

How to Apply for a New Dog License

Step 1 – Once at this **Government Connected Online Services** website <https://licensing.lakeoswego.city...>

Step 2 – Click on the **Log On** button

CITY OF LAKE OSWEGO
OREGON

Government Connected Online Services

Home Dog License Business Invoices

City of Lake Oswego Oregon

Sample Screen - Do not click here

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Welcome to the City of Lake Oswego Customer Access Portal (CAP)

This Customer Access Portal is one of the best ways to select licensing services in the City of Lake Oswego

Ready to begin using CAP?

- Create a [New Account](#)
- How to [Register](#) for a new account (PDF)
- How to [Renew and Pay Fees on a Business License](#) (PDF)
- How to [Renew and Pay Fees on a Dog License](#) (PDF)
- How to [Apply for a New Business License](#) (PDF)
- How to [Apply for a New Dog License](#) (PDF)

For more information on licensing and fees go to <http://www.ci.oswego.or.us/finance/services-fees>

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Step 3 – Enter your login and password

- Your login is the email address you used in your New User Registration

Log On

User Login

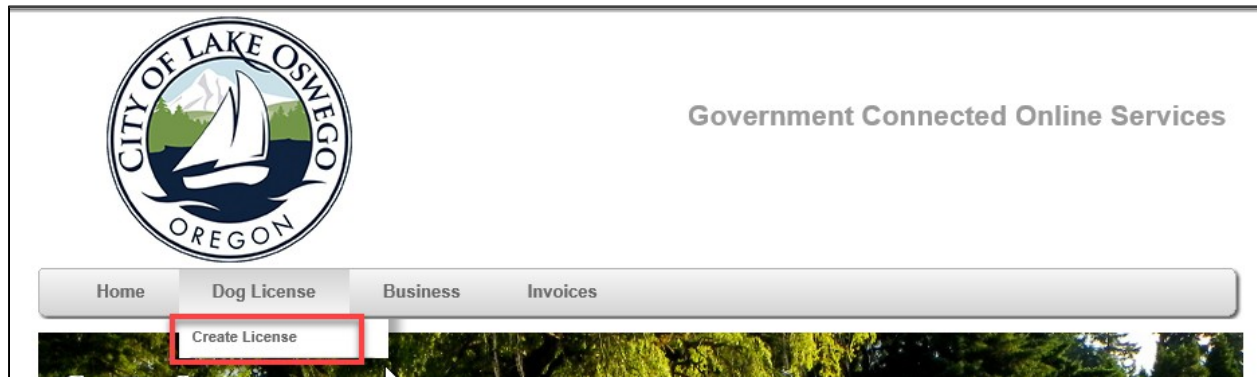
Email address

Password

Remember me?

[Forgot Password](#)

Step 4 – Select *Create License* under the *Dog License* tab



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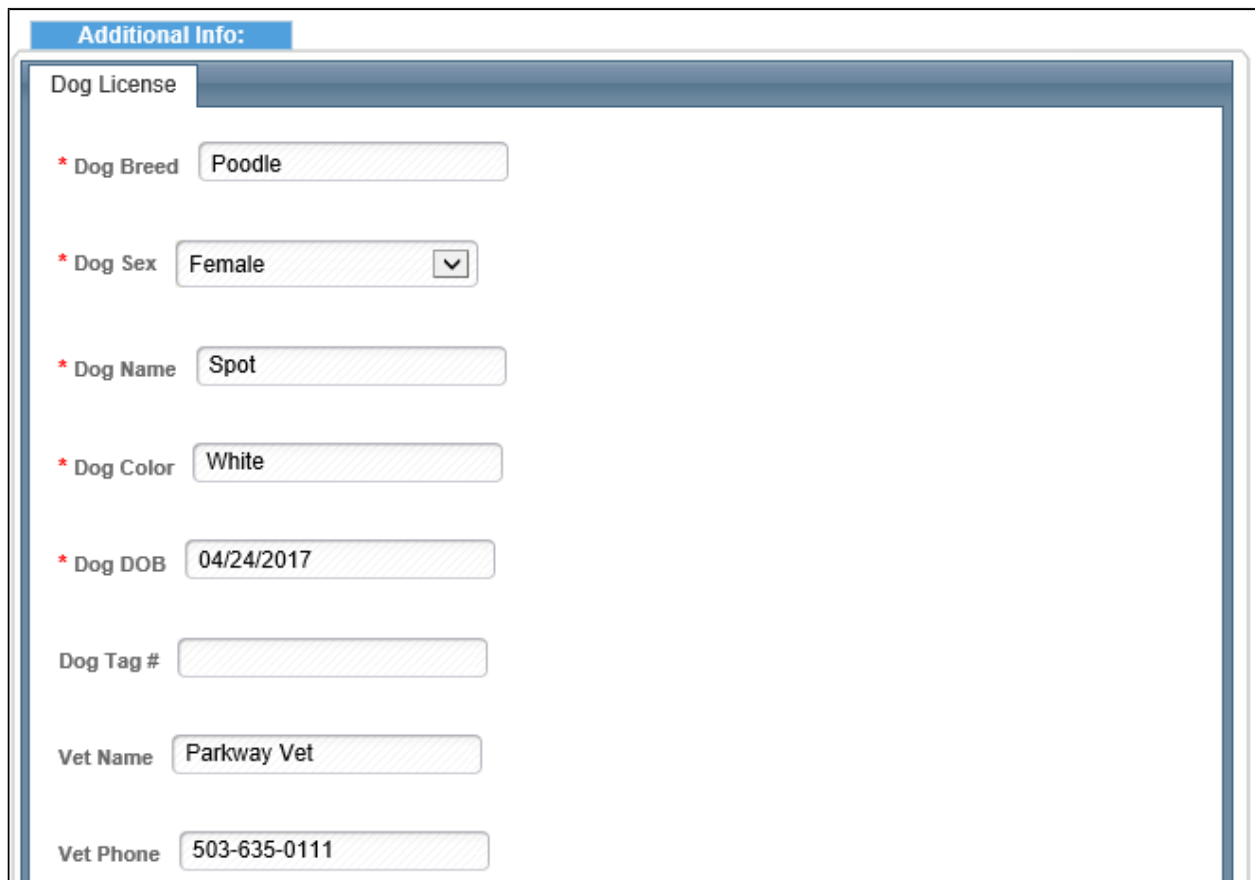
Step 5 – On the *Apply for a Professional License (Dog License)* tab, select *Dog License* for both the *Type* and *Classification* fields.



