1) Responsibility to List. Every town, village and city shall annually, by September 1, ascertain by diligent inquiry the dogs owned or kept within the assessment district. (2) Listing Official; Generally. In a city or village the listing official is the municipal clerk, unless the common council or village board provides by ordinance or resolution for the appointment of a different person. In a town, the town board shall designate a person to be the listing official. (3) Compensation. A listing official who is not a full-time, salaried municipal employee shall receive as compensation 50 cents for each dog listed, or a greater amount established by the county board by ordinance or resolution, to be audited and allowed by the county board as other claims against the county and to be paid out of the dog license fund. A listing official who is a full-time, salaried municipal employee shall receive this compensation from the county board but shall be required to pay the compensation into the town, village or city treasury. (4) Cooperation With Listing Official. Every person shall answer frankly and fully all questions asked by the listing official relative to the ownership or keeping of dogs within the district. (5) Records. The listing official shall enter in the records for personal property assessments or in a separate record, all dogs in the district subject to tax, to whom they are assessed, the name, number, sex, spayed or unspayed, neutered or unneutered, breed and color of each dog. The listing official shall make in triplicate a list of the owners of all dogs assessed.

Section 174.06 (6) The listing official shall make in triplicate a list of the names of persons owning and operating kennels and the number of dogs kept in each.

Section 174.06 (7) List Delivery. The listing official shall, by September 15, deliver one copy of the list under sub. (5) or (6) to the county clerk, one copy to the collecting official, and retain one copy for his or her files.

Section 174.06 (8) Dog licenses need not be entered on any assessment or tax roll other than the lists prepared by the listing official under subs. (5) and (6). These lists may be deemed property assessment and tax rolls for all tax collection purposes.

Section 174.001 (2m) The term "multiple dog" means any establishment wherein or whereon dogs are kept for the purpose of breeding, sale or sporting purposes.

Section 174.053 (1) Any person who keeps or operates a kennel may, instead of the license tax for each dog required by this chapter, apply to the collecting official for a kennel license for the keeping or operating of the kennel. Such person shall pay for the license year a license tax of \$35 for a kennel of 12 or fewer dogs and an additional \$3 for each dog in excess of 12. Upon payment of the required kennel license tax and upon presentation of evidence that all dogs over 5 months of age are currently immunized against rabies, the collecting official shall issue the kennel license and a number of tags equal to the number of dogs authorized to be kept in the kennel.

Section 174.053 (2) Multiple dog license tags shall be made in a form so that they may be readily distinguishable from the individual license tags for the same year. The owner or keeper of multiple dogs shall keep at all times a multiple dog license tag attached to the collar of each dog over 5 months old kept by the owner or keeper under a multiple dog license but this requirement does not apply to a dog during competition or training, to a dog securely confined indoors, to a dog while hunting or to a dog securely confined in a fenced area. These rabies vaccination tags or substitute tags shall remain attached to the dog for which it is issued at all times but this requirement does not apply to a dog during competition or training, to a dog securely confined indoors, to a dog while hunting or to a dog securely confined in a fenced area. No dog bearing a multiple dog tag shall be permitted to stray or to be taken anywhere outside unless the dog is on a leash or temporarily out for the purposes of hunting, breeding, trial, training or competition.

Section 174.07 (2) (d) The department shall furnish county clerks with suitable multiple dog tags and blank licenses for distribution to the collecting officials.

Section 174.07 (1) (a) A dog license is necessary for the keeping of any dog over 5 months of age.

Section 174.065 (3) Delinquent dog license taxes may be collected in the same manner as in s. 74.11 for the collecting of personal property taxes.

NOTE: Assessors must list dogs, regardless of age.

Section 95.21 (2) (A) Rabies vaccination required for dogs. The owner of a dog shall have the dog vaccinated against rabies by a veterinarian within 30 days after the dog reaches 4 months of age and revaccinated within one year after the initial vaccination. If the owner obtains the dog or brings the dog into the state after the dog has reached 4 months of age, the owner shall have the dog vaccinated against rabies within 30 days after the dog is obtained or brought into the state unless the dog has been vaccinated as evidenced by a current certificate of rabies vaccination from this or another state. The owner of a dog shall have the dog revaccinated against rabies by a veterinarian before the date that the immunization expires as stated on the certificate of vaccination or, if no date is specified, within 3 years after the previous vaccination.

Section 95.21 (2) (B) A veterinarian who vaccinates a dog against rabies shall complete and issue to the owner a certificate of rabies vaccination bearing a serial number and in the form approved by the department stating the owner's name and address, the name, sex, spayed or unspayed, neutered or unneutered, breed and color of the dog, the date of the vaccination, the type of rabies vaccine administered and the manufacturer's serial number, the date that the immunization expires as specified for that type of vaccine by the center for disease control of the U.S. Department of Health, Education and Welfare and the city, village or town where the dog is required to be licensed.

