

### CITATION CLEARING PROCEDURE

#### **Failure to License Section 416-6.002**

If you have received a citation for Failure to License for your animal, a COURT APPEARANCE DATE is listed at the bottom of your citation.

**IF YOU WISH TO AVOID PAYING COURT FINES** in addition to license fees and late license penalty fees, **YOU MAY CLEAR THIS CITATION AT THE ANIMAL SERVICES DEPARTMENT WITHIN THE NEXT EIGHT (8) DAYS BY TAKING THE FOLLOWING ACTION:**

1. Appear IN PERSON at one of the Animal Center ***locations listed below*** WITHIN EIGHT (8) WORKING DAYS (TUESDAY THROUGH SATURDAY) OF THE ISSUANCE OF YOUR CITATION. For example, if the citation is issued on a Monday, you would have through Wednesday of the following week to come in and clear your citation. **IF YOU DON'T CLEAR YOUR CITATION, IT WILL BE SENT TO COURT AND CANNOT BE CLEARED AT THE ANIMAL CENTER AFTER THIS TIME – NO EXCEPTIONS.** Sundays, Mondays and Holidays are not counted as part of the eight days.
2. **BRING YOUR COPY OF THE CITATION WITH YOU.**
3. Submit a rabies vaccination certificate from your veterinarian as proof of a CURRENT rabies vaccination for your animal.
4. Show proof that your animal is spayed or neutered (a certificate from your veterinarian) for a reduced fee license. Full license fees are required for unaltered animals.
5. Pay the required **license fee of \$40.00** (\$20.00 for spayed or neutered animal) **PLUS the late license penalty fee of \$40.00.**
6. **YOU MUST ALSO PAY AN ADMINISTRATIVE CITATION CLEARING FEE OF \$40.00.**
7. **TOTAL FOR 1 YEAR TAG PLUS LATE PENALTY PLUS CITATION CLEARING FEE:**
  - a. Spayed or Neutered Dog - \$100.00 (\$20 license, \$40 late fee, \$40 cite clearing fee)
  - b. Unspayed or Unneutered Dog - \$120.00 (\$40 license, \$40 late fee, \$40 cite clearing fee)

If you elect NOT to clear your Failure to License Citation at one of the Animal Centers as explained above, YOU MUST CLEAR YOUR CITATION WITH THE COURT BEFORE THE COURT APPEARANCE DATE OR YOU MUST APPEAR IN COURT ON THE APPEARANCE DATE.

To clear your citation with the court YOU MUST SHOW PROOF OF LICENSE TO THE COURT AND PAY TO THE COURT WHATEVER COURT FINES ARE ASSESSED BY THE COURT.

You must **buy a license for your animal IN PERSON** at one of the locations listed below. After the license is purchased you must take the license and a copy of your citation to the court location listed on your citation.

You may receive a notice from the court instructing you on how to clear this citation by mail. If you do not receive a notice, you should contact the court on or before your appearance date.

**If you do not clear** the citation within 8 days at the Animal Services Department as explained above and **if you do not clear** the citation with the court before the appearance date, **you must appear on the court appearance date.**

#### **Animal at Large Section 416-4.402**

You may receive a notice from the court indicating the bail amount. If you do not receive a notice, you should contact the court on or before your appearance date.

**Both Centers are open to the public from 10 a.m. to 5 p.m. Tuesday, Thursday, Friday and Saturday. Wednesday hours are 10 a.m. to 7 p.m.**

**MARTINEZ ANIMAL CENTER - 4800 IMHOFF PLACE, MARTINEZ, CA 94553 (925) 335-8300**  
**PINOLE ANIMAL CENTER - 910 SAN PABLO, PINOLE, CA 94564 (510) 374-3966**