The screenshot shows a form titled "Apply for a Professional License". A red box highlights two dropdown menus: "Type" and "Classification", both of which are set to "Dog License". Each dropdown menu has a red asterisk next to it, indicating it is a required field. To the right of these fields is a "Description" text input field.

Step 6 – On the *Additional Info* tab, enter all fields that apply.

- Complete all required fields **(red asterisk)*



The screenshot shows the "Additional Info" tab for a "Dog License" application. The form contains several fields, each with a red asterisk indicating it is required:

- * Dog Breed: Poodle
- * Dog Sex: Female
- * Dog Name: Spot
- * Dog Color: White
- * Dog DOB: 04/24/2017
- Dog Tag #: (empty)
- Vet Name: Parkway Vet
- Vet Phone: 503-635-0111

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- Rabies expiration date is required unless a Rabies Exempt form is loaded as an attachment
- Review current rabies certificate to determine license years to select. Licenses cannot be issued beyond rabies expiration date
- If dog is currently licensed in another jurisdiction, enter the Previous License Number and attach proof of that license

Rabies Expiration	<input type="text" value="04/24/2019"/>
Rabies Exempt	<input type="checkbox"/>
Microchip #	<input type="text" value="12549875"/>
* Neutered/Spayed	<input type="text" value="Yes"/>
Please refer to the Dog License Fee Schedule when selecting License Years. This can be found by going to http://www.ci.oswego.or.us/finance/dog-license-application .	
* License Years	<input type="text"/>
If dog is licensed in another jurisdiction, provide proof of license.	
License in Other Jurisdiction	<input type="checkbox"/>
Previous License Number	<input type="text"/>

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Step 7 – Enter your home address by selecting New Search

- Enter Street Number, Street Name and Street Type *in separate fields*

Address Search

Street Number	<input type="text" value="380"/>	Suite/Unit	<input type="text"/>
Pre Direction	<input type="text" value="-Prefix-"/>	City	<input type="text"/>
Street Name	<input type="text" value="A"/>	State	<input type="text" value="-State-"/>
Street Type	<input type="text" value="AVE"/>	Zip Code	<input type="text"/>
Post Direction	<input type="text" value="-Postfix-"/>	County	<input type="text"/>
Address Type	<input type="text" value="-Type-"/>		

Press the **Select** button next to the address associated with your business.

