



TOWNSHIP OF LONG HILL

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

1. Visit 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 'Documents / Forms' selected. A dropdown menu is open, showing the following options:

- FORMS - Forms, Permits, Licenses
- AGENDAS and MINUTES
 - Township Committee
 - Planning Board
 - Board of Adjustment
 - Environmental
 - Open Space Advisory
- DOCUMENTS
 - Financial Documents
 - New Ordinances

The main content area on the left features a 'CURRENT NEWS' section with several articles, including 'Holiday Garbage and Recycling Notice' and 'Morris County - Latest Storm Update and Preparation Tips'. On the right, there are links for 'Employment Application', 'Long Hill' logo, a Facebook icon, and 'Staff Flag Orders'. At the bottom, there are sections for '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. Click on Dog License.

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 – Planning Board & Zoning Board of Adjustment – Checklist A – Checklist B (Bulk Residential Variances Only) – Schedule of Fees & Escrow Deposits	Planning & Zoning
Application for Employment	Clerk
Bingo Application	Clerk
Bulletin Board Request Form	Communications
Clothing Bag 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
LLPV Bulletin Board Posting Request Form	Communications

3. Next Create an Account.

SDL PORTAL Documentation Clients Products About Account

Sign In to the SDL Portal

Email or User Name

Password

Sign In

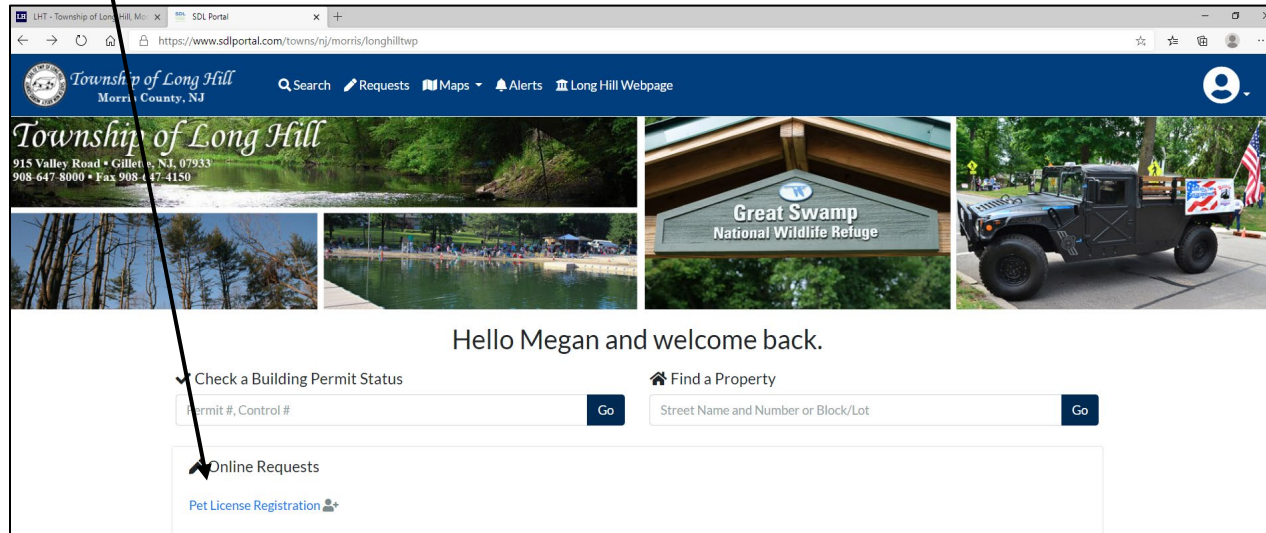
Sign In as an SDL User [Forgot password?](#)

[Create an account](#)

