Animal Population Control Program Walkthrough

DEPARTMENT OF AGRICULTURE

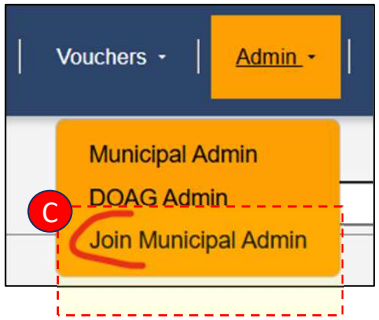
Apply for Municipal Adoption Voucher

Click

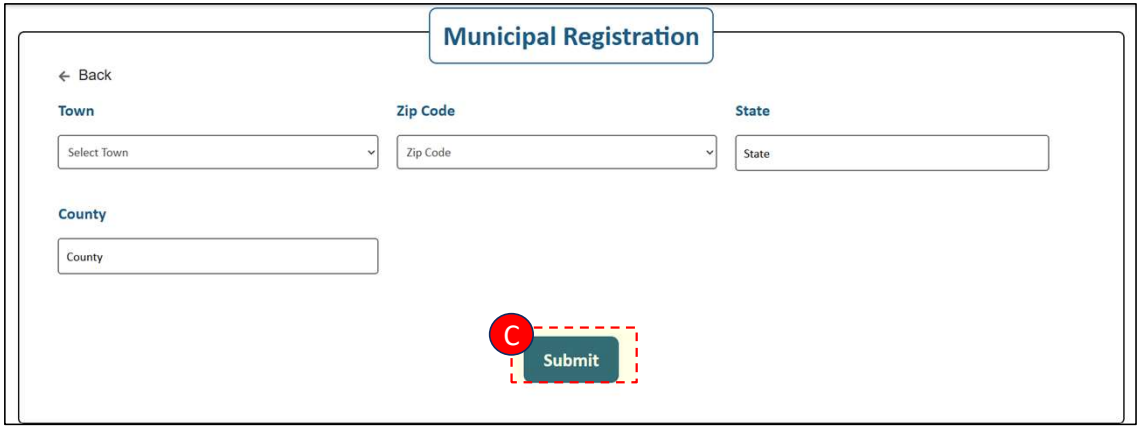
Municipalities: Join the APCP Program

Municipality Join the Program: To complete registration as a Municipality, each town would have to request access to their individual Portal.

Instructions: Begin by clicking on the “Admin” tab. Next, select *Join Municipal Admin.*



On this page you can request access by selecting your town municipality. This will send a request to the Department of Agriculture for review. Once approved, Towns will be able to access the portal.

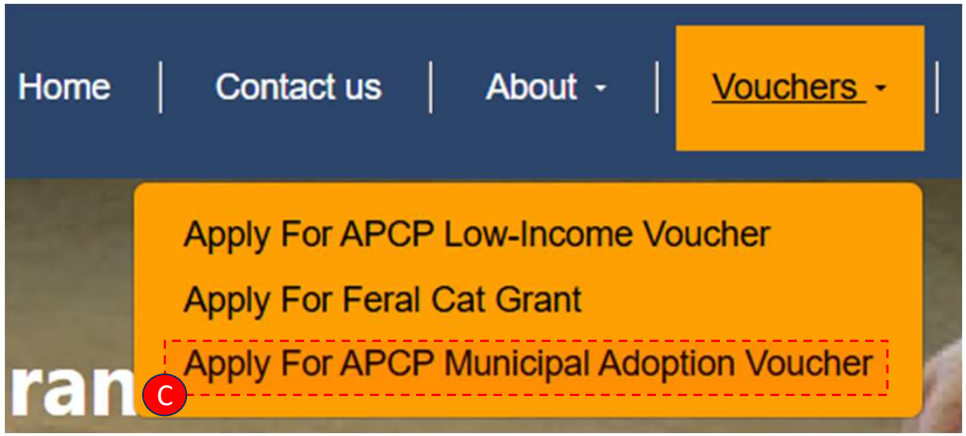


Click

Apply for APCP Municipal Adoption Voucher

Municipal Towns: After logging in/registering, towns/municipalities will be able to apply for a Municipal Adoption Voucher.

Instructions: On the top header ribbon select “Vouchers” drop-down, then select “Apply for APCP Municipal Adoption Voucher”. This will navigate you to the application page



Once complete, select "Submit"

Click

Apply for APCP Municipal Adoption Voucher

Municipal Towns: When ready, a town would be able to navigate to this application and start the submission process.

