

# Applying for a Dangerous/Potentially Dangerous Dog License

Login to the Online Portal through Accela Citizen Access (ACA)

Visit: <https://aca-prod.accela.com/maplewood>

The screenshot shows the top navigation bar with links for Accessibility Support, Register for an Account, and Login. A search bar is located in the top right. Below the navigation is a breadcrumb trail with 'Home' and 'Licenses'. A light blue bar contains 'Advanced Search'. The main content area is split into two columns. The left column contains a welcome message, a paragraph about Accela Inc., and a section titled 'What would you like to do today?' with a link to 'Licenses' and a sub-link 'Search Applications'. The right column contains a 'Login' section with input fields for 'User Name or E-mail' and 'Password', a 'Login »' button, and links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'.

After you log in you will see your user **Dashboard**. Select the Licenses tab and, Apply for a License

The screenshot shows the dashboard after login. The breadcrumb trail now includes 'Licenses'. A light blue bar contains the 'Apply for a License' button, which is highlighted in yellow, and a 'Search Applications' link. A search bar is visible in the top right corner.

Read the disclaimer and Accept to continue.

Home Licenses

Apply for a License Search Applications

### Online License Application

Welcome to our Online Licensing System. Using this system you can submit information, pay fees, and track the status of your application all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

#### Option to Sign Up for Email Notification of Proposed Ordinances

The City of Maplewood now offers an electronic *Notify Me* service for users to request notifications on various activities happening at the City. One of the notifications available is for a *proposed new ordinance or a proposed amendment to an ordinance*, which could help you stay up-to-date on changes made by City Council that may affect the operation of your business or a license you hold.

If you'd like to receive this notification, or notification of any of the activities for which notifications

I have read and accepted the above terms.

[Continue Application »](#)

Select Dog Registration Application from the drop-down options provided.

Select *Continue Application*

Search...

Home Licenses

Apply for a License Search Applications

### Select a License Record Type

First select the category of license you are applying for, then choose one of the listed available license application types. For assistance or to apply for a record type not listed below please contact us.

- ▼ Animal License
  - Dog Registration Appeal Application
  - Dog Registration Application
- ▶ Business License
- ▶ Business Registration
- ▶ Business License Supplements

[Continue Application »](#)

Complete the application with the information requested. At any time you may select *Save and Resume Later*.

## Step 1: Address & Applicant > Address - Enter the first and last name of the dog owner

### Dog Registration Application

1 Address & Applicant 2 Dog & Veterinary 3 Acknowledge & Attachments 4 Review 5 Record Issuance

#### Step 1: Address & Applicant > Address

\* indicates a required field.

#### Detail Information

\*Enter the first and last name of the dog owner:

\*

**Enter the Maplewood Property Address** - This should be the Maplewood address whether the dog lives. Please enter the Street No. only and select *Search*. Select the correct address from the list of results. Verify the address that populates the fields is correct before selecting *Continue Application*.

#### Maplewood Property Address

Enter the Maplewood address where the dangerous/potentially dangerous dog resides and click **Search** to find the address record in the agency database. **For best results, start by searching only for the Street No.**

\*Street No.:  Direction: --Select-- \*Street Name:  Street Type: --Select--  
Unit No.:  Unit Type: --Select--  
City:  State: --Select-- \*Zip:

[Continue Application »](#)

**Step 1: Address & Applicant > Applicant** – The Applicant should be the registered user who is logged in, please use the *Select from Account* button to autofill from the user account. If the contact is *not* the registered user, select *Add New* to enter new information. Select *Continue Application*.

### Dog Registration Application

1 Address & Applicant 2 Dog & Veterinary 3 Acknowledge & Attachments 4 Review 5 Record Issuance

#### Step 1: Address & Applicant > Applicant

\* indicates a required field.

#### Applicant

Please provide contact information for the *individual applying for this license*.  
\*This individual will be the one receiving email updates on the status of this application, in addition to renewal notifications prior to expiry of the license.