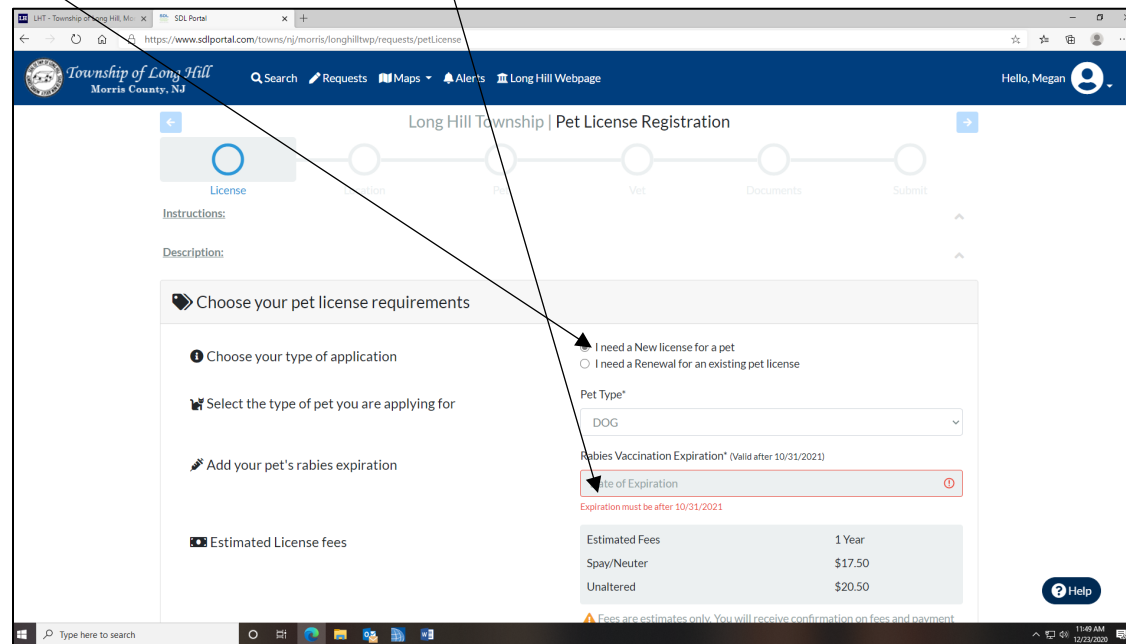
Home Terms of Service Privacy News Contact

© 2020 Spatial Data Logic Inc. All Rights Reserved Help

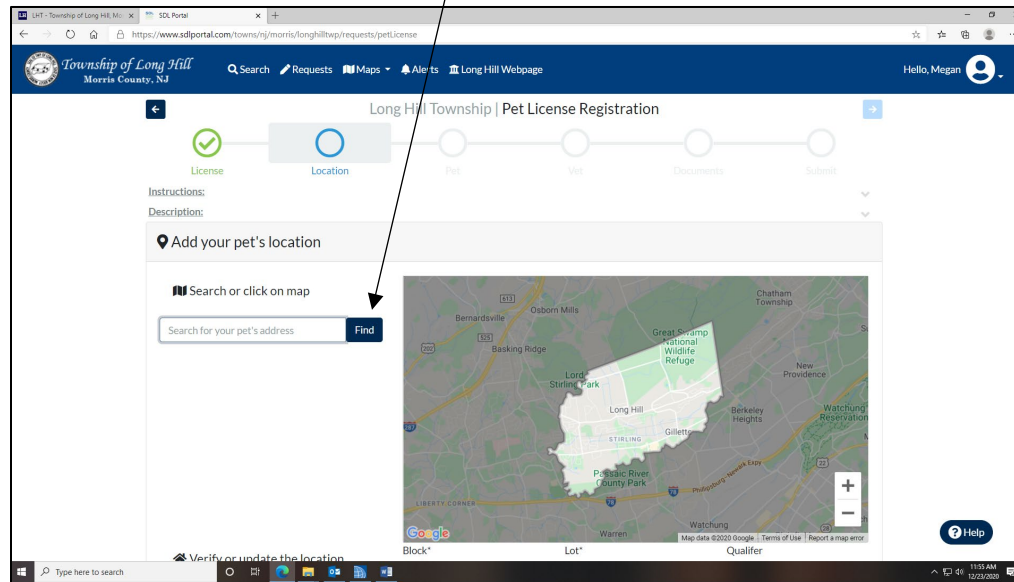
4. Once your account is set up you can apply for a PET LICENSE REGISTRATION. Below you will see a picture of the homepage with ONLINE REQUEST – PET LICENSE REGISTRATION. Click PET LICENSE REGISTRATION.



