



**Instructions for APPLYING FOR A NEW LICENSE
on the Online Dog Licensing system for:**

Carbon County



Dog Licensing

Renew Existing Dog License
Tag Number
License Type

Create New Dog License



Welcome to Carbon County, Pennsylvania's online dog license web application. All dogs three months of age or older must have a current year license. You may pay for your dog license(s) online by using your MasterCard, Visa, Discover or American Express credit cards. You may also pay via Debit Card. There is a \$1.50 convenience fee added for each license. Every precaution has been taken to ensure that your online transactions are safe and secure. Please allow 5 business days to receive your license(s) via United States mail.

For questions pertaining to using the online dog licensing application, see our [tutorial](#) or contact tomhamson@carboncounty.net.

For general questions pertaining to dog licensing, email karenaich@carboncounty.net or you may call the Treasurer's office at 570-325-2251 during regular office hours.

Carbon County
PO Box 247 Jim Thorpe, PA 18229
Ronald J. Sheehan, County Treasurer
Phone: (570) 325-2251 Fax: (570) 325-2696

Step 1:

After making sure the Radio Button next to "Create New Dog License" is filled in, click on the Next button.

Online Dog Licensing

Please make sure all information is correct before continuing.
Bolded fields are required.

Owner Information				Dog Information		
First Name	MI	Last Name	Date of Birth	Dog Name	Gender	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	M <input type="text"/>	
Street Number	Street Address 1			Date of Birth	Status	
<input type="text"/>	<input type="text"/>			January <input type="text"/>	2011 <input type="text"/>	Unspayed/Unneuter <input type="text"/>
Street Address 2						
<input type="text"/>						
City	State		Zip	Township/Borough		
<input type="text"/>	<input type="text"/>		<input type="text"/>	Banks-T <input type="text"/>		
Breed						
Afghan Hound <input type="text"/>						
Primary Color			Secondary Color			
Apricot <input type="text"/>			<input type="text"/>			
Markings						
<input type="text"/>						
<input type="button" value="Next"/>						

Carbon County
PO Box 247 Jim Thorpe, PA 18229
Ronald J. Sheehan, County Treasurer
Phone: (570) 325-2251 Fax: (570) 325-2696

Step 2:

Fill in the appropriate fields for both Owner Information and Dog Information.

Special Notes:

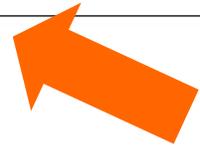
- The "Date of Birth" field must be filled in accurately in order to guarantee the application of the Discount for Senior Residents
- The "Status" field must be filled in accurately in order to determine the proper fee.
 - \$6.45 – Spayed / Neutered or
 - \$8.45 – Unspayed / Non-Neutered

Online Dog Licensing

Please make sure all information is correct before continuing.
Bolded fields are required.

Owner Information				Dog Information		
First Name	MI	Last Name	Date of Birth	Dog Name	Gender	
John	Q	Dogowner	01/01/1950	Trafaz	M	
Street Number	Street Address 1			Dog Date of Birth	Status	
10	Main Street			January	2011	Unspayed/Unneuter
Street Address 2						
Apt#1						
City	State	Zip		Township/Borough		
Jim Thorpe	PA	18229		East Penn-T		
Phone Number	Email			Breed		
5703253250	owner@scruffy.com			Afghan Hound		
				Primary Color	Secondary Color	
				Apricot	Brown (Liver)	
Markings						
brown ear tips						

Next



Carbon County
PO Box 247 Jim Thorpe, PA 18229
Ronald J. Sheehan, County Treasurer
Phone: (570) 325-2251 Fax: (570) 325-2696

Step 3:

Once all fields are filled in, Click on the Next button.

Review the information below, then click "Proceed to Payment"

Owner Information: [Change](#)

John Q Dogowner
10 Main Street Apt #1
Jim Thorpe, PA 18229
Phone: 5703253250

License Information: [Change](#)

Dog Name: Tralfaz
Gender: M
Date of Birth: January 2011
Status: Spayed/Neutered
Breed: Afghan Hound
Primary Color: Apricot
Secondary Color: Brown (Liver)
Markings: brown ear tips

Order Summary

License:	Regular
	Spay/Neuter
Fee:	\$6.45

OR

Order Summary

License:	Regular
	Unspay/Unneuter
Fee:	\$8.45

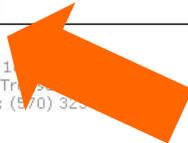
Attention Dog Owner:

Please allow 1 week for processing. Your dog tag and a copy of the dog license will be mailed to you at the address you have entered above.

VERIFICATION STATEMENT I hereby verify that the information contained in this application, including all statements, representations, and other entries, is true and correct to the best of my knowledge, information and belief. This verification is made subject to the penalties of 18 PA. C. S. §4904, relating to unsworn falsification to authorities, and §4911, relating to tampering with official records.

[Proceed to Payment](#)

Carbon County
PO Box 247 Jim Thorpe, PA 18229
Ronald J. Sheehan, County Treasurer
Phone: (570) 325-2251 Fax: (570) 325-2252

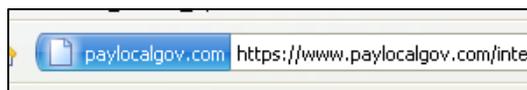


Step 4:

Take a moment to verify all the information you have provided. Click on the "Proceed to Payment"

Special Notes:

- **Clicking "Proceed to Payment" will take you to the Value Payment Systems' secure online payment system.**
- **Please make sure you see the "Padlock" symbol somewhere in your Browser window and that the URL of the payment site you are at starts with <https://> for transactional security.**



This service allows you to pay your Carbon County dog licensing fee(s) electronically and is a service of Value Payment Systems. All payments are processed immediately and the payment date is equal to the time you complete your transaction. A convenience fee of \$1.50 is charged by Value Payment Systems for using this service. We accept MasterCard, Visa, and Discover credit and debit cards. To continue this payment, please review the information below and select your payment method.

