Online Pet Licensing Guide with Boerne ACS

Complete the following steps to license your pet with the City of Boerne Animal Care Services Department. If you have any questions, please call (830) 249-2456

Step 1: Go to the Online Licensing Portal
If you have an account, log in with your email and password. Skip to Step 5.
If you do not have an account, proceed to Step 2.

Step 2: Create an Account
If you have not previously registered for the portal, click “Create New Customer Account.”
Step 3: New Account Information

Enter the required information into the data fields marked with an asterisk.

Click “Next.”
Step 4: Consent Notice

Review the consent notice.

Choose “Agree” or “Disagree.”

Click “Create.”
Step 5: My Animals

If you have previously registered an animal with Boerne Animal Care Services, your pet should be listed under the “My Animals” section. If so, skip to Step 7.

If your pet has not been previously registered with Boerne Animal Care Services, or if you do not see your pet listed, please continue to Step 6.
Step 6: Adding Animals

If your pet was already listed under the "My Animals" section, skip this step. If you do not see your pet listed, click “Add Animal.”

Enter the required information into the data fields marked with an asterisk. Click “Add New.”
Step 7: Registering Animals

Once your pets are listed in the “My Animals” section, click “Select” by the name of the pet you wish to register.
Step 8: Select License Type

Select the available license type you would like to purchase by clicking "Add." Then click "Checkout."

Please note: The City of Boerne offers a one-year license and a three-year license. Proof of rabies vaccination must be on file with Boerne Animal Care Services before a license is issued. Citizens can upload proof of rabies vaccination through the online license portal. If you would like to provide proof of rabies vaccination through other means, please contact us at (830) 249-2456. Additionally, if your pet has received a rabies vaccination which is effective for one year, a one-year license will be issued. Three-year licenses are only available for issue to pets who have received the rabies vaccination which is effective for three years.
Step 9: Vaccination Information

Enter the required information into the data fields marked with an asterisk.

Note: The “Rabies Vacc. Date” is the date your pet was vaccinated. The “Rabies Re-Vacc. Date” should be set to either one year or three years respective to the date your pet was vaccinated and the type of vaccination your pet received. If you would like to submit proof of rabies vaccination through the portal, select “Rabies Certificate” as the file type under the “Please Upload Supporting Documentation” section. Then select “Upload.”

When you have finished entering vaccination information and uploading any supporting documents, click “Checkout.”
Step 10: Payment

Enter payment information into the transaction form then click “Process Payment.”

Once the payment is processed and proof of rabies vaccination is verified, your pet is officially licensed.

![Payment Form Image]