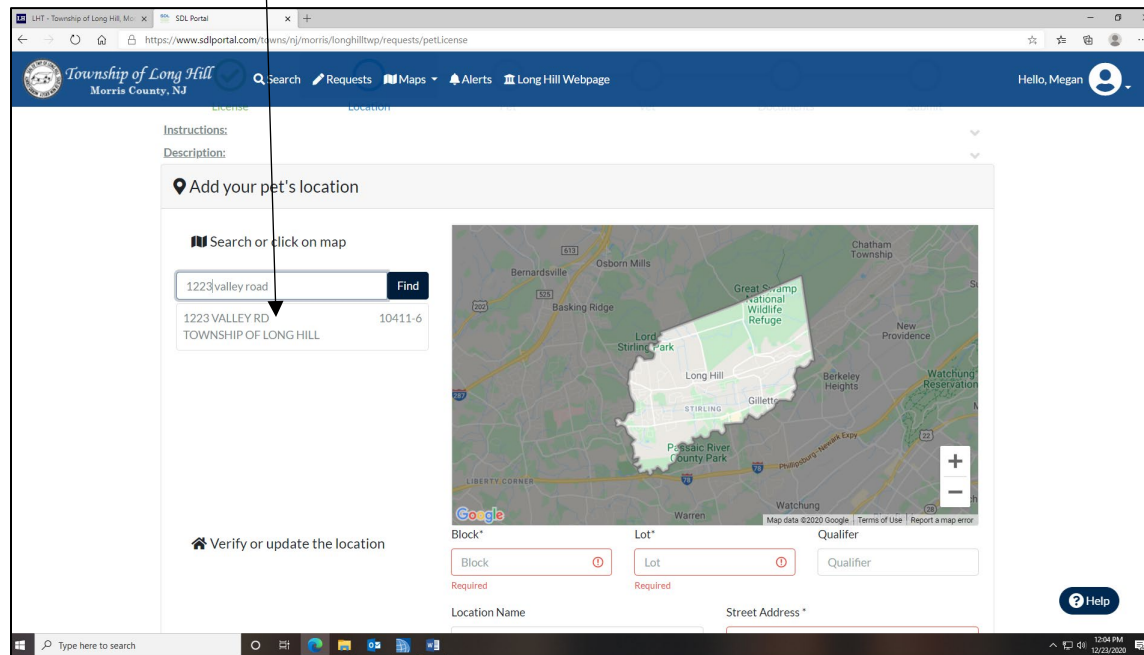
4. Choose "I need a New license for a pet" and add the rabies expiration date.



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.

Verify or update the location

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

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.

Instructions:

Description:

Add your pet's information

Include the pet's details

Pet Name* Pet Name* Breed* Breed*

Required Required

Pet Microchip Pet Date of Birth My pet's breed is not on the list.

Microchip Number Date of birth or best estimate Female Male

My pet is spayed/neutered. My pet is considered dangerous by town/county.

Pet owner details

Pet Owner Name* Megan Phillips

Owner Phone Number* Owner Mobile Number

Owner Phone Owner Mobile

Owner Email municpalclerk@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/longhillwp/requests/petLicense>. The page title is "Township of Long Hill, Morris County, NJ". The main heading is "Add your Pet's Veterinarian Information". The form is divided into two sections: "Veterinarian Contact Info" and "Veterinarian Address".

Veterinarian Contact Info:

- Veterinary Hospital/ Dr. Name***: Includes a "Veterinary Name" field (required) and a "Veterinarian Contact" field.
- Phone***: Includes a "Veterinarian Phone" field (required) and an "Email" field.

