

## **Instructions for Administration/Ordinance Ticket payment:**

**Step 1:** Please check the Administrative/Ordinance ticket to know exactly what you need to pay.

**Step 2:** Click the link for the Ordinance Fee Form 129702

**Step 3:** Fill out information

**Step 4:** Print out two copies of your receipt

**Step 5:** Mail one copy of the receipts to:

Animal Control Department

152 S Kellogg Street

Galesburg, IL 61401

There is a 4% fee for every transaction