

# **Welcome to the Public Access Portal for Municipal Law Enforcement Animal Tag Applications**

This guide provides the steps to submit an application for a Annual, Lifetime, Service Dog, Livestock Guardian Dog or a Replacement Animal Tag.

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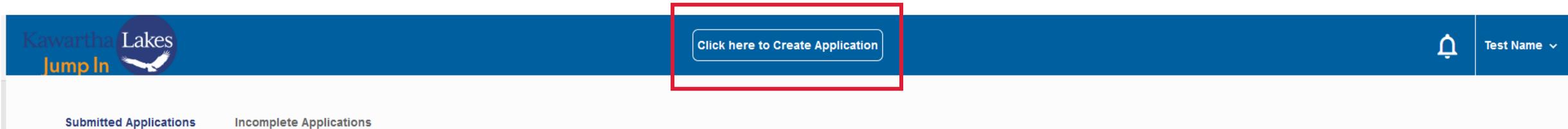
[Support Contacts](#)

Click any of the links to go directly to that specific topic within this help guide.

# Step 1 - Log into the Public Access Portal

## Start an application:

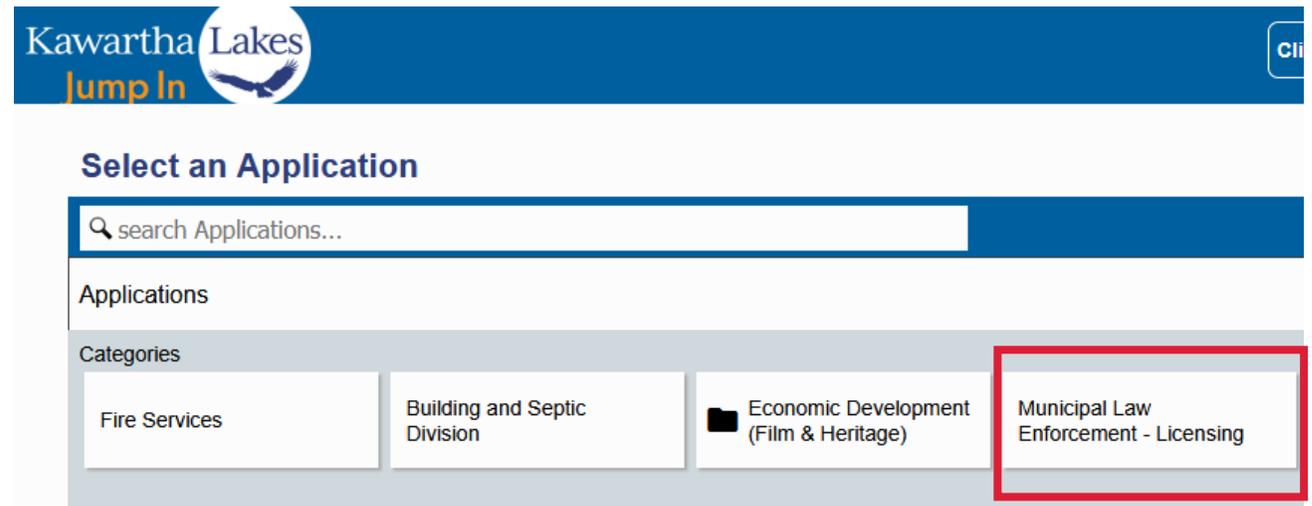
- Log into the Public Access Portal by entering your email and password.
- When you're logged in, the Home Page is displayed.
- Select the 'Click here to Create Application' button (red rectangle in screenshot below)
- The application categories that you can choose from will be displayed.



## Step 2 – Select Application Category

### Application Categories:

- Select Municipal Law Enforcement Animal Licensing' to access the available applications.
- There are six dog tag applications to select from and a replacement tag application. See next page.
- For the purpose of this user guide, the Lifetime Dog Tag – Altered will be illustrated.



## Step 2 – Select Application Category

### Application Categories:

- Select the desired tag to start the application.



**Select an Application**

search Municipal Law Enforcem...

Applications > Municipal Law Enforcem...

Applications

Animal Tag Application (Dog and Cat)	Animal Tag (Dog and Cat) - Replacement Tag Application
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## Step 3 - Start an Application

### Start an Application

- After selecting the permit you're applying for, the Application Help screen is displayed for your review.

### Application Help:

- A help screen containing information about the type of application you selected will appear.
- Click 'OK' to continue or the red 'X' to cancel the application.
- Click 'Begin Application' to start the application process.

x

### Application Help

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On the Address Line of the Application, please enter the Property Civic Address.