Veterinarian Address:

- Street Address**: Includes a "Veterinarian Street Address" field.
- Unit / Suite / Apartment**: Includes a "Unit" field.
- City**: Includes a "City" field.
- State**: Includes a "State" dropdown menu.
- Zip Code**: Includes a "Zip" field.

At the bottom of the form, there is a status message: "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 a web browser window with the URL <https://www.sdlportal.com/towns/nj/morris/longhillwp/requests/petLicense>. The page title is "Long Hill Township | Pet License Registration". A progress bar at the top shows the following steps: License (checked), Location (checked), Pet (checked), Vet (checked), Documents (active), and Submit (pending).

Pet License Registration Documents

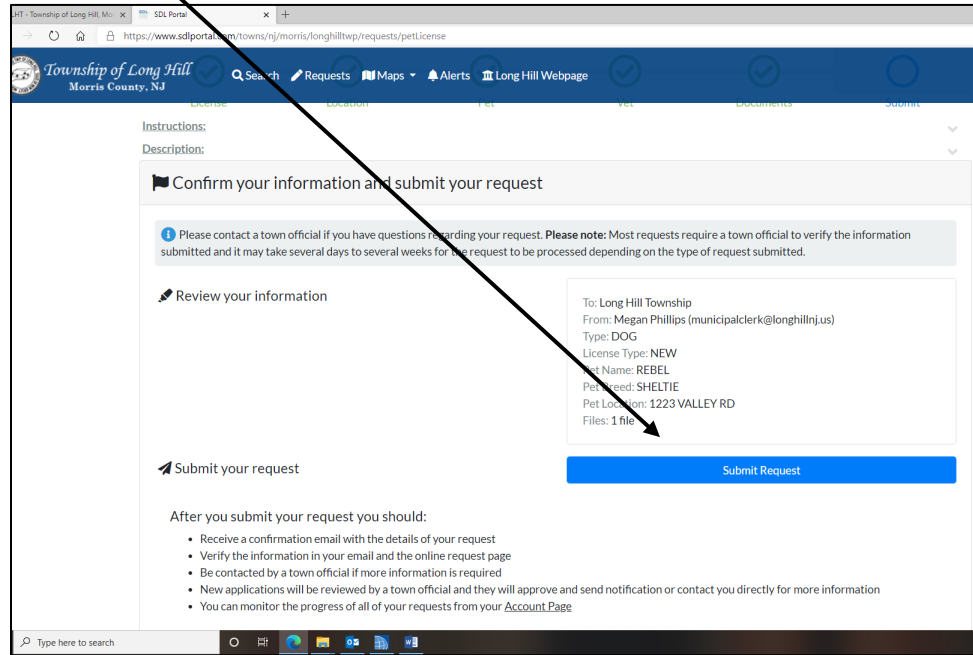
Your documents

- At least one uploaded file is required.
- Please attach documentation with proof of rabies.

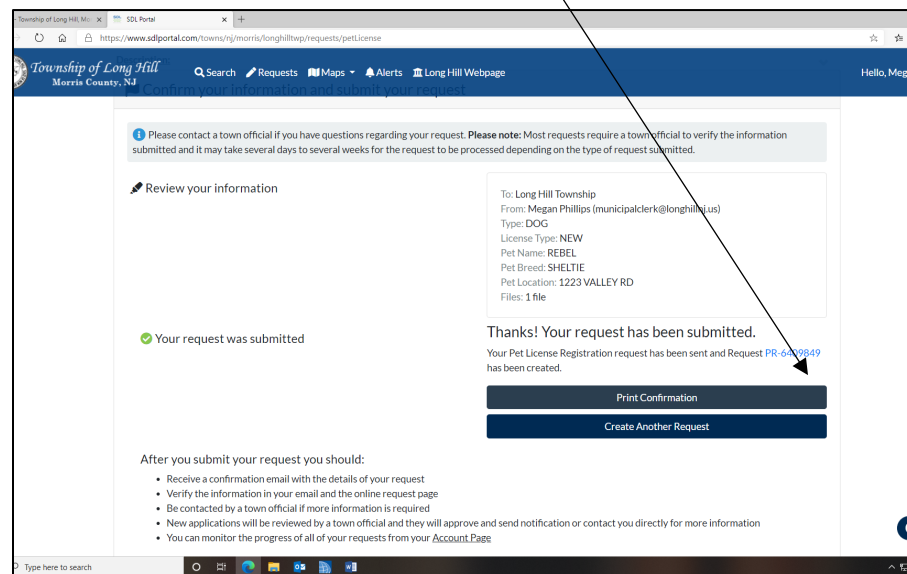
A large dashed box contains the text "Drop files here to upload".

