

**New Jersey Department Of Health
Infectious and Zoonotic Diseases Program
Veterinary Public Health**

**INSTRUCTIONS FOR COMPLETION OF THE
“LIST OF LICENSED KENNELS, PET SHOPS, SHELTERS AND POUNDS”
(VPH-3) FORM**

FORM VPH-3 - “List of Licensed Kennels, Pet Shops, Shelters, and Pounds” is to be used for reporting monthly dog kennel, pet shop, shelter, and pound licenses issued in your municipality. The following directions will assist you in filling out this form:

1. No report of licenses for the aforementioned establishments should be submitted on ANY OTHER FORM.
2. The fees for such licenses are \$10 and \$25, accordingly: “The annual license fee for kennels providing accommodations for ten or less dogs shall be \$10 and for more than ten dogs, \$25. The annual license fee for a pet shop shall be \$10. No fee shall be charged for a shelter or pound.” This fee is to be paid to the local licensing official.
3. All such licenses must have the approval of the local municipality and health authorities before issuance. The establishments must comply with the local and state rules and regulations governing operation and sanitation.
4. Each space on Form VPH-3 must be filled out legibly and the type of license must be carefully entered.
5. No part of the fee for these licenses is to be transmitted to the NJDHSS and **NO INDIVIDUAL TAGS ARE TO BE ISSUED WITH LICENSES FOR THESE ESTABLISHMENTS.**
6. This form should be prepared and forwarded to the NJDOH immediately at the close of each month during which any such license is issued.
7. License applications for kennels, pet shops, shelters, and pounds, as well as individual dog licenses, shall be supplied by the municipality; these forms are not furnished by the NJDOH.

Reports should be sent to the New Jersey Department of Health, Infectious and Zoonotic Diseases Program. Please call (609) 826-4872 if you have any questions on any of the above.

Thank you for your cooperation and assistance in this matter.