**Animal Tag Fees:**

- Lifetime Tag \$100.00
- Annual Tag - Unaltered \$50.00
- Annual Tag - Spayed/Neutered \$45.00
- Service Dog - No Charge
- Livestock Guardian Dog - No Charge

Please note the application fee is Non-Refundable.

For the safety and security of all dogs and cats, owners are required to register their pets in accordance with By-Law 2021-072 of the Corporation of the City of Kawartha Lakes. Please complete this form in full and provide all required supporting documents and applicable fees. Failure to maintain a valid registration is a violation of the by-law and may result in fines and/or penalties. For further information, please contact the nearest Municipal Service Centre.

Dogs and cats in Kawartha Lakes must be licensed for the current calendar year (January 1 to December 31). Licenses are available for purchase at any of the Municipal Service Centres, by mail, or through our online application. You may also contact the Municipal Law Enforcement and Licensing Division by email to update licence tag information or to provide proof of vaccination.

If you would like a hardcopy of your dog license, please contact any Municipal Service Centre or the Municipal Law Enforcement and Licensing division.

Personal information contained on this form is collected pursuant to the Municipal Act, 2001 and will be used for the purpose of responding to your request. Questions about the collection of this information should be directed to the City Clerk at [clerks@kawarthalakes.ca](mailto:clerks@kawarthalakes.ca).

# Step 4 – Application Overview

## Filling in the application form

- There are several sections on the permit application:

**Application: Animal Tag Applications**

**1 Main**

Additional Description test line for permit

Address for Permit Application



Esri, USGS | Province of Ontario, Esri

**2 People**

**3 DataGroup**

**4 Rel Docs**

**5 Payment**

## Step 5 – Application Section 1: Main

### Filling in the application form – Section 1

#### Section 1: Main

- Additional Description: adding an additional description is optional.
- Address Line: Enter the Civic Address for the property.
- A drop down address suggestion list may appear if a partial address has been entered. Select the address from the list.
- Click the 'Clear' button to remove entries in the Application Description and Address field.
- Click the 'Cancel' button to return to the Home Page.
- Click the 'Next' button to continue.

#### Application: Animal Tag Applications

##### 1 Main

Additional Description test line for permit

Address for Permit Application

# Step 6 – Application Section 2: People

## Filling in the application form – Section 2

### Section 2: People

- Application Information:
  - Enter the Animal Owner information for the permit.
  - If your contact information is the same as your login information, click on the 'Use My Information' button to copy.
- **Red font** indicates mandatory entry fields.
- Click the 'Clear' button to remove entries in the Applicant fields.
- Click the 'Cancel' button to return to the Home Page.
- Click the 'Next' button to continue the application process.

**Application: Animal Tag Applications**

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1 Main

---

2 People

**Animal Owner** [more....](#)

**Name** \_\_\_\_\_

**Address Line1** \_\_\_\_\_

**City Name** \_\_\_\_\_ **Province** \_\_\_\_\_ **Postal Code** \_\_\_\_\_

**Phone (Primary)** \_\_\_\_\_ **Phone (Alternate)** \_\_\_\_\_

**Email** \_\_\_\_\_

**Comment** \_\_\_\_\_

## Step 7 – Application Section 3: Data Group

### Filling in the application form – Section 3

#### Section 3: Data Group – Application Information

Mandatory fields; **red** indicates mandatory entry fields.

- Check all that applies for this permit.
- Enter all the General Animal Tag Information.
- Enter the Livestock Guardian Information if applicable.
- Enter the Animal Tag Delivery Selections.
  - Select whether the tag is to be Mailed or will be Picked Up at a selected location.
  - If mailing addressed is different from your applicant address, provide the mailing address.
  - If tag is being picked up, select your chosen location.
- Click the 'Clear' button to remove entries.
- Click the 'Cancel' button to return to the Home Page.
- Click the 'Next' button to continue the application process.