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

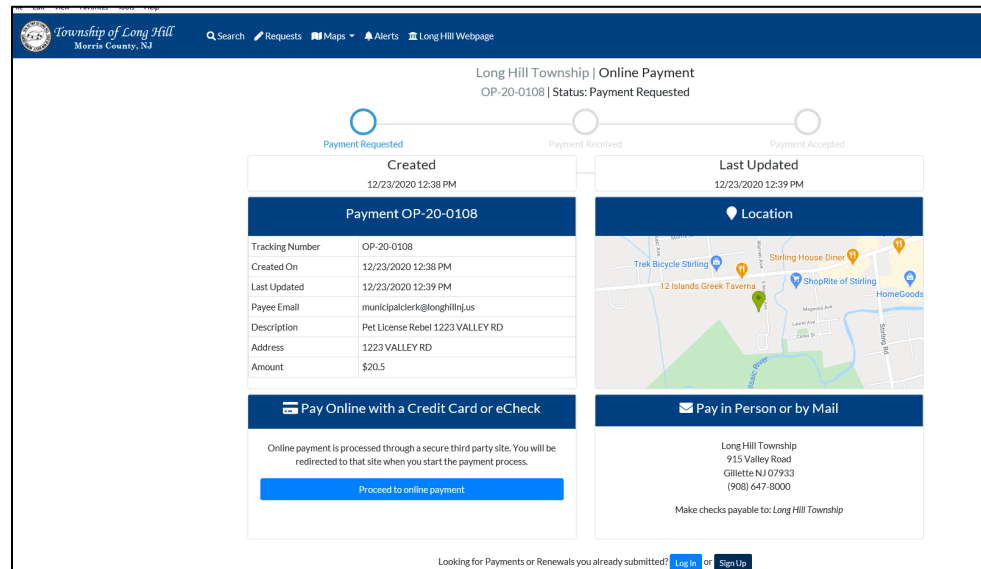
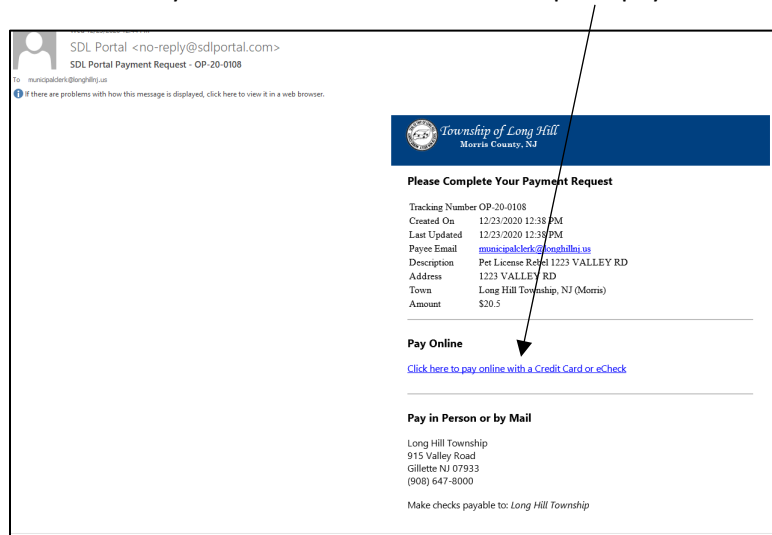
3. Review the information and then click "SUBMIT REQUEST."



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



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)**

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.