Once selected, Applicant screen will show  **Contact added successfully.** with details.

## Enter the Applicant Information – Provide the dog owner information. Select *Continue Application*

### Applicant Information

**APPLICANT INFORMATION**  
Enter the information for the dog owner.

\* First Name:

\* Last Name:

\* Phone Number:

E-Mail Address:

\* Property where the dog will reside is:

\* I acknowledge: if the property where the dog resides is rented, the owner will be notified of a dangerous/potentially dangerous dog at the property:

[Save and resume later](#) [Continue Application »](#)

## Step 2: Dog & Veterinary > Dog – Provide all information. Select *Continue Application*.

### Dog Registration Application

1 Address & Applicant 2 Dog & Veterinary 3 Acknowledge & Attachments 4 Review 5 Record Issuance

### Step 2: Dog & Veterinary > Dog

\* indicates a required field.

### Dog Information

**DOG INFORMATION**

\* Name of Dog:

\* Age of Dog:

\* Breed:

\* Color:

\* Dog has been determined to be:

[Save and resume later](#) [Continue Application »](#)

## Step 2: Dog & Veterinary > Veterinary – Please provide all information. Select *Continue Application*.

### Dog Registration Application

1 Address & Applicant 2 Dog & Veterinary 3 Acknowledge & Attachments 4 Review 5 Record Issuance

### Step 2: Dog & Veterinary > Veterinary

\* indicates a required field.

### Veterinary Information

**VETERINARY INFORMATION**

\* Clinic Name:

\* Clinic Phone Number:

[Save and resume later](#) [Continue Application »](#)

**Step 3: Acknowledge & Attachments > Acknowledgements** - Please read each statement and click in the box as acknowledgment of understanding and agreement. Select *Continue Application*.

Dog Registration Application

1 Address & Applicant      2 Dog & Veterinary      3 Acknowledge & Attachments      4 Review      5 Record Issuance

Step 3: Acknowledge & Attachments > Acknowledgements

\* indicates a required field.

### Acknowledgements

**APPLICANT ACKNOWLEDGES/AGREES**  
 Applicant acknowledges/agrees to the following

- \* Maintain a proper enclosure for the dangerous/potentially dangerous dog:
- \* To post on the premises a clearly visible warning sign, including a warning symbol to inform children, that there is a dangerous/potentially dangerous dog on the property:
- \* When outside a proper enclosure, utilize a muzzle or restraint by substantial chain or leash, not exceeding four feet, and under the physical restraint of a reasonable person (dangerous dog only):
- \* Affix to the dog's collar, at all times, a standardized, easily identifiable tag identifying the dog as dangerous and containing the uniform dangerous dog symbol (dangerous dog only):
- \* Upon sale or transfer of the dangerous/potentially dangerous dog: Notify the new owner that the animal control authority has identified the dog as a dangerous/potentially dog:
- \* Notify the animal control authority in writing of the sale or transfer, and provide the animal control authority with the new owner's name, address, and telephone number, within 30 days of the sale or transfer:
- \* Notify animal control authority in writing of the death of the dangerous/potentially dangerous dog, of its transfer to a residence outside the City of Maplewood or of its transfer within the City of Maplewood within 30 days of the death or transfer:
- \* Notify the animal control authority in writing any change or cancellation of insurance coverage, and provide proof of new coverage as described above, within 5 business days of the date of change:
- \* That failure to obey such conditions will constitute a violation of City Code Chapter 10, Article III, Division 5 (Dangerous Dogs) and may be grounds for seizure of the dangerous/potentially dangerous dog and may incur criminal charges with a maximum of 90 days in jail, \$1,000 fine or both:

Save and resume later

[Continue Application »](#)

**Step 3: Acknowledge & Attachments > Attachments** –The required documents must be uploaded before you can submit your application. If necessary, you can save your application and return to it to add additional information or documents at a later time.

To upload documents, select *Add*.

