



Municipal Corporation of Delhi
Department of Veterinary services
17th Floor, Dr. S.P.M. Civic Centre
J.L.N. Marg, New Delhi-110002



No.76/DDVS/RCP/MCD/2023

Dated:25.10.2023

Subject: Policy and the guidelines for pet dog registration.

The Corporation vide resolution No.60 dated 31.08.2023 has approved the policy and guidelines for pet dog registration in Municipal Corporation of Delhi as detailed under for compliance by all concerned:-

Registration of pet dogs kept within Delhi by the Registration Authority appointed by the Commissioner in this behalf is mandatory U/S 399 of DMC Act, 1957 (Registration and Control of Dogs). In pursuant to the above section of DMC Act, this policy shall deal with the norms for registration of dogs in the jurisdiction of Municipal Corporation of Delhi. This policy shall come into force at once immediately after approval of the Municipal Corporation of Delhi and its notification by the Department of Veterinary Services, MCD and will be in supersession of previous policy and all office orders issued in this regard.

(A): SOP

1. The registration of the pet dog will be done online through the MCD website www.mcdonline.nic.in. The registration certificate will be generated real time instantly.
2. Any citizen attaining the age of major is entitled for applying for registration of pet dogs.
3. Prophylactic anti-Rabies vaccination of the pet dog shall be mandatory.
4. The registration will be done on annual basis. Validity of Registration of the pet dog shall commensurate with the validity of Anti Rabies Vaccination.
5. Registration Certificate will have a token number and valid QR Code.
6. After the expiry of Current Registration Certificate, SMS intimation will be sent to registered owner to renew the registration of the pet dog.

(B): Fresh registration:

1. After clicking the icon of "Fresh Registration", an application form would appear on the screen, wherein the applicant would require filling all the details i.e. Applicants Name, Address, Colony, Pin code, Mobile Number, Phone Number, Email-ID, Details of Dog i.e. Name, Breed, Age, Sex and Date of Anti Rabies Vaccination (The format of application is annexed as **Annexure -I**).

2. The applicant has to upload the self attested copy of proof of residence (Aadhar or voter ID or passport or Driving license or electricity or water bill or MTNL Bill or Ration Card or House Tax Bill or Income Tax Certificate or Bank Passbook or Life Insurance Receipt), latest Anti Rabies vaccination certificate of the dog in the prescribed format issued by the registered veterinary practitioner and photograph of dog with owner.
3. Thereafter the applicant has to submit a declaration for which the applicant would be required to click: "I Agree" icon available in application form.
4. After filling all the details and acceptance, the payment gateway would be opened where the applicant would be required to make the online payment of the charges for the registration. After making the online payment for pet dog registration by the applicant, a receipt of the payment would be generated to acknowledge the payment. The payment for registration would be credited in the respective head of account.
5. After receiving the online payment, a unique registration number, dog token card having token number, QR code and expiry date to be issued to registered dog would be generated automatically by the software.
6. Thereafter, a registration certificate with the details of the owner, dog registration number, photograph of the dog as uploaded by the applicant, validity of registration along with the terms and conditions and the Dog Token Card would be generated instantly. (The format of the registration certificate with terms and conditions is annexed as "**Annexure -II**"). The format of dog token card is annexed as **Annexure -III**.
7. The owner/applicant may take a printout of the Pet Dog Registration Certificate.
8. The registration number and dog token card number allotted to the registered pet dog shall remain the same throughout the life of the dog.
9. The Management Information System (MIS) Report of the registration would be generated which can be viewed by Dy. Directors (VS) of zones, Dy. Director (VS)/RCP and Director (VS).
10. An instant SMS alert as well as an e mail message would be sent automatically by the software to the mobile number and e mail id of the owner provided in the application form confirming the registration of pet dog.
11. The registration of the pet dog shall remain valid up to the expiry date of rabies vaccination and this registration is required to be renewed thereafter every year.

12. The zone wise record of registration of pet dogs would be maintained by the software and can be viewed by all Dy. Directors (Zones), Dy. Director (VS)/RCP and Director (VS).
13. The provision of revocation of the registration of pet dog by the Dy. Directors (Zones) is also available in case of submission of false/incorrect information or incorrect uploading of documents by the owner.

(C): Renewal of Registration:

The owner of a registered pet dog shall have to get the registration of the pet dog renewed annually within one month of its expiry, otherwise late fee will be charged as prescribed in this policy.

