



# TOWNSHIP OF LONG HILL

## HOW TO APPLY FOR A **NEW** DOG LICENSE ONLINE

1. Visit [www.longhillnj.gov](http://www.longhillnj.gov) and click on forms, permits, licenses.

The screenshot shows the homepage of the Township of Long Hill website. The header includes the date 'Wednesday, December 23, 2020' and a search bar. The main navigation menu is located below the header, with options: Home, Departments, Government, Documents / Forms, Community, Calendar, and Contact. The 'Documents / Forms' menu is open, displaying a dropdown list with the following items: FORMS - Forms, Permits, Licenses; AGENDAS and MINUTES; Township Committee; Planning Board; Board of Adjustment; Environmental; Open Space Advisory; DOCUMENTS; Financial Documents; and New Ordinances. The left sidebar contains sections for News, LHTV Bulletin Board, Affordable Housing, Land Diversification, COVID-19 Information, COVID-19 Task Force Information, CURRENT NEWS, Holiday Garbage and Recycling Notice, Morris County - Latest Storm Update and Preparation Tips, LHT Office of Emergency Management: Winter Storm Information Tuesday, December 15th, FirstEnergy Utilities Preparing for Powerful Winter Storm to Impact Region Beginning Wednesday, and Morris County is now offering FREE at-home. The right sidebar features a link to Employment Application, a Facebook icon, and a link to Staff Flag Orders. The footer contains information about Town Hall Municipal Building Office Hours, Town Hall Municipal Court Hours, and Department of Public Works Hours.

2. Visit [www.longhillnj.gov/forms/index.html](https://www.longhillnj.gov/forms/index.html). Click on Dog License.

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### Township of Long Hill Forms, Permits and Licenses

The Permits, Forms and Licenses are listed in alphabetical order. If you need additional information for a document, click on the link to the issuing department.


Many of the documents below are provided as PDF documents. You will need a free PDF reader to view and print them. Adobe™ provides a Free Adobe PDF Reader if you need one. [Click Here](#).

Document Title	Department
Application for Development <ul style="list-style-type: none"><li>– Planning Board &amp; Zoning Board of Adjustment</li><li>– Checklist A</li><li>– Checklist B (Bulk Residential Variances Only)</li><li>– Schedule of Fees &amp; Escrow Deposits</li></ul>	Planning & Zoning
Application for Employment	Clerk
Bingo Application	Clerk
Bulletin Board Request Form	Communications
Clothing Box Application	Clerk
Construction Permit Application & Related Forms	Construction
Court Records Request Form	Municipal Court
Disaster Terrorism Preparation (PDF)	Emergency Management
Dog License (PDF)	Clerk
Fire Prevention Activity Permit (PDF)	Fire Prevention
Fire Prevention Affidavit In Lieu of Inspection	Fire Prevention
Fire Application for Non-Life Hazard use (PDF)	Fire Prevention
Food License Application (PDF)	Bernards Twp Health Department
Landlord Registration (PDF)	Clerk
MMV Bulletin Board Request Form	Communications