Dog Registration Application

1 Address & Applicant      2 Dog & Veterinary      3 Acknowledge & Attachments      4 Review      5 Record Issuance

Step 3: Acknowledge & Attachments > Attachments

\* indicates a required field.

Please upload a copy of the following document(s):

- Proof of Surety Bond or Liability Insurance in the sum of at least \$300,000. Proof must be submitted by the insurance company and include the policy number, effective/expiry dates, full name and address of the insured and the coverage amount.
- Front-Facing photograph of the dog, taken within 30 days of the date of application
- Property Owner Notification Form (only applicants renting property that dog resides on)
- Proof from a qualified veterinarian that the following has occurred:
  - Microchip Identification – include name of microchip manufacturer and identification number
  - Sterilization (dangerous dog only, if required by Animal Control)

The maximum file size allowed is 1000 MB.  
 aac,adp,atc,htm,cmd,com,cpl,exe,hta,html,htm,ins,isp,jar,js,jse,lib,lnk,mde,mht,mhtml,msc,msp,mst,ppl,psd,scr,scs,shb,sys,vb,vbe,vbs,vxd,wsc,wsf,wsn are disallowed file types to upload.  
 This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.  
 FRONT-FACING PHOTOGRAPH OF THE DOG, MICROCHIP VERIFICATION, SURETY BOND OR CERTIFICATE OF INSURANCE

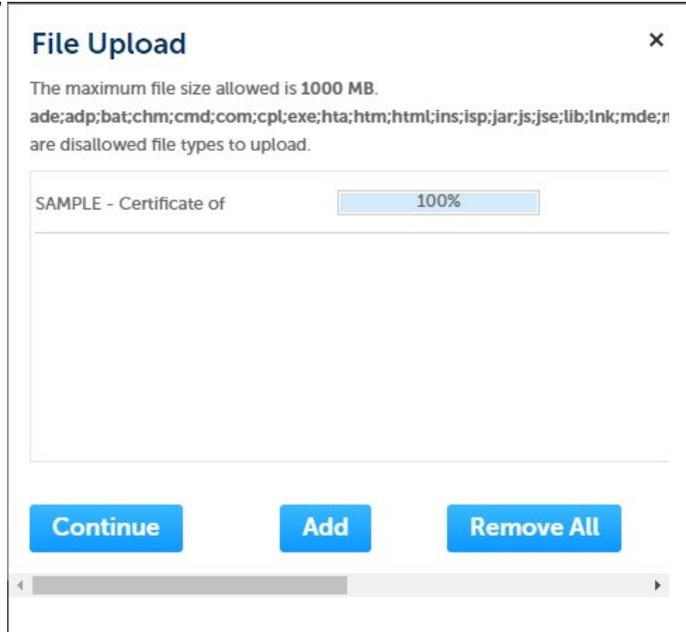
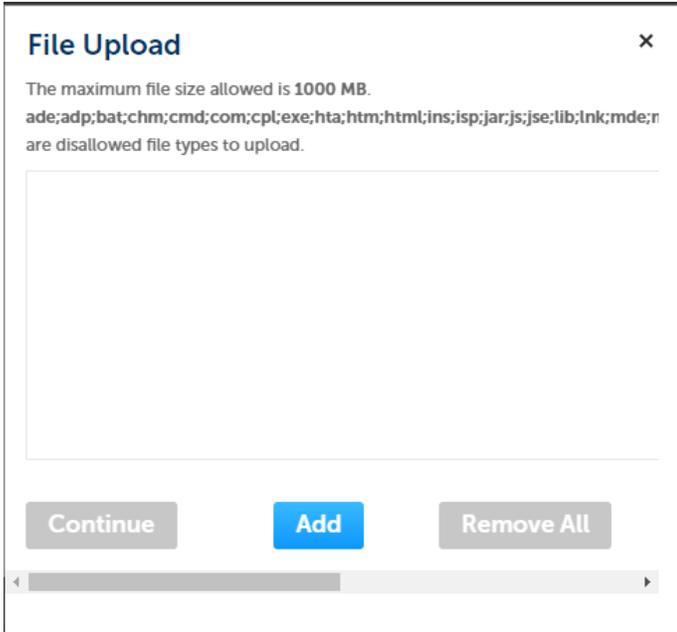
Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later