ARNELL MEMORIAL HUMANE SOCIETY
185 Griffin St. E., Amery, WI 54001
Amhs.petfinder.com | (715) 268-7387

STRAY DOG DELIVERY TO ARNELL

There is NO FEE for Polk County Municipalities when bringing a stray dog to Arnell.
Arnell Humane Society Phone: (715) 268-7387

Shelter Business Hours: Monday-Friday 12 p.m. to 5 p.m., Saturday 12 p.m. to 4 p.m.

STRAY DOG DELIVERY DURING BUSINESS HOURS

1. Call the shelter at (715) 268-7387 to verify that the shelter does not already have a party looking for the dog in your municipality and to notify the shelter staff that a stray dog is coming in.
2. Transport the stray in a safe manner, to the shelter in Amery: 185 Griffin St. E.
3. At the shelter, if possible, leave the stray in your vehicle until paperwork is completed.
4. Fill out the information requested: Area/address the stray was found, date and any bite history.

STRAY DOG DELIVERY AFTER BUSINESS HOURS

1. Call the Amery Police at (715) 268-7411 to arrange a time for them to meet you at the shelter to deliver the stray as they have a code for the dog isolation kennel area.
2. If unable to reach the Amery Police, call the Polk County Sheriff's Office at (715) 485-8300, who will locate the Amery Police, and arrange for them to meet you at the shelter.
3. At the shelter, assist the officer with necessary paperwork and delivery.

A NOTE FROM ARNELL MEMORIAL HUMANE SOCIETY

Since Arnell Memorial Humane Society opened its doors as the official Polk County Humane Society in February 2000, the shelter has taken in over 13,000 dogs and cats, most of which were strays throughout Polk County. The funds the shelter receives from the Dog License Fund, allows AMHS to take those strays, free of charge to the municipalities. This procedure works well for both the stray animals and the municipalities. Fewer animals would make it to the shelter if a fee were imposed for each impoundment, and individual citizens would be reluctant to offer transportation for a stray if they knew they were going to be charged at the door. Thank you for your support of the humane society; in collecting the dog license fees that are so necessary for the shelter to offer its services to Polk County.

As mentioned, Arnell accepts and cares for stray dogs from Polk County at NO COST to the municipalities. Stray dogs can be brought to the shelter at any time, day or night. To bring a dog during business hours, simply call the shelter to arrange a time to bring them in. If it is necessary to bring in a stray dog after business hours, the Amery Police have code for our dog isolation kennel area. The above outlines more detailed instructions for "Stray Dog Delivery to Arnell."

AMHS does not have the authority to pick up stray animals- they are relying on the kindness of strangers to bring them to the safety of the shelter.

Stray dogs and cats are held at the shelter for five days, to allow the owner time to reclaim their pet. Owners reclaiming a dog must show proof of a current rabies vaccination and dog license. They are also required to pay a reclaim fee. After the five-day holding period, adoptable animals are then available for adoption. AMHS dogs and cats are advertised online, with pictures and descriptions on Petfinder, Adopt-A-Pet, our website and our facebook page.

ARNELL MEMORIAL HUMANE SOCIETY

185 Griffin St. E., Amery, WI 54001

Amhs.petfinder.com | (715) 268-7387

AMHS also maintains a “Lost and Found” file for cats and dogs. Many wayward, much-loved pets have been reunited with their owners through the “Lost and Found” file process. Please continue to advise your citizens to call the humane society with stray pet information.

In addition, to strays of Polk County, AMHS accepts surrendered pets on a space available basis. Pet owners who find their lives in transition, for one reason or another, often must relinquish their pets. If they are unable to find a suitable home for their pet, the shelter is a humane alternative and second chance for that pet. This is a valuable service for Polk County. A surrendered pet cannot become a stray in your area, where it may incur damage to itself or the community.

Hopefully you have been able to visit the shelter. If you haven’t, I urge you to do so. I look forward to giving you a tour of the building and answering any questions you might have regarding our partnership. If a visit is not possible, please call me at the shelter with any questions you might have.



Abby Fisher
Arnell Shelter Manager

Sample of 1st Warning Letter for Failure to Obtain a License

DATE *(this is very important!)*

OWNER
STREET ADDRESS
CITY, WI, ZIP

Dear _____,

At the present time our records indicate you have not licensed your dog(s) for the current year. Wisconsin State Statute Chapter 174 states the owner of a dog more than 5 months of age on January 1 of any year, or 5 months of age within the license year, shall pay the dog license tax and obtain a license. *(If your municipality has passed an ordinance or resolution regarding keeping or licensing of dogs, you could indicate as such.)*

If you no longer own the dog, or if the dog has died, please notify me so the file records may be updated.