3. Next Create an Account.

SDL | PORTAL Documentation Clients Products About Account

Sign In to the SDL Portal



Sign In

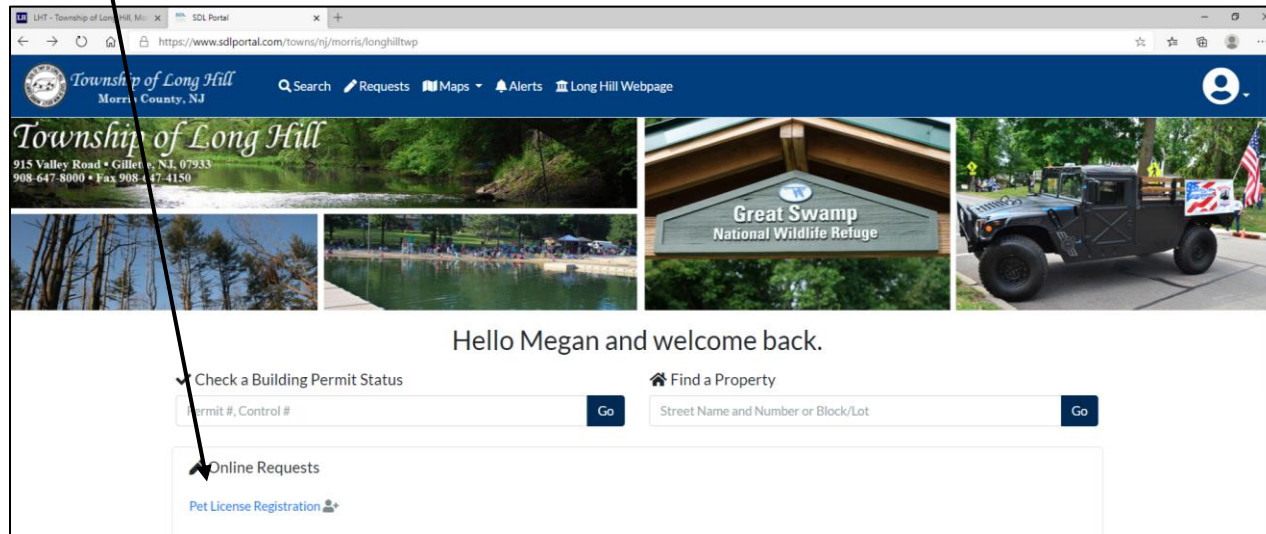
☐ Sign In as an SDL User [Forgot password?](#)

Create an account

Home Terms of Service Privacy News Contact

© 2020 Spatial Data Logic Inc. All Rights Reserved [Help](#)

4. Once your account is set up you can apply for a PET LICENSE REGISTRATION. Below you will see a picture of the homepage with ONLINE REQUEST – PET LICENSE REGISTRATION. Click PET LICENSE REGISTRATION.



4. Choose "I need a New license for a pet" and add the rabies expiration date.

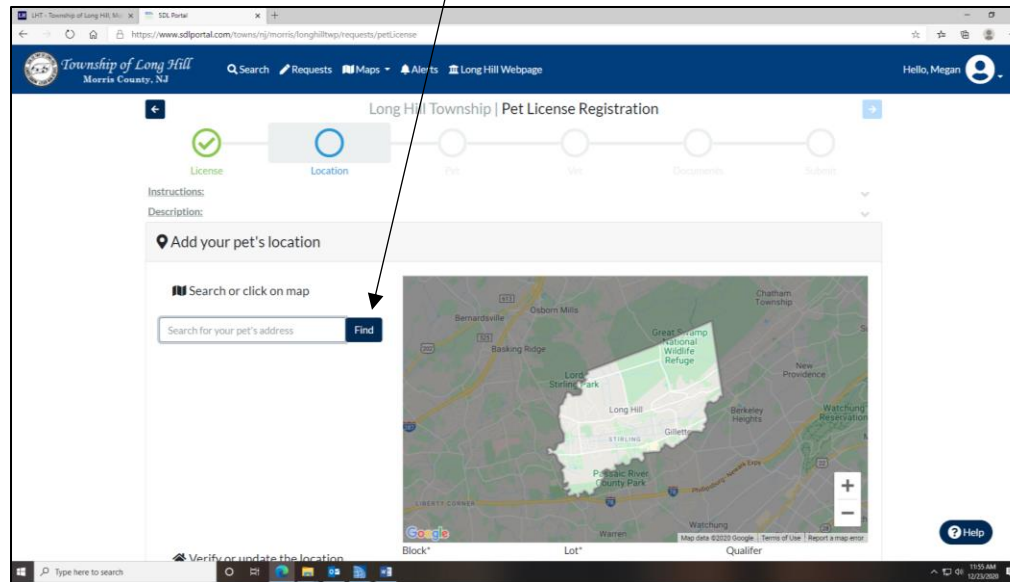
The screenshot displays the "Long Hill Township | Pet License Registration" form. A progress bar at the top indicates the current step is "License". The "Instructions" section lists the steps: "Choose your type of application", "Select the type of pet you are applying for", "Add your pet's rabies expiration", and "Estimated License fees". The "Description" section contains the following information:

- Choose your type of application:** Two radio buttons are shown: "I need a New license for a pet" (selected) and "I need a Renewal for an existing pet license".
- Pet Type\*:** A dropdown menu is set to "DOG".
- Rabies Vaccination Expiration\* (Valid after 10/31/2021):** A date field is labeled "Date of Expiration" and is highlighted with a red border. A red error message below it states "Expiration must be after 10/31/2021".
- Estimated License fees:** A table shows the following fees:

