



# Animal Population Control Program Walkthrough

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DEPARTMENT OF AGRICULTURE

A solid blue horizontal bar spans the width of the slide at the bottom.



# Apply for Municipal Adoption Voucher

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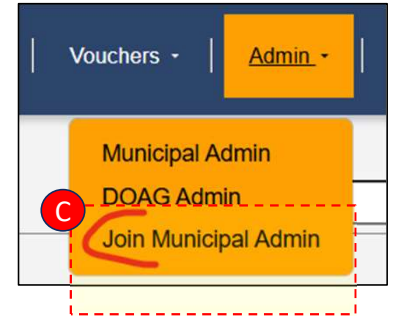


## Municipalities: Join the APCP Program

**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.



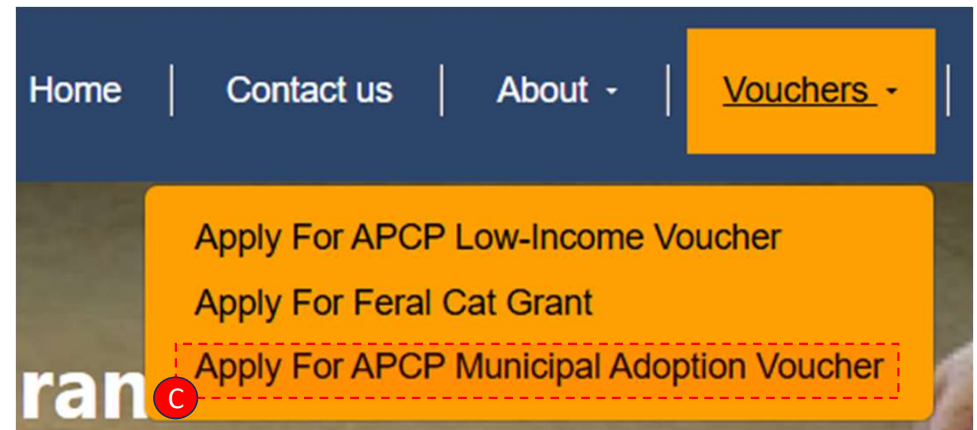
A screenshot of the 'Municipal Registration' form. The form has a title 'Municipal Registration' in a blue box at the top right. Below the title, there is a 'Back' link with a left arrow. The form contains four input fields: 'Town' (a dropdown menu with 'Select Town' and a downward arrow), 'Zip Code' (a dropdown menu with 'Zip Code' and a downward arrow), 'State' (a text input field with 'State' inside), and 'County' (a text input field with 'County' inside). At the bottom right of the form, there is a 'Submit' button. A red dashed box surrounds the 'Submit' button, and a red circle with the letter 'C' is placed over the top left corner of the box.



## 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



## 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*

The screenshot shows a web form titled "Municipal" with a "Date of Application: 10/02/2024". The form is divided into several sections:

- Town:** A dropdown menu labeled "Select Town".
- Animal Control Officer:** A dropdown menu labeled "Please Select".
- ACO Registration Number:** An empty text input field.
- SubTown:** A dropdown menu labeled "Select Sub-Town".
- Animal Control Officer Not Found?:** An unchecked checkbox.
- \$45 Fee Collected?:** A checked checkbox.
- Pet Owner Information:** A section header.
- Pet Information:** A section header with three columns:
  - Name of Pet:** A text input field labeled "Name of Pet".
  - Gender:** A dropdown menu labeled "Gender".
  - Pet Type:** A dropdown menu labeled "Pet Type".
  - Color:** A dropdown menu labeled "Pet Color".
  - Age:** A dropdown menu labeled "Age".
  - Breed:** A dropdown menu labeled "Breed".
- Second Pet Information:** An unchecked checkbox.
- Submit:** A blue button with a red "C" icon, highlighted with a dashed red box.



# 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:

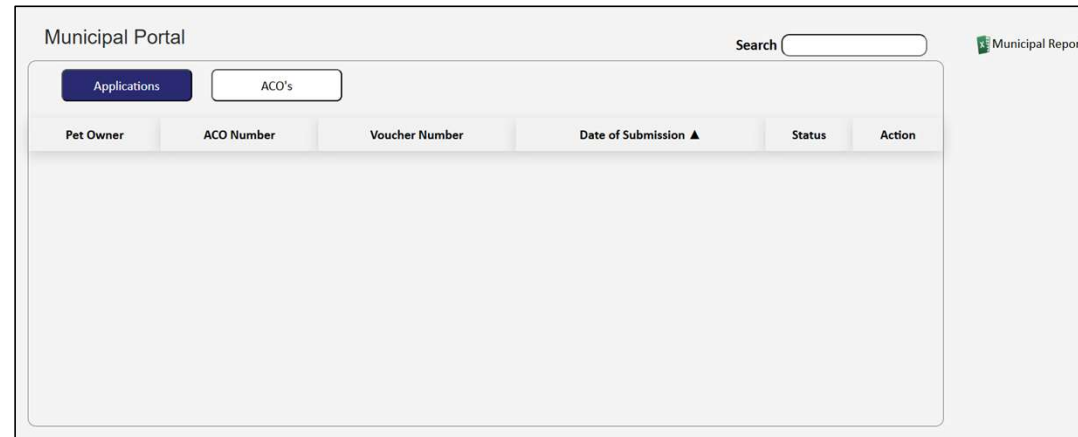
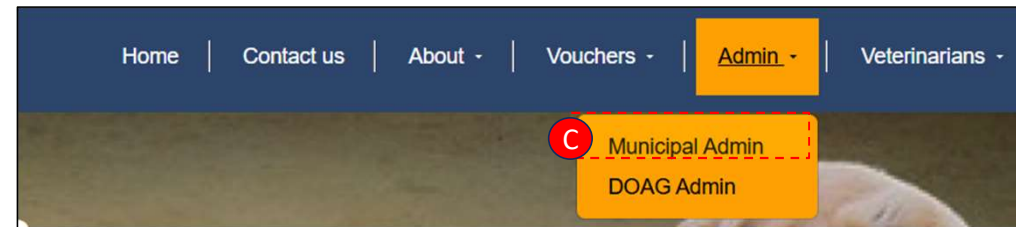
- This tab will display all submitted applications by that town/municipality. Here towns will be able to check the status of applications

## 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"







## 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.

**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

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**



APCPVoucher81.pdf  
91 KB



Your Application has been Approved here is your Voucher Number with the Associated Application  
**M1029**