Select the Animal Tag from the list

! Animal Tag Types  
Select a value

General Animal Tag Information

! Name:  
Text

! Breed:  
Text

! Sex:  
Select a value

! Colour:  
Text

E.I.D. (Tattoo/Microchip#):  
Text

! Age (years):  
Number

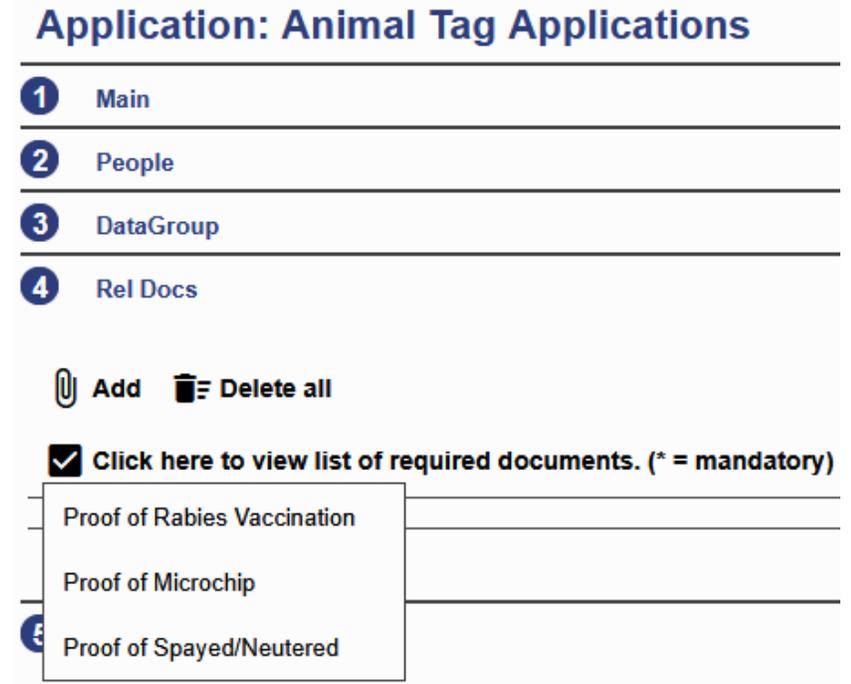
# Step 8 – Application Section 4: Related Documents

## Upload required documents – Section 4

### Section 4: Related Documents

This process requires supporting documents to be attached to the application:

- To view the list of recommended documents, click here
  - Note that this lists three recommended documents for this permit.
  - \* = mandatory required documents.
- To upload a document. Click 'Add' .
- Select the document you want to add.
- Select 'Open' to upload the document to the application
- Once uploaded, you will see the document attached to the application.
- If needed, repeat the above steps to attach all required and/or recommended documentation for the permit. Once documents are uploaded you **must** update the label name. See next page for instructions.



**Application: Animal Tag Applications**

- 1 Main
- 2 People
- 3 DataGroup
- 4 Rel Docs

 Add  Delete all

**Click here to view list of required documents. (\* = mandatory)**

Proof of Rabies Vaccination	
Proof of Microchip	
Proof of Spayed/Neutered	



## Step 8 – Application Section 4: Related Documents cont.

### Adding Labels to Attachments

#### Section 4: Related Documents

Once all documents have been uploaded, the label for the attachment will require updating before continuing with the application:

- Click 'Label' and the document list is displayed.
- Select the appropriate label name for the attachment.
- Once the label for all the attachments has been completed, click 'Next' to continue.

Please select LABEL name after attaching document.

Label	13.15 KB 2026-02-19T16:25:06Z
Proof of Rabies Vaccination	
Proof of Microchip	
Proof of Spayed/Neutered	



## Step 9 – Application Section 5: Fees & Payments

### Filling in the application form – Section 5

#### Section 5: Fees

- The fee for the permit is required to be paid with the application submission.
- If the tag is to be Mailed, the Mailing Fee will be shown.
- Click the 'Cancel' button to return to the Home Page.
- Click the 'Previous' button to return to the previous page.
- To continue with a payment:
- Click 'Check here to pay'. Pay Now button is enabled. Click 'Pay Now'.
- Click the 'Submit' button to submit the application.

Fee	Amount	Amount Paid	Amount Due
Mailing Fee	\$0.00	\$0.00	\$0.00
Animal Tag Fee	\$100.00	\$0.00	\$100.00
<b>Total Fees: \$100.00</b>		<b>Total Paid: \$0.00</b>	<b>Total Due: \$100.00</b>

Payment Amount: \$100.00

Pay Pal

Check here to pay.  [Pay Now](#)

# Step 10 – Terms and Conditions

## Submitting the application

Once you've submitted the application, the Terms and Conditions page will be displayed for your review:

- Click 'Accept' to agree with the Terms and Conditions and Continue
- Once you've accepted the terms and conditions, you will be directed to the application submission.
- Click 'Decline' to return to the previous section.