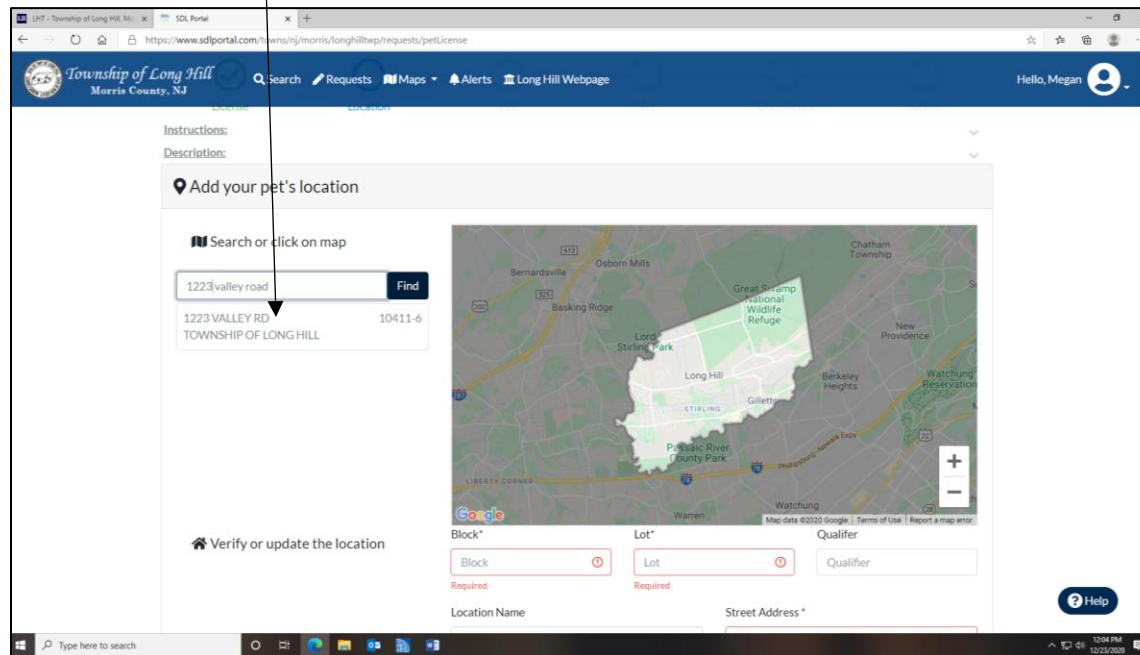
	1 Year
Spay/Neuter	\$17.50
Unaltered	\$20.50

A "Help" button is located in the bottom right corner. A blue arrow points from the instruction text above to the "I need a New license for a pet" radio button.

5. Next add your pets location by searching your address. Click Find.



6. Once your address pops up click the address itself.



7. The address will automatically populate into the below fields, verify the information is correct and click the arrow to continue.

The screenshot shows the Township of Long Hill website with a map of the area. A black arrow points from the map to the 'Verify or update the location' form. The form contains the following fields:

- Block\*: 10411
- Lot\*: 6
- Qualifier: Qualifier
- Location Name: Name
- Street Address\*: 1223 VALLEY RD
- Unit / Suite / Apartment: Unit
- City\*: Long Hill Township
- State\*: NJ
- Zip Code\*: 09733
- Location Phone: Phone

At the bottom of the form, there is a blue arrow pointing right. Below the form, a message states: "This process is monitored to ensure quality. You are connecting from: warren, NJ, US (71.251.199.250)".

8. Next you will be prompted to add your pet's information; including name, breed and owner information.

The screenshot shows the 'Add your pet's information' form on the Township of Long Hill website. The form is divided into two main sections: 'Add your pet's details' and 'Pet owner details'.

**Add your pet's details**

- Pet Name\*: Pet Name (Required)
- Breed\*: (Required)
- Pet Microchip: Microchip Number
- Pet Date of Birth: Date of birth or best estimate
- My pet is spayed/neutered: ☐
- My pet is considered dangerous by town/county: ☐
- My pet's breed is not on the list: ☐
- Female: ☒
- Male: ☐

**Pet owner details**

- Pet Owner Name\*: Megan Phillips
- Owner Phone Number\*: Owner Phone (Required)
- Owner Mobile Number: Owner Mobile
- Owner Email: municipalclerk@longhillnj.us

1. you will be prompted to add your pets vet information.

