



Renewal of Hawking License

Standard Operating Procedure (SOP)

- Open the system's browser, ensure the system is connected to the internet.
- Enter the URL in the address bar of the browser: <https://mcdonline.nic.in/hawking> and go to "Citizen Login" module.
- At first time visit, citizen must register to proceed, please "New User Click Here for Signup / Registration".
- Fill mandatory information on **Sign-Up page** and click on Submit button.
- On successful Sign-Up, **Login with Registered Mobile No.** through OTP authentication.
- After successful authentication, on "Online Services" Page, select "Hawking License"
- Citizen can also change mobile number and other details through "Edit Profile" option available under name display at top right corner.
- Citizen must read all the **Important Instructions and Guidelines**
- Click on "Search Legacy Hawking", a renewal form will display.
- **Enter License No.** and Click Search.
- Check all the Form details, fill mandatory fields and upload relevant documents.
- Filled details can be saved as draft using "Save as Draft" button to submit the details later.
- Click "Calculate and Pay Fee" and click on "Submit" button to save the application form details and **pay requisite fees** using online payment gateway.
- After Payment, receipt will be available for download and the record will be seen in "Dashboard".
- You can also **download payment receipt** from "Dashboard" button under Action tab.