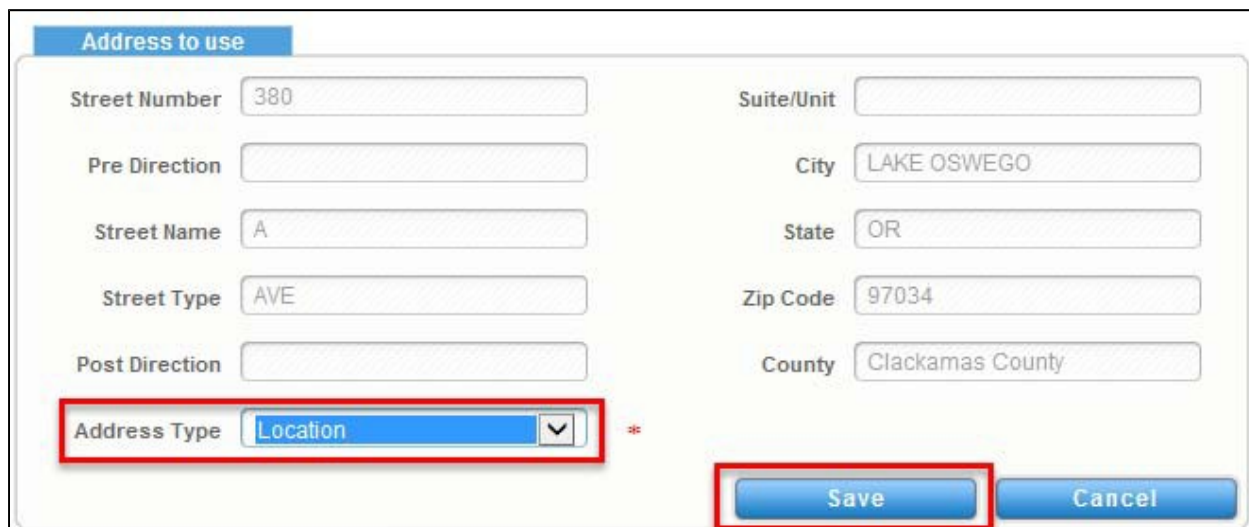
Address Matches

Select	Address
Select	17380 MARJORIE AVE LAKE OSWEGO, OR 97034 Clackamas County
Select	380 A AVE LAKE OSWEGO, OR 97034 Clackamas County
Select	380 YALE AVE GLADSTONE, OR 97027
Select	15380 HARTNELL AVE PORTLAND, OR 97267
Select	3807 SPAULDING AVE PORTLAND, OR 97267
Select	3380 WILLAMETTE AVE MILWAUKIE, OR 97222
Select	13380 ASH AVE TIGARD, OR 97223
Select	12380 GRANT AVE TIGARD, OR 97223

Displaying items 1 - 10 of 10

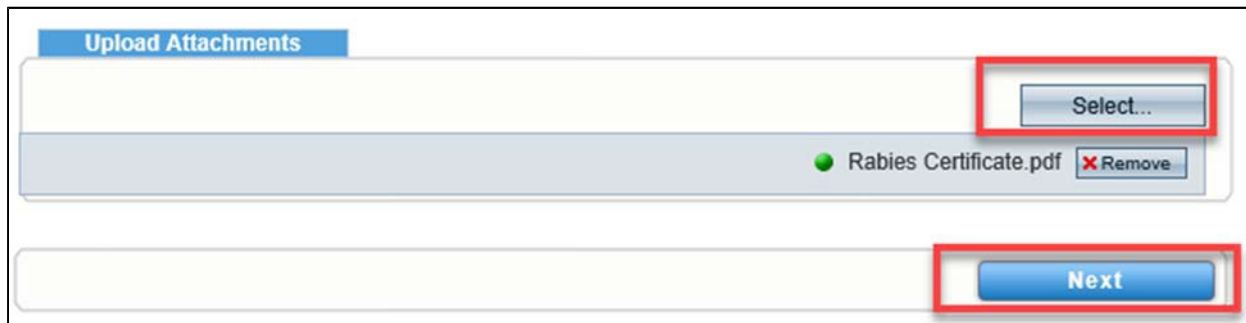
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Select **Address Type = Location** and press the **Save** button.



The screenshot shows a form titled "Address to use" with the following fields: Street Number (380), Suite/Unit (empty), Pre Direction (empty), City (LAKE OSWEGO), Street Name (A), State (OR), Street Type (AVE), Zip Code (97034), Post Direction (empty), and County (Clackamas County). The "Address Type" dropdown menu is set to "Location" and is highlighted with a red box. The "Save" button is also highlighted with a red box.

Step 8 – On the **Upload Attachments** tab, press the **Select** button. **Required documents are current rabies certificate and if applicable, the certificate of sterilization.** Select the **Next** button when documents are successfully attached.



The screenshot shows the "Upload Attachments" tab with a "Select..." button highlighted in red. Below it, a file named "Rabies Certificate.pdf" is listed with a "Remove" button. The "Next" button is also highlighted in red.