[Continue Application »](#)

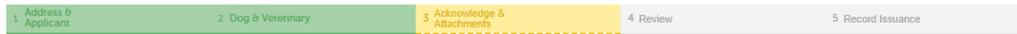
A box will pop up for you to select your file. Select *Add* again and you can search for your document.



Repeat until all documents are uploaded, then select *Continue*

Once you have selected *Type* from the drop-down, add a “description”, select *Save* and *Continue Application*.

**Dog Registration Application**



**Step 3: Acknowledge & Attachments > Attachments**

\* Indicates a required field.

Please upload a copy of the following document(s):

- Proof of Surety Bond or Liability Insurance in the sum of at least \$300,000. Proof must be submitted by the insurance company and include the policy number, effective/expiry dates, full name and address of the insured and the coverage amount.
- Front-Facing photograph of the dog, taken within 30 days of the date of application
- Property Owner Notification Form (only applicants renting property that dog resides on)
- Proof from a qualified veterinarian that the following has occurred:
  - Microchip Identification – include name of microchip manufacturer and identification number
  - Sterilization (dangerous dog only, if required by Animal Control)

The maximum file size allowed is 1000 MB.  
 ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pdf;scr;act;shb;sys;vbs;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.  
 This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.  
 FRONT-FACING PHOTOGRAPH OF THE DOG, MICROCHIP VERIFICATION, SURETY BOND OR CERTIFICATE OF INSURANCE

Name	Type	Size	Latest Update	Action
No records found.				

\* Type:  Remove

--Select--

FRONT-FACING PHOTOGRAPH OF THE DOG

MICROCHIP VERIFICATION

Other

PROPERTY OWNER NOTIFICATION FORM (if applicable)

STERILIZATION VERIFICATION

SURETY BOND OR CERTIFICATE OF INSURANCE

\* Description:

spell check

[Continue Application >](#)

**Step 4: Review** – Scroll through to the bottom to verify all information provided on the application and complete and correct.

**Dog Registration Application**



**Step 4: Review**

[Save and resume later](#)

[Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on. You must check the box to agree to the certification at the bottom of the page before you can continue.

**Record Type**

**Dog Registration Application**

**Detail Information** [Edit](#)

Once you have read the certification at the bottom of the page, check the box and select *Continue Application*.

The data in this application will be used to approve your registration and shall be deemed public unless private by State Statute. Private data is available to you and the City or State staff who need this information to perform their duties, but is not available to the public. You are not legally required to provide this data, but the City may not be able to approve your permit if you do not provide it.

I will familiarize myself with the provisions of the Maplewood City Code, and with applicable Minnesota Statutes and federal regulations. This dog will be kept in compliance with the above regulations, statutes and ordinances, and it is understood that failure to do so may constitute grounds for denial, suspension or revocation of this registration.

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Maplewood to investigate and make whatever inquiries necessary to verify the information provided.

By checking this box, I agree to the above certification. Date:

[Save and resume later](#) [Continue Application »](#)

This will **submit the application** and a confirmation notification will appear.

**Dog Registration Application**



**Step 5: Record Issuance**



Thank you for using our online services.  
**Your Record Number is ANMA-22-00013-DG.**

You will need this number to check the status of your application.

Your application will not be complete until you have submitted all required supporting documentation. Please visit our website for additional information.

[View Record Details »](#)

Once you have submitted your application, please monitor the email you provided, as this is how you will be notified when the license fee is ready to be paid, or if additional information is needed to process the application.

You may visit <https://aca-prod.accela.com/maplewood> to check the status of your application at any time.