1. For renewal the owner has to click the icon of "Renewal of Registration".
2. After clicking, the owner would be asked by the system to enter Pet Registration Number/Dog Token Card Number issued earlier at the time of registration. After entering the registration number a renewal application form shall appear with pre filled details provided at the time of registration. The format of the application for renewal is annexed as **Annexure-IV**. The details of date of anti-rabies vaccination and its validity and its date of validity will be filled up by the pet dog owner.
3. The owner/applicant would be required to upload the latest Anti Rabies vaccination certificate of the dog in the prescribed format issued by a registered veterinary practitioner.
4. An option of change of address would also be available at the time of renewal without paying any extra fee and may be used in case of any change of address of the owner. For change the address the icon "Yes" provided against the option "Change of Address" would be clicked and new address would require to be entered and the self attested copy of proof of new residence address (Aadhar or voter ID or passport or Driving license or electricity or water bill or MTNL Bill or Ration Card or House Tax Bill or Income Tax Certificate or Lease Agreement or Bank Passbook or Life Insurance Receipt) would required to be uploaded.
5. After acceptance of the declaration by clicking "I Agree" icon, the payment gateway would open where the owner/applicant is required to make the online payment of the fee for the renewal of the registration. After making the online payment for renewal of pet dog registration by the applicant, a receipt of the payment would be generated to acknowledge the payment. The payment for renewal of registration would be credited in the respective head of account.
6. After receiving the online payment, a certificate of renewal of registration with the details of owner, date of Anti Rabies vaccination and validity along with

Dog Token Card would be generated instantly with the same registration number allotted at the time of registration.

7. The owner/applicant shall take a printout of this Pet Dog Registration Certificate. The Owner/applicant shall also take a print out of Dog Token Card having the QR code, token No. & expiry date which is to be kept by the owner.
8. An instant SMS alert as well as an e mail message would be sent automatically by the software to the mobile number and e-mail Id of the owner provided in the application form confirming the registration of pet dog.
9. The Management Information System (MIS) Report of the registration would be generated which can be viewed by Dy. Directors (VS) of zones, Dy. Director (VS)/RCP and Director (VS).

(D): Change of Address:

1. In case the owner change the residence, the provision for change of address of the registered dog would be available online. If the owner avails this facility at the time of renewal of the registration no fee shall be charged for this facility. However, if the change of the address in the registration is done midway during the validity of registration a fee of Rs.300/- will be charged.
2. After clicking, Icon "Change of Address" the owner/applicant would be asked by the system either to enter registration number or token number issued earlier at the time of registration. After entering the registration number/token number an application form for change of address shall appear with pre filled details provided at the time of registration.
3. The owner/applicant would be required to enter new address and upload a self attested copy of the proof of new residence address (Aadhar or voter ID or passport or Driving license or electricity or water bill or MTNL Bill or Ration Card or House Tax Bill or Income Tax Certificate or Lease Agreement or Bank Passbook or Life Insurance Receipt).
4. After acceptance of the declaration regarding the change of address by clicking "I Agree" icon payment gateway would be opened where the applicant would be required to make the online payment of the charges for change of address. After making the online payment for pet dog registration by the applicant, a receipt of the payment would be generated to acknowledge the payment. The fresh certificate of registration with the detail of owner, new address, date of Anti Rabies vaccination and validity would be generated with the same registration number and dog token card number allotted at the time of registration.
5. The owner may take a printout of this Pet Dog Registration Certificate.

6. The Management Information System (MIS) Report of the registration would be generated which can be viewed by Dy. Directors (VS) of zones, Dy. Director (VS)/RCP and Director (VS).

Terms & conditions for registration of Pet Dog

1. The owner of the pet dog shall not prohibit/obstruct the authorized officer of the Corporation to inspect the premises at all reasonable times without any notice.
2. The owner of the pet dog shall get Pet dog Registration renewed after its expiry which shall commensurate with the expiry of anti-rabies vaccination.
3. The owner of the pet dog shall ensure that dog token card is on neck collar of the Dog at all times & on demand, shall produce the registration certificate to the authority.
4. A valid Anti Rabies vaccination certificate by a registered Veterinary practitioner shall be pre-requisite for Pet dog Registration.
5. In case a vaccinated pet dog is bitten by Rabies suspected dog during the validity period of registration, the owner of the dog will ensure its proper post bite vaccination regimen under intimation to Dy. Director (VS) Zone, failing which registration shall be cancelled.
6. Validity of Registration of the pet dog shall be co-terminus with that of Anti Rabies Vaccination.
7. The owner shall indemnify Municipal Corporation of Delhi from all legal consequences arising due to violent acts of the pet viz: howling, biting and injuring any person or other animal.
8. The owner of the pet dog shall be responsible for timely Anti Rabies Vaccination and the good health of the pet dog.
9. The owner of the pet dog shall ensure that his/her pet dog does not contribute in any way in the growth of stray canine population.
10. The owner shall not allow an aggressive dog to roam freely without muzzle at any public place. Irresponsible ownership causing severe biting injury shall lead to cancellation of pet dog Registration. In such cases, the owner shall be responsible for proper compensation to the victim & shall bear all expenses likely to be incurred in Anti Rabies Serum and post bite Anti Rabies vaccination of the victim.
11. The owner of the pet dog shall not allow his/her pet to defile public places and shall scoop the poop instant to clean up the spot. Each such negligence will attract a fine of Rs. 500/- from DEMS.