The screenshot shows a web browser window with the URL <https://www.sdlportal.com/towns/nj/morris/longhill/wp/requests/petLicense>. The page header includes the Township of Long Hill logo and navigation links. The main content area is titled 'Add your Pet's Veterinarian Information' and contains two sections: 'Veterinarian Contact Info' and 'Veterinarian Address'. The 'Contact Info' section has fields for 'Veterinary Hospital/ Dr. Name\*' (with a sub-field 'Veterinary Name'), 'Phone\*' (with a sub-field 'Veterinarian Phone'), and 'Veterinarian Contact'. The 'Address' section has fields for 'Street Address', 'City', 'State' (a dropdown menu), 'Zip Code', 'Unit / Suite / Apartment', and 'Unit'. There are 'Required' labels next to the 'Name' and 'Phone' fields. At the bottom, a message states 'This process is monitored to ensure quality. You are connecting from: warren, NJ, US (71.251.199.250)'.

2. In order to complete the online registration request for a new pet registration you will have to upload proof of rabies and proof of spay/neuter if applies.

The screenshot shows the 'Long Hill Township | Pet License Registration' progress page. At the top, a progress bar shows five steps: 'License' (green checkmark), 'Location' (green checkmark), 'Pet' (green checkmark), 'Vet' (green checkmark), and 'Documents' (blue circle). Below the progress bar, the 'Documents' section is active. It contains a message 'At least one uploaded file is required.' and a note 'Please attach documentation with proof of rabies.' A large dashed box with the text 'Drop files here to upload' is provided for document upload. At the bottom, a message states 'This process is monitored to ensure quality. You are connecting from: warren, NJ, US (71.251.199.250)'.



3. Review the information and then click “SUBMIT REQUEST.”

The screenshot shows the 'Confirm your information and submit your request' page on the Township of Long Hill website. The page includes a header with the township logo and navigation links. A sidebar on the left contains links for 'Instructions', 'Description', 'Review your information', and 'Submit your request'. The main content area displays a summary of the request details: 'To: Long Hill Township', 'From: Megan Phillips (municipalclerk@longhillnj.us)', 'Type: DOG', 'License Type: NEW', 'Pet Name: REBEL', 'Pet Breed: SHELTYE', 'Pet Location: 1223 VALLEY RD', and 'Files: 1 file'. A blue 'Submit Request' button is located at the bottom right of the summary box. Below the summary, there is a section titled 'After you submit your request you should:' with a list of instructions.

Instructions:  
Description:

Confirm your information and submit your request

Please contact a town official if you have questions regarding your request. **Please note:** Most requests require a town official to verify the information submitted and it may take several days to several weeks for the request to be processed depending on the type of request submitted.

Review your information

Submit your request

After you submit your request you should:

- Receive a confirmation email with the details of your request
- Verify the information in your email and the online request page
- Be contacted by a town official if more information is required
- New applications will be reviewed by a town official and they will approve and send notification or contact you directly for more information
- You can monitor the progress of all of your requests from your [Account Page](#)

Submit Request

4. You will receive confirmation that your request has been submitted and a tracking number in case you have questions on status.

The screenshot shows the confirmation page after submitting the request. The page includes the same header and sidebar as the previous screenshot. The main content area displays a green checkmark and the text 'Your request was submitted'. To the right, there is a summary of the request details, identical to the previous screenshot. Below the summary, there is a section titled 'Thanks! Your request has been submitted.' with the text 'Your Pet License Registration request has been sent and Request PR-6409849 has been created.' and two buttons: 'Print Confirmation' and 'Create Another Request'.

Confirm your information and submit your request

Please contact a town official if you have questions regarding your request. **Please note:** Most requests require a town official to verify the information submitted and it may take several days to several weeks for the request to be processed depending on the type of request submitted.