Please contact me within 14 days of the date of this letter to discuss the licensing of your dog(s). I can be reached at _____. *(If you have office hours, you could indicate them.)*

Sincerely,

Name
Position
(If you are not using letterhead stationery, indicate your address)

Sample of 2nd Notice for Failure to Obtain a License

DATE (*this is very important!*)

OWNER
STREET ADDRESS
CITY, WI, ZIP

**CERTIFIED LETTER
FINAL WARNING**

Dear _____,

Our records indicate you have failed to obtain a dog license. A letter was sent to you on (*insert date of 1st letter*) notifying you to contact me to obtain a license and tag for your dog(s). A copy of that letter is enclosed.

If a license is obtained or a satisfactory reason for non-issuance is provided, further action will not be necessary.

Failure to satisfy the licensing requirement with 7 days from the date of this letter will result in referral of the matter to the District Attorney's Office. The District Attorney may then file a complaint under Chapter 174 of the Wisconsin Statutes; which provides a possible penalty for not having a dog license of up to \$500 and up to 60 days in jail, or both.

We encourage you to take care of their matter within 7 days before referral to the District Attorney's office is required. You may contact me at _____. (*If you have office hours, indicate them*).

Sincerely,

Name
Position
(*If you are not using letterhead stationary, indicate your address*)

BE SURE TO SEND THIS LETTER AS A "CERTIFIED" POSTAL MAILING, WITH A SIGNED RECEIPT! IF THIS IS REFERRED TO THE D.A., THE RECEIPT WILL BE REQUIRED AS EVIDENCE.

REPORT OF DELINQUENT DOG OWNERS

POLK COUNTY
 Municipality: _____
 Year: _____
 Date: _____

To be filed with DA after two notices have been sent.

1	Name:	Address:	M/F:	Altered? Y/N:	Date Rabies Vacc. Due:	Remarks:
	Phone:		1st Notice Date:			
2	Name:	Address:	M/F:	Altered? Y/N:	Date Rabies Vacc. Due:	Remarks:
	Phone:		1st Notice Date:			
3	Name:	Address:	M/F:	Altered? Y/N:	Date Rabies Vacc. Due:	Remarks:
	Phone:		1st Notice Date:			
4	Name:	Address:	M/F:	Altered? Y/N:	Date Rabies Vacc. Due:	Remarks:
	Phone:		1st Notice Date:			
5	Name:	Address:	M/F:	Altered? Y/N:	Date Rabies Vacc. Due:	Remarks:
	Phone:		1st Notice Date:			
6	Name:	Address:	M/F:	Altered? Y/N:	Date Rabies Vacc. Due:	Remarks:
	Phone:		1st Notice Date:			
7	Name:	Address:	M/F:	Altered? Y/N:	Date Rabies Vacc. Due:	Remarks:
	Phone:		1st Notice Date:			
8	Name:	Address:	M/F:	Altered? Y/N:	Date Rabies Vacc. Due:	Remarks:
	Phone:		1st Notice Date:			
9	Name:	Address:	M/F:	Altered? Y/N:	Date Rabies Vacc. Due:	Remarks:
	Phone:		1st Notice Date:			
10	Name:	Address:	M/F:	Altered? Y/N:	Date Rabies Vacc. Due:	Remarks:
	Phone:		1st Notice Date:			

Treasurer Signature: _____
 Municipality: _____
 Date: _____

Owner's Claim for Damages to Animals

AND

Report of Investigation by Supervisors, Board or Committee

Under provisions of Wisconsin Dog Law, Chapter 174, Wisconsin Statutes

To be investigated by the Municipality. This form must be submitted to the County Clerk no later than 30 days after initial claim was received by the Municipality.

STATE OF WISCONSIN }
POLK COUNTY } SS.

We, _____, say that we have investigated the
(Investigating Committee)

Claim of _____
For damages to determine whether said damages were caused by some dog or dogs. We have diligently investigated said claim and now find the facts to be as follows:

That by reason of the facts, we further find that said damage to animals that were met with death (or injuries)

- WAS or
 WAS NOT

caused by some dog or dogs resulting from and directly caused by a dog or dogs owned by:

Dog Owners Name: _____

Dog Owner's Address: _____

#: _____	value each: _____	Total Amount: \$ _____
#: _____	value each: _____	Total Amount: \$ _____
#: _____	value each: _____	Total Amount: \$ _____

Total Amount to be paid for damages: _____
(If damage was NOT caused by these dogs, put \$0)

Signature: _____ Date: _____

Print Name: _____ Title: _____

Signature County Clerk's Office: _____ Date: _____

Print name and title: _____

Please attach any further evidence, documentation, or statements collected during the investigation.

Owner's Claim for Damages to Animals

AND

Report of Investigation by Supervisors, Board or Committee
Under provisions of Wisconsin Dog Law, Chapter 174, Wisconsin Statutes

STATE OF WISCONSIN
POLK COUNTY



SS.

