



SOP for Pet Dog Registration – Municipal Corporation of Delhi

<https://mcdonline.nic.in>

Municipal Corporations of Delhi

Note: This document will be amended on regular basis as per the upgradation done in the application.





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1. Introduction

1.1. About Pet Dog Registration

As per the u/s 399 DMC Act of 1957 each Dog owner need to register Pet Dog with the MCD. This document covers all the important details of the Veterinary Trade License Application like Application features, Interfaces, Functional and Non-Functional requirements, Forms and its logical validations.

1.2. Purpose

1. Applicant need to apply online on MCD portal for registration of pet dog.
2. Minimum Age for applying for Pet Dog Registration Certificate must be 18 Years or above.
3. For Registration of each pet dog separate application need to be made.
4. Applicant need to fill the online form, pay the requisite fee and attach the necessary documents and submit it to the Department for Processing.
5. All Applications need to processed by respective authority – Deputy Director (VS)/ Veterinary Officer (Based on Zone)
6. MCD Officer have full right to issue / Reject the applications based on merit.
7. MCD officer can raise document deficiency if any document is missing, unclear document,
8. For approved application a Registration Certificate will be issued.
9. Each Certificate will have a token number and valid QR Code.
10. After the expiry of Current Registration Certificate, owner needs to **apply renewal for continuity of Pet Dog certificate.**
11. Pet Dog owner can surrender its Pet Dog Certificate in following cases
 - If **the pet dog expires**: The owner must notify the authorities and surrender the Pet Dog Certificate after the dog has passed away.
 - If **the pet dog is sold to another owner**: When a pet dog is sold or transferred to another person, the original owner needs to surrender the Pet Dog Certificate, and the new owner must apply for a new certificate.
 - If **the owner shifts out of Delhi**: If the pet dog owner moves to another city or state, they must surrender the certificate for the pet dog as they are no longer residing in Delhi, where the certificate is valid.

1.3. Pet Dog Registration Certificate

Certificate Validity Period = Validity of Registration Certificate will be of maximum one Year Duration Subjected to date of vaccination of Dog.

2. Standard Operating Procedure

- 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/petmcd>, Pet Dog Application opens.
- 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. along with country code through OTP authentication.
- Citizen can also change mobile number and other details through "Edit Profile" option available under name display at top right corner.
- All the registered Pet Dog Registration details will be shown on Dashboard Page with key details such as Application Number, Trade type, Applicant Name, Trade Nature, Application Submission Date etc.
- Citizen must read all the Important Instructions, Guidelines and respective policies.
- After login on left pane, click on Pet Dog registration button for applying.
- Fill all the required information on application form page such as Applicant Details (Name, DOB), Applicant address (Plot/House No., Street Name, Pin Code, Colony, ward, zone Ph. Number, mobile number, email ID), Dog Details, etc. and upload required documents.
- Filled details can be saved as draft using "Save as Draft" button to submit the details later.
- Click on "Submit" button to save the application form details and pay requisite fees using online payment gateway.
- On successful Submission, Registered details will be sent to MCD Officials for scrutiny and approval.
- Registered details can be seen on Dashboard with status.
- Following options will be available on "Action" button on Dashboard for a registered detail:
 - View: Submitted application form can be seen with all filled details
 - Payment Receipt: Payment receipt can be downloaded in case of successful payment.
- Select appropriate option from "Action" button as per the requirement.
- Fill all the required details on form opened along with necessary documents and submit.
- Pay requisite fee (if any) using online payment gateway.
- Check details and status of registered request from Dashboard.
- On Rejection by MCD Officials, Citizen need to apply a fresh for Pet Dog Registration.
- Rejection letter can be downloaded from "Action" button to check rejection remarks.

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- On Approval from MCD Official, Certificate can be downloaded from “Action” button for any registered detail.
 - Download relevant Copy of registration and its payment receipt available under “Action” button on Dashboard.
 - After the expiry of Current Registration Certificate, owner needs to **apply renewal for continuity of Pet Dog certificate.**

3. Pet Dog Registration Charges- MCD

S.no	Process Name	Fees	Late fee	Grace period
1.	Registration of Pet Dog Certificate (New)	Rs. 500	NA	NA
2.	Renewal of Registration of Pet Dog Certificate	Rs. 500	Rs. 100 per month	1 month (after expiry of Pet Dog certificate)
3.	Surrender of Registration of Pet Dog Certificate	NA		

4. List of Documents required for Pet Dog Registration- MCD.

S.no	New	Renewal	Surrender
1.	Anti-Rabies Vaccination Certificate Issued By Registered Veterinary Practitioner /Hospital (Mandatory)	Anti-Rabies Vaccination Certificate Issued By Registered Veterinary Practitioner /Hospital (Mandatory)	Applicant Identity Proof (Mandatory)
2.	Applicant Identity Proof (Mandatory)	Applicant Identity Proof (Non Mandatory)	
3.	Applicant Residence Proof (Mandatory)	Applicant Residence Proof (Non Mandatory)	
4.	Photograph of applicant along with pet dog. (Mandatory)	Photograph of applicant along with pet dog. (Mandatory)	