Step 9 – On the **Professional License (Dog License) Renewal Confirmation** screen select the **Confirm and Submit** button at the bottom of the page. *You will receive a message that the license has been successfully renewed, and will see the status change to Submitted-Online.*

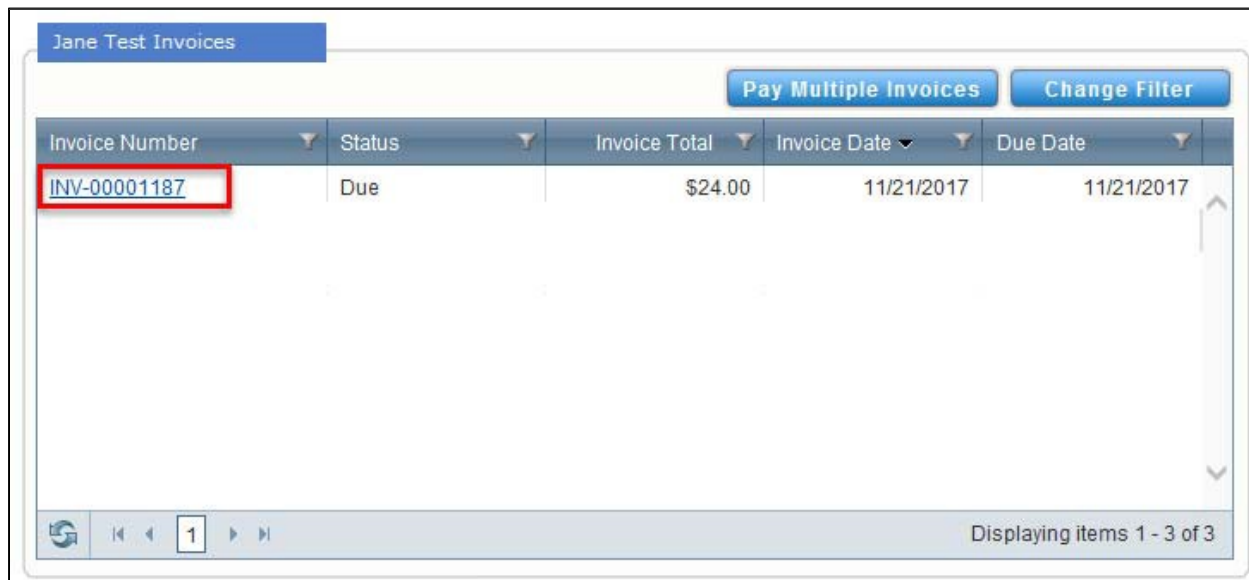


The screenshot shows a "Back" button and a "Confirm and Submit" button. The "Confirm and Submit" button is highlighted with a red box.

Our office will be review and process the new application. An invoice will be emailed to you within 3 business days for online payment.

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Step 10 – Once you've received your online invoice, access your online CAP account at <https://licensing.lakeoswego.city>. Go to the bottom of the screen to the *Invoices* tab select the appropriate *Invoice Number*.



The screenshot shows a web interface titled "Jane Test Invoices". At the top right, there are two buttons: "Pay Multiple Invoices" and "Change Filter". Below these is a table with the following columns: "Invoice Number", "Status", "Invoice Total", "Invoice Date", and "Due Date". The table contains one row with the following data: "INV-00001187", "Due", "\$24.00", "11/21/2017", and "11/21/2017". The "Invoice Number" cell is highlighted with a red box. At the bottom of the table, there is a pagination control showing "1" and "Displaying items 1 - 3 of 3".

Invoice Number	Status	Invoice Total	Invoice Date	Due Date
INV-00001187	Due	\$24.00	11/21/2017	11/21/2017

Step 11 – Select the *Make Payment* button



The screenshot shows a form with the text "Invoice Number: INV-00001148". At the bottom right of the form, there is a blue button labeled "Make Payment" which is highlighted with a red box.

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Step 12 – Enter your credit card information and select *Process Payment* button

Order Summary

Agency Name: City of Lake Oswego, OR
Order Number: INV-00001148

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00001148	Renewal Business License Fee	1	\$64.00	\$64.00

Item Total: \$64.00
Service Fee: \$0.00
Tax: \$0.00
Order Total: \$64.00

Payment Details

Cardholder Name: * Billing Street: * Billing Zipcode: *

Card Type: * Card Number: * Expiration Date: * CVV Code:

Step 13 – Your license has been successfully renewed and paid when you receive the message below. This invoice will be emailed to you within an hour. ***We will mail the license and tags to you within 3 business days.***

Congratulations! Your order has been processed successfully!

Please print this page for your records.

Agency Name: City of Lake Oswego, OR
Order Number: INV-00001148

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00001148	Renewal Business License Fee	1	\$64.00	\$64.00

Item Total: \$64.00
Service Fee: \$0.00
Tax: \$0.00
Order Total: \$64.00