Date received by the municipal clerk: _____

May not be more than 3 days after the incident.

I, _____, residing at _____,
(Name) (Address)

hereby certify that I am the legal owner of certain domestic animals located in the

_____ of _____, Polk County.
(Town, Village or City) (Municipality)

On the date of (incident date): _____,

Description of animals affected (number and type): _____

Met with death (or injuries) resulting from and directly caused by a dog or dogs owned by:

Dog Owners Name: _____

Dog Owner's Address: _____

Upon or before the discover of the death of the animals, I observed the following (describe the incident):

Therefore I assess the fair and reasonable market value of animals as described:

#: _____ value each: _____ Total Amount: \$ _____

#: _____ value each: _____ Total Amount: \$ _____

#: _____ value each: _____ Total Amount: \$ _____

Have you paid the current dog tax on all dogs owned by you? (yes or no): _____

Signature: _____ Date: _____

Print Name: _____ Address: _____

Affidavit of Death or Disposal of Dog

STATE OF WISCONSIN }
POLK COUNTY } SS.

I, _____, residing at _____,
(Name) (Address)

hereby certify that the following described dog:

Name: _____

Sex: _____

Breed: _____

Age: _____

Color: _____

Marking: _____

Which was listed by the treasurer in the _____
(Municipality)

in compliance of the Wisconsin Dog Licensing Law, has been disposed of as follows:

Died or Killed on _____ or
(Date of Death)

Sold or Given to: _____, of _____
(Name of New Owner) (Address of New Owner)

on _____.
(Date of Relinquishment)

Signed by owner: _____ Date: _____

Printed Owner Name: _____

Note: If a dog is sold or given to a person in a different county, a duplicate affidavit should be sent to the Count Clerk of that county.

NOTICE TO DOG OWNERS IN POLK COUNTY

RABIES VACCINATIONS AND DOG LICENSES ARE REQUIRED UNDER THE STATUTES

Wis. Stats. 174.042 (4): If the owner of a dog negligently or otherwise permits the dog to run at large off premises or be untagged, the owner shall forfeit no less than \$25.00 nor more than \$100.00 for the first offense and not less than \$50.00 nor more than \$200.00 for subsequent offenses. Wis. Stats. 95.21(2) requires that dogs be vaccinated for rabies by a veterinarian at no later than 5 months of age and revaccinated within one year after the initial vaccination and every 3 years thereafter.

It is now time to license your dog(s). This needs to be done every year. The dog tag application form needs to be returned on or before January 31st. Dog license **fees are payable in full to local municipal treasurers. Send separate check** for license fees. **Do not include in tax payment or on tax statement.**

Individual Dog Fees

Un-Neutered Male or Un-Spayed Female: \$8.00

Neutered Male or Spayed Female: \$3.00

Option for Multiple Dogs License Fees:

\$35.00 for 12 or fewer dogs plus \$3.00 for each dog in excess of 12

Fill in the information on this page to accompany dog license payments; list additional dogs on the back of this page. **Please make one check for all the dogs. I will need two separate checks if you're paying for dog license and property taxes at the same time.**

****REMINDER: That a \$5.00 penalty will be assessed after April 1st for each unlicensed dog. The delinquent dog owners list will be turned over to the District Attorney for collection.**

Please make checks payable to: _____ & send to: _____

 Thank you for your cooperation. _____

(Please cut on dotted line and mail or hand deliver to treasurer)

OWNER'S NAME (print) _____ TELEPHONE # _____

ADDRESS _____

	DOG 1	DOG 2	DOG 3
Sex: Check one box per column.	<input type="checkbox"/> Male \$8 <input type="checkbox"/> Neutered Male \$3 <input type="checkbox"/> Female \$8 <input type="checkbox"/> Spayed Female \$3	<input type="checkbox"/> Male \$8 <input type="checkbox"/> Neutered Male \$3 <input type="checkbox"/> Female \$8 <input type="checkbox"/> Spayed Female \$3	<input type="checkbox"/> Male \$8 <input type="checkbox"/> Neutered Male \$3 <input type="checkbox"/> Female \$8 <input type="checkbox"/> Spayed Female \$3
Dog Name			
Breed			
Color			
Rabies Tag #			
Vaccination Date			
Expiration Date			
Clinic			

MULTIPLE DOG LICENSE OPTION

Number of dogs (up to 12) _____ \$35.00 Fee = \$ _____
 Number of dogs in excess of 12 _____ x \$3.00 per dog = +\$ _____
 Total Multiple Dog License Fee.....\$ _____

Upon **payment of the required fee for each dog listed**, the license(s) and tag(s) will be issued. I hereby certify that I have read and understand the above and that my dog(s) has been vaccinated for rabies and that all statements made by me are correct.

(Signed) _____