Terms and Conditions

Animal Tag Registration – Terms and Conditions

Acceptance of the terms and conditions constitutes your signature and that you agree you have read and agree to the terms and conditions. By submitting this application, the applicant agrees to the following:

1. Accurate Information: I certify that all information provided in this application is true, complete, and accurate to the best of my knowledge.
2. Owner Responsibility: I agree to comply with all provisions of the Animal Control By-law, including licensing, leashing, containment, and vaccination requirements.
3. Tag Display: I agree to ensure my dog wears the issued dog tag at all times when off my property, as required under municipal by-laws.
4. Non-Transferable License: I acknowledge that the dog tag is assigned to a specific dog and cannot be transferred to another animal.
5. Fees and Renewals: I agree to pay all required licensing fees and understand that licenses must be renewed annually or as set by the municipality.
6. Inspection and Enforcement: I understand that failure to comply with the Animal Control By-law may result in penalties, fines, or legal action as permitted by law.
7. No Liability: I acknowledge that the City is not responsible for any loss, injury, or damages related to my dog's actions or behaviour.
8. Consent to Contact: I consent to the City contacting me for matters related to the Animal Control By-Law, licensing, animal control, or returning a lost dog.

[Decline](#) [Accept](#)

# Submitted Application

After submitting your application and making your payment, the application details will be displayed.

A thank you email with the application number will be forwarded by email.

- Application status is Open.
- Application will be reviewed.
- Click on the 'Kawartha Lakes' logo to return to the Home Page.
- After your application has been processed, an email will be sent indicating the status.



[← Back](#)
[📍 Map](#)

### Application

Animal Tag Applications DOG2026-061	26 Francis St, Lindsay, Ontario, K9V 6H7 No Application Name	Open Actions...	Created:02/19/2026 Expires:05/19/2026
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### People

Title	Name	Address
Animal Owner	Test User	26 Francis Street, Lindsay, ON, K9V5R8

### Addresses

Address	Location Type	Location Id
26 Francis St, Lindsay, Ontario, K9V 6H7	-	-

### Data

Select the Animal Tag from the list

Animal Tag Types

Select a value

Cat - Lifetime Tag Altered

### General Animal Tag Information

Name:

Text

### Fees

Fee	Amount	Amount Paid	Amount Due
Mailing Fee	\$0.00	\$0.00	\$0.00
Animal Tag Fee	\$100.00	\$0.00	\$100.00
Total Fees: \$100.00		Total Paid: \$0.00	Total Due: \$100.00

### Payments

Payment Type	Received By	Payment
No payments to display.		\$0.00
		Total: \$0.00

### Related Documents

[📎 Add](#)
[🗑️ Delete all](#)

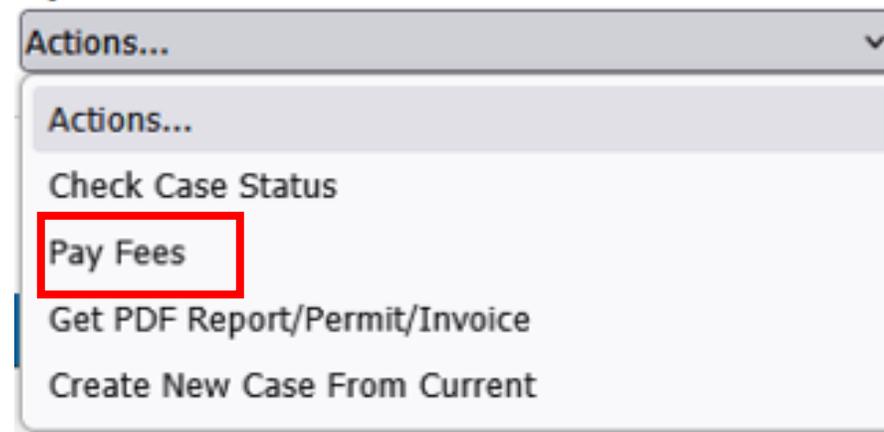
[Click here to view list of required documents. \(\\* = mandatory\)](#) Please select LABEL name after attaching document.

## Making a Payment

If a fee is required, you may pay through the online portal.

- Log into the public access portal.
- To pay your fee, in the Actions field, click the drop down and select 'Pay Fees' (red rectangle).
- The fees page will open. To continue, check the box next to 'Check here to pay' and select 'Pay Now'.
- You will now be directed to the PayPal gateway.
- See the **Online Portal User Guide** for further PayPal instructions.
- Once payment has been made, you will be returned to the application details page.

Open



## Online Portal Options and Logging Out

- To return to the Public Access Portal Home Page, click on the 'Kawartha Lakes' logo.
- To create another permit application, click the 'Click here to Create Application' button,
- To log out, click the drop down arrow on the right side of your user name and select 'Log Out'.

**Thank you for using our online Public Access Portal**



If you have any questions, please contact Municipal Law Enforcement by using the contact information below:

**Municipal Law Enforcement**  
**705-324-9411**  
**extension 1328**  
[licensing@kawarthalakes.ca](mailto:licensing@kawarthalakes.ca)