Review your information

Submit your request

After you submit your request you should:

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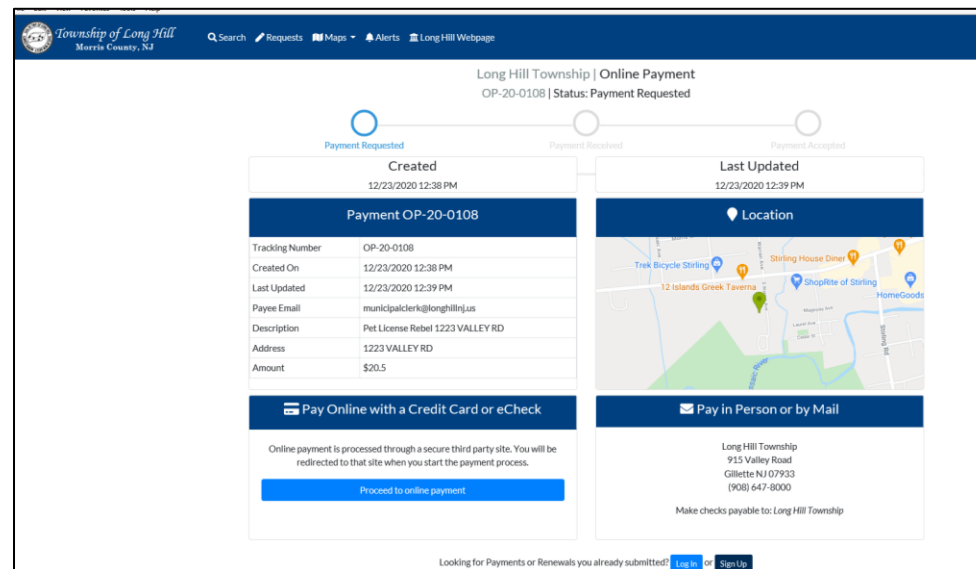
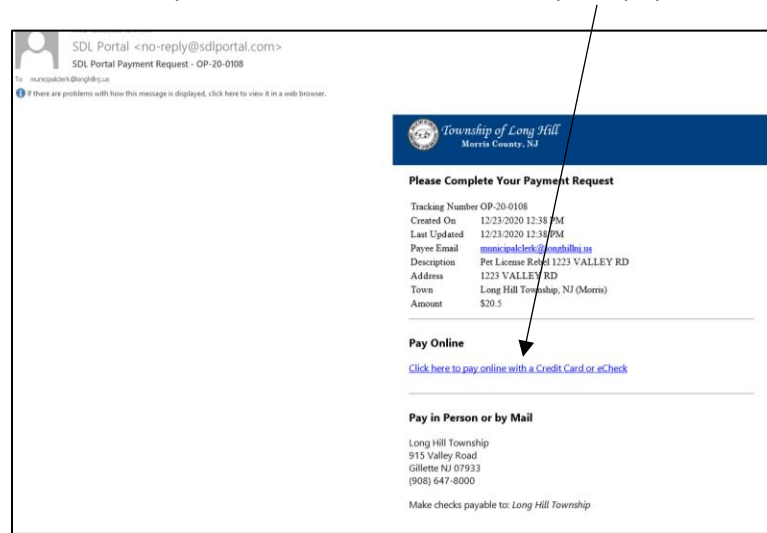
Thanks! Your request has been submitted.

Your Pet License Registration request has been sent and Request PR-6409849 has been created.

Print Confirmation

Create Another Request

5. Once the application is reviewed by the Clerk's office you will receive an email to complete payment. Example of email below.



6. You have the option to complete the payment via credit card and online which will look like the screen below. (Please be advised there is a convenience fee.) If you do not want to pay online please submit payment in the Town Hall drop box or mail 915 Valley Road, Gillette, NJ 07933.



Cart Summary

Please review your cart summary and note the non-refundable service fee that will be added to your transaction.

Payment Item	Reference Number	Amount
Animal Licensing Online	Dog License Fee	\$16.30
Animal Licensing Online	Registration Fee	\$1.00
Animal Licensing Online	Pilot Fee	\$0.20
Animal Licensing Online	Population control fee	\$3.00
MunicipalPay Service Fee Township of Long Hill, NJ (non-refundable)		\$3.00
Total:		\$23.50

Customer agrees to pay the above total amount according to the card issuer agreement & understands a non-refundable service fee will be charged to allow a payment via credit card. Additionally, Customer has verified that the information above is correct. (required)

Cancel

Next

Key Enter Card

Pay with E-Check

VISA

DISCOVER

PayPal

First Name\*

Last Name\*

Email Address\*

Street Address\*

City\*

State\*

Postal Code\*

Phone Number\*

Card Number\*

Exp. Month\*

Exp. Year\*

Card Sec. Code\*

7. Once payment is received dog license will be mailed out.