To continue this payment, please review the information below and select your payment method.



Carbon County

Personal and Account Information

Item	Account Information	Amount
Bill Number	000009	\$8.45

Total Amount Due: \$8.45

Phone Number: Email Address: Zipcode:

Select Payment Method:

- Credit Card   
- Debit Card      

Card Number:

Expiration Date: mm yy yy

If you pay using a debit card, this transaction will be processed using STAR, PULSE, NYCE ATM Network. To pay using your Visa debit card, please uncheck the box.

Continue

Step 5:

Please fill in your payment information.

Special Notes:

- You can pay with a major credit card or debit card.
- You can provide a valid e-mail address in order to be sent a printable copy of your receipt. There will

This service allows you to pay your Carbon County dog licensing fee(s) electronically and is a service of Value Payment Systems. All payments are processed immediately and the payment date is equal to the time you complete your transaction. A convenience fee of \$1.50 is charged by Value Payment Systems for using this service. We accept MasterCard, Visa, and Discover credit and debit cards. To continue this payment, please review the information below and select your payment method.

To continue this payment, please review the information below and select your payment method.



Carbon County

Personal and Account Information

Item	Account Information	Amount
Bill Number	000009	\$8.45

Total Amount Due: \$8.45

Phone Number:

Email Address:

Zipcode:

Select Payment Method:

Credit Card



Debit Card



Card Number:

Expiration Date:

If you pay using a debit card, this transaction will be processed using STAR, PULSE, NYCE ATM Network. To pay using your Visa debit card, please uncheck the box.

[Continue](#)

Step 6:

Click the "Continue" button to proceed.

Special Notes:

- Please Read the checkbox regarding Visa Debit Cards

Terms and Conditions

Please review the Terms and Conditions below. By selecting the Accept Terms button you are agreeing to the Terms and Conditions. Your card will not be charged until after you accept the Terms and Conditions and select "Process Payment" on the next page.



Carbon County

Personal and Account Information

Item	Account Information	Amount
Bill Number	000009	\$8.45

Total Amount Due: \$8.45

Payment Information

Payment Date:	3/3/2011	Payment Amount:	\$8.45
Card Number:	6011000051520066	Convenience Fee:*	\$1.50
Expiration Date:	03/2013	Total Payment:	\$9.95
Payment Method:			
Email Address:	owner@scruffy.com (to send confirmation number)		

*The convenience fee goes to the service provider for offering this system and no part of the fee goes to Carbon County

Terms and Conditions

This secure service is offered by Value Payment Systems in agreement with your payment entity. All payments are processed immediately, and the payment date and time are equal to the time you complete this transaction and receive a confirmation number. A convenience fee (listed above) is charged by Value Payment Systems for using this service. Your payment entity does not receive any part of this fee. Your payment and the convenience fee will be listed separately on your card

 [Print terms and conditions](#)

[Edit](#)

[Accept Terms](#)

Step 7:

You will be given an opportunity to make sure your payment information is correct and accurate. If you realize you've made an error in entering your payment info, please click the red "Edit" link. Otherwise, click the "Accept Terms" button.

Special Notes:

- The \$1.50 Convenience Fee is added by the payment processor and is not a County fee.
- You can also print out the full Terms and Conditions of your payment here by clicking on the "Print Terms and Conditions" text link

Review Information

Please review the information below. Select "Process Payment" to process your payment and proceed to the Receipt Page.



Carbon County

Personal and Account Information

Item	Account Information	Amount
Bill Number	000009	\$8.45

Total Amount Due: \$8.45

Payment Information

Payment Date:	3/3/2011	Payment Amount:	\$8.45
Card Number:	6011000051520066	Convenience Fee:*	\$1.50
Expiration Date:	03/2013	Total Payment:	\$9.95
Payment Method:			
Email Address :	owner@scruffy.com (to send confirmation number)		

*The convenience fee goes to the service provider for offering this system and no part of the fee goes to Carbon County

[Back](#)

[Process Payment](#)



Step 8:

Click the "Process Payment" button to make your transaction.

Payment Receipt

Congratulations! Your transaction is complete.

Your confirmation number is: 1676684

Your payment will post to the account listed below. It takes approximately 2 business days to post your payment to the account. Your payment date and time are equal to the time you completed this transaction as indicated by the Digital Time Stamp below.

Digital Time Stamp: 1/19/2011 7:46:43 AM

Please print this page for your records: [\[print\]](#)



Carbon County

Personal and Account Information

Item	Account Information	Amount
Bill Number	000009	\$6.45

Total Amount Due: \$6.45

Payment Information

Payment Date:	1/19/2011	Payment Amount:	\$6.45
Card Number:	0066	Convenience Fee:*	\$0.15
Expiration Date:	01/2011	Total Payment:	\$6.60
Payment Method:			
Email Address:	a@z.net (to send confirmation number)		

*The convenience fee goes to the service provider for offering this system and no part of the fee goes to Adams County

If an email address was provided, your confirmation email will be sent from confirmation@valuepaymentsystems.com

[Home](#)

[Print](#)

Step 9:

You will now see the "Payment Receipt" screen indicating your payment for your dog license was successful.

Your new dog license will be mailed to you in about one calendar week via United States Postal Service mail.

Special Notes:

- You can now Print this screen to your local printer or
- If you provided an email address, a copy of the Payment Receipt will arrive in your email in about one hour or less.