12. The owner of the pet dog shall provide adequate food and shelter to pet dog and shall not cause any cruelty to it failing which provisions of Prevention of Cruelty to Animals Act would be invoked.
13. The Pet Dog Registration is non-transferable in nature. In case of change of ownership, new owner will apply for fresh Registration Certificate. Before applying, owner should take Registration Certificate, Anti-Rabies Vaccination certificate details etc. from previous owner. For instance, if at the time of purchase of the Pet dog, the validity of Anti Rabies Vaccination is likely to expire after 2 months, the owner of the pet shall reapply for a fresh Registration after getting booster dose of Anti Rabies Vaccination.
14. The owner of the pet dog shall not abandon his/her pet dog for straying at public places.
15. The owner of the pet dog shall strictly abide by the above-mentioned Terms & conditions of the Pet Dog Registration.

Registration Fee/Renewal Fee of Pet Dog

1. The annual fee for registration of each dog shall be Rs.500/-.
2. Automatic increase in applicable fee for registration of each dog after every three years: The fee for registration of each dog, late fee and any other fee shall automatically be increased by 15% (rounded to next rupee in multiple of Rs.10/-) on every three years of the last payable amount. Thus the next increase in fee for registration of each dog in MCD will be from 01.04.2025.

Late Fee for Renewal

The owner of a registered pet dog has to get the registration of the pet dog renewed annually after expiry of validity of registration which will be same as date of expiry of anti rabies vaccination. No late fee shall be charged if the registration is renewed within one month of its expiry. A late fee of Rs. 100/- per month shall be charged after the grace period of one month.

Requirement of documents for registration of pet dog

The applicant has to submit different applications for each pet dog. The applicant has to upload the photograph of the pet dog. The following documents shall also be mandatorily uploaded at the time of application.

- (c) Proof of residence preferably Aadhar Card/Voter Card/Passport/Driving License/Ration Card/Electricity Bill/Telephone Bill/House Tax Bill/Bank Passbook/Life Insurance Receipt.
- (d) Anti-rabies vaccination certificate issued by a Veterinary Doctor in the following format.

(To be printed on the Letter Head of Regd. Veterinary Doctor)

ANTI RABIES VACCINATION CERTIFICATE FOR PET DOG REGISTRATION

Photo of the Dog along with owner and duly attested by the attending Veterinary Doctor.

1	Name of Pet Dog Owner	
2	Address	
3	Mobile No. of Pet Dog Owner	
4	Name of Pet Dog	
5	Gender	
6	Breed	
7	Colour	
8	Identification mark (if any)	
9	Date of Anti Rabies Vaccination	
10	Next due date of ARV	
11	Council Registration No.	

I, Dr. _____ certify that the Dog/Bitch/Pup having details as mentioned above has been vaccinated against Rabies by me.

Signature & Stamp of the attending Vet

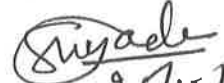
Monitoring process

The registration certificate of pet dog shall be generated real time instantly after submission of the application by the pet dog owner. The Zonal Dy. Director (VS)/Veterinary Officer shall screen all the generated registrations weekly. During screening if the information/ documents uploaded by the applicant are found in order, the Dy. Director (VS)/Veterinary Officer will click the "checked, okay" tab to verify screening of each registration certificate. If any discrepancy in the uploaded documents/photograph is noticed the Registration shall be cancelled specifying the reason thereof. SMS shall be delivered to the owner of registered pet dog to apply afresh and get the pet dog registered with proper documents. In such cases the registration fees shall be paid again.

Cancellation of registration certificate

The cancellation of the registration shall be done by the Zonal Dy. Director (VS)/Veterinary Officer on the following grounds:-

1. If the applicant does not upload proper documents/photograph of the pet dog the registration certificate shall be cancelled during mandatory screening of the registration certificate within a week.
2. Any violation of the Terms & conditions of the Registration by the owner of the registered pet dog shall also lead to cancellation of the Registration.


