

Instructions for Online Payment

Website to purchase or renew a Loudoun County dog license online: www.licensepet.com/loudoun

The online web license system is a convenient and easy way to purchase or renew your Loudoun County dog license(s). The program will prompt you to enter certain information along the way.

In order to use this option you will need the following:

- You must have a current rabies vaccination on file with Loudoun County Animal Services in order to renew or purchase a new dog license online.
- You will need your dog license notice in order to use the online web license feature.

The following steps will help guide you through the process.

The first page will ask for your zip code, **20175**.

Next, enter your license number, **U15-131424** and person ID, **P117521**; located in the upper left corner of the notice.

Click **Find License**.

It will show your name and address, click **Continue**.

Your dog's information will come up, click on **Renew**.

More detailed information about your dog will come up, showing the rabies vaccination date and expiration date.

Click on **Show Me License Types to Choose From**.

It will show you three options for dog license renewal, one year \$10, two year \$20 or three year \$30.

Click **Select License** next to the option that you want.

The next screen is where you can write a note to us regarding any necessary changes.

Enter your email address that you want the receipt sent to.

Once you are done, click on **Continue to Payment Website**.

You are now leaving the Loudoun County website and going to a secure bill paying site where you will enter your credit or debit card information.

If at any point you receive an error or you get a message that your license cannot be found, please call us at 703-777-0406 or email us at animals@loudoun.gov. Our staff will work with you to ensure that our records are correct and help to resolve any issues that may be preventing the process to be completed.