Instructions:

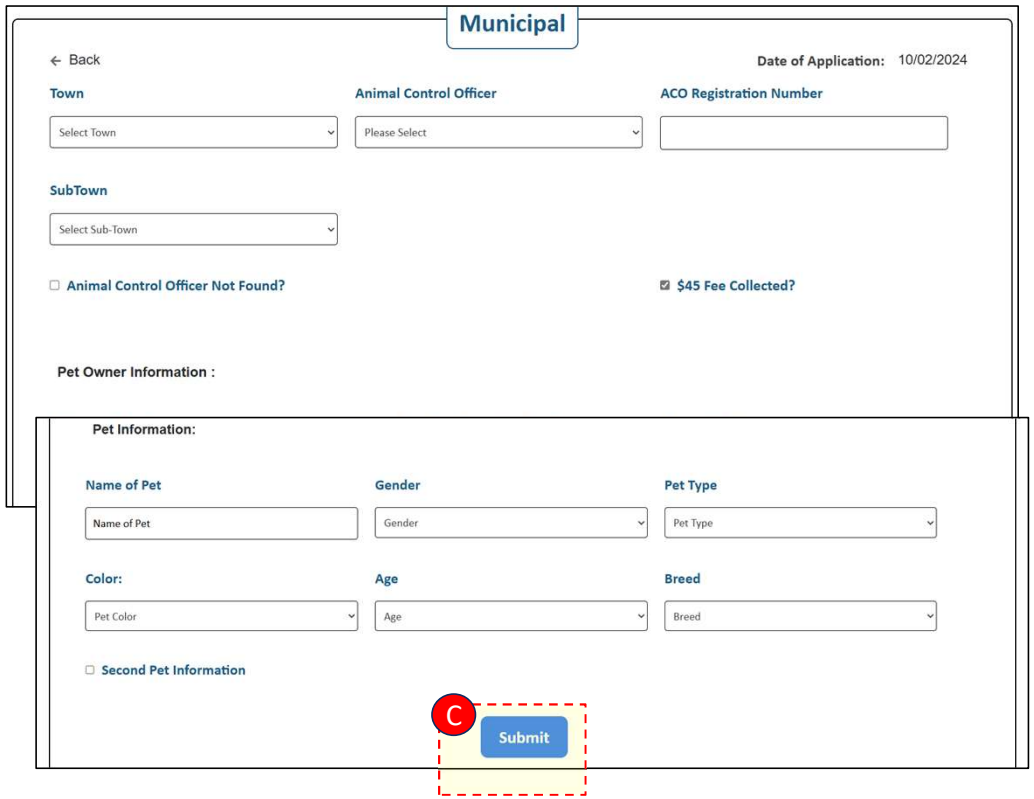
- Select your Town, ACO and any sub-town that may be associated with municipality. The ACO Registration Number will auto-populate based on the ACO selected

- **Pet Owner Section:**
  - Enter the Pet Owner/Applicant information

- **Pet Information Section:**
  - Enter the Pet Information

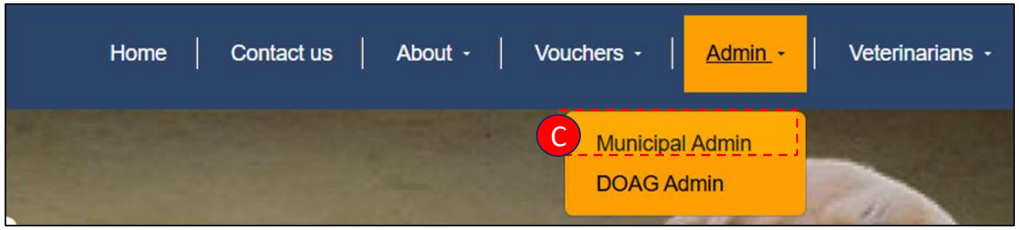
Once complete, select *"Submit"*

After submission, the application is processed by Department of Agriculture and routed to the Veterinarian



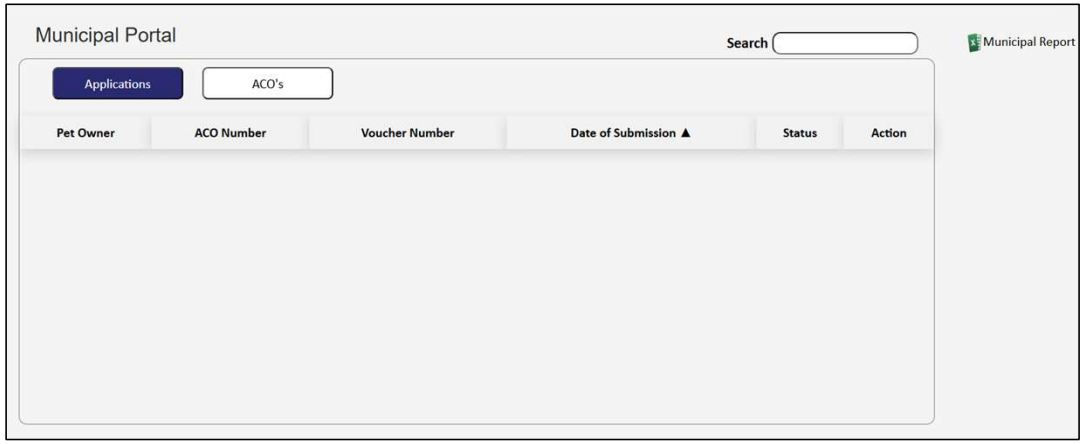
Municipal Adoption Portal

Municipal Portal: By selecting the Admin drop-down on the top header and selecting Municipal Admin, this will navigate each town to the Municipal Portal where they will find all submitted applications and ACO information.



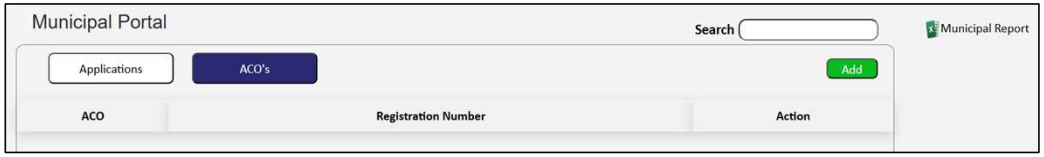
Application Tab:

- This tab will display all submitted applications by that town/municipality. Here towns will be able to check the status of applications



ACO's Tab:

- This tab will display all active ACO's for that town/municipality. The town will be able to update/add/delete an ACO from this tab



Municipal Report:

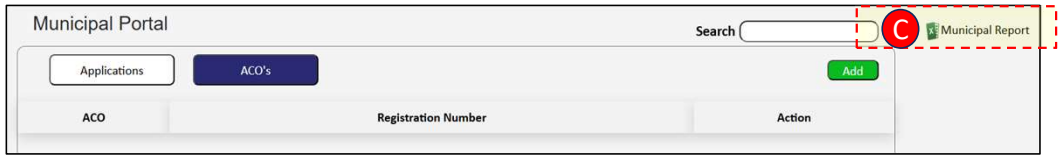
- This report contains all submitted applications by the town in an excel for reporting. To download click on text "Municipal Report"

Municipal Adoption Portal: Reports

Click

Municipal Report:

- This report contains all submitted applications by the town in an excel for reporting. To download click on text “Municipal Report”. The file will display information such as: Date of Submission, Status, ACO assigned and the Registration Number

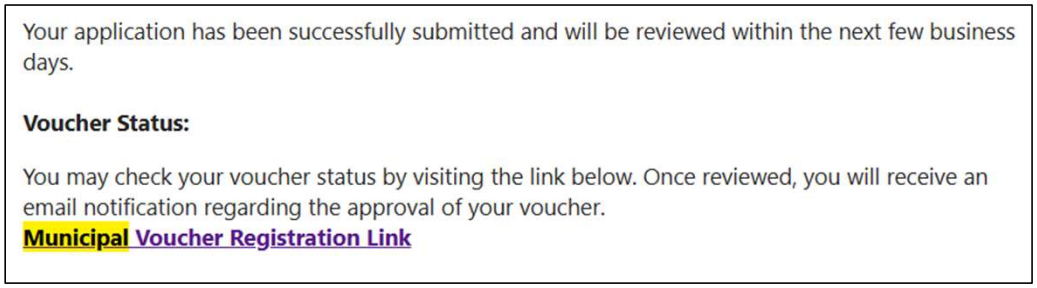


    - **Columns:** Pet Owner, Application Type, Voucher Number, Date of Submission, Status, Town, Animal Control Officers, ACO Number

	A	B	C	D	E	F	G	H
1	Pet Owner	Application Type	Voucher Number	Date of Submmision	Status	Town	Animal Control Officers	ACo Number
2								
3								
4								
5								
6								

Pet Owner Emails

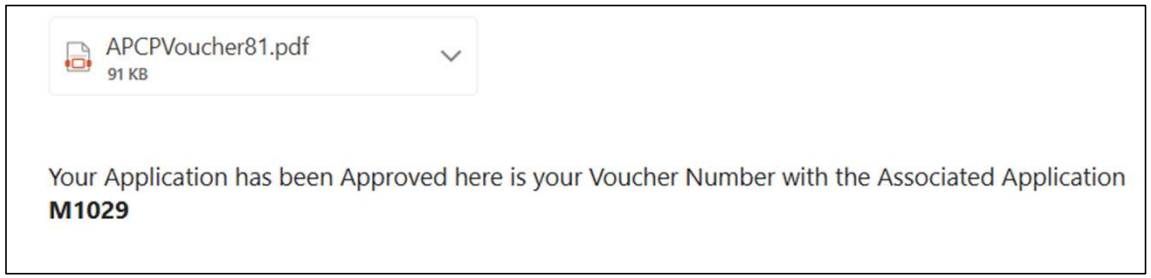
Pet Owner/Applicant: After submission you will receive a confirmation email. This email contains a link to update information pertaining your application before it is reviewed.


Your application has been successfully submitted and will be reviewed within the next few business days.

Voucher Status:

You may check your voucher status by visiting the link below. Once reviewed, you will receive an email notification regarding the approval of your voucher.
Municipal Voucher Registration Link

Approval/Rejection Email: Once your application has been reviewed and processed, you will receive an either an Approval Email or Rejection Email.

- **Approval Email:** contain approved pet vouchers. Vouchers can be printed for Veterinarian Office Visit

- **Rejection Email:** contain details on next step for application