25/10/2023

Dy. Director (VS)/RCP

Distribution:

1. Dy. Director (VS)/Veterinary Officer of all zones
2. Dy. Commissioner of all zones
3. Director (IT)- with the request to upload on MCD website.

Copy for information:-

1. Addl. Commissioner (Vet)
2. P.S. to the Commissioner, MCD for information to Commissioner.
3. Addl. Dy. Commissioner (VS).



MUNICIPAL CORPORATION OF DELHI

APPLICATION FOR DOG REGISTRATION U/S 399 OF DMC ACT 1957

(Fields marked* are mandatory)

Applicants First Name* Address: Plot House No.* Street Name (Max length 25 chars)Colony* Zone* Ward* Pin Code* Phone Number (Landline) Mobile Number: Email ID Name of pet dog Breed of dog* Age as on date of
Registration* DD/MM/YY Date of Anti Rabies
Vaccination of dog* DD/MM/YYName of the Veterinary
Doctor/Hospital from Token No.
Where dog got vaccinated (Max length 25 chars)Total No. of dogs kept
by owner

Enclosure/Attachments* (Applicant requested to upload self attested copies of all the document)

- Proof of residence (Aadhar/Voter ID/passport/Driving License/electricity or water bill)
- Proof copy of vaccination certificate of the dog (issued by registered veterinary practitioner)

Declaration to be given by owner in registration form

I _____ r/o _____ do solemnly declare the I am keeping the pet dog as per aforesaid details which are true to the best of my knowledge and I shall abide by the provisions listed u/s 389 of DMC Act 1957 and terms & conditions of this registration.

Photo of
dog with
owner

Browse



MUNICIPAL CORPORATION OF DELHI
DEPARTMENT OF VETERINARY SERVICES
CERTIFICATE OF REGISTRATION OF PET DOG
 (U/S 399 OF DMC Act 1957)

This is to certify that the dog kept by Sh./Smt _____ at (Address) _____ mobile no. _____ Email _____ is registered with _____ Zone, Municipal Corporation of Delhi as per following details:

- | | | |
|---|---|-------|
| 1. Name of Dog | : | _____ |
| 2. Sex | : | _____ |
| 3. Breed | : | _____ |
| 4. Age at the time of registration | : | _____ |
| 5. Date of Rabies vaccination | : | _____ |
| 6. Registration No. issued | : | _____ |
| 7. Token No. issued | : | _____ |
| 8. Registration valid upto | : | _____ |
| 9. Next date of renewal of registration | : | _____ |
| 10. Next due date of Rabies Vaccination | : | _____ |

QR Code

DISCLAIMER

This registration is purely on the basis of self certificate. If any of the statements of undertaking/self declaration are found otherwise subsequently, the Registration is liable to be cancelled/revoked for all intents and purposes forthwith and such person shall be liable for legal and penal action for obtaining Registration fraudulently by making false averments.

Terms & Conditions

1. The owner of the pet dog shall not prohibit/obstruct the authorized officer of the Corporation to inspect the premises at all reasonable times without any notice.
2. The owner of the pet dog shall get Pet dog Registration renewed after its expiry which shall commensurate with the expiry of anti-rabies vaccination.

3. The owner of the pet dog shall ensure that dog token card is on neck collar of the Dog at all times & on demand, shall produce the registration certificate to the authority.
4. A valid Anti Rabies vaccination certificate by a registered Veterinary practitioner shall be pre-requisite for Pet dog Registration.
5. In case a vaccinated pet dog is bitten by Rabies suspected dog during the validity period of registration, the owner of the dog will ensure its proper post bite vaccination regimen under intimation to Dy. Director(VS) Zone, failing which registration shall be cancelled.
6. Validity of Registration of the pet dog shall be co-terminus with that of Anti Rabies Vaccination.
7. The owner shall indemnify Municipal Corporation of Delhi from all legal consequences arising due to violent acts of the pet viz: howling, biting and injuring any person or other animal.
8. The owner of the pet dog shall be responsible for timely Anti Rabies Vaccination and the good health of the pet dog.
9. The owner of the pet dog shall ensure that his/her pet dog does not contribute in any way in the growth of stray canine population.
10. The owner shall not allow an aggressive dog to roam freely without muzzle at any public place. Irresponsible ownership causing severe biting injury shall lead to cancellation of pet dog Registration. In such cases, the owner shall be responsible for proper compensation to the victim & shall bear all expenses likely to be incurred in Anti Rabies Serum and post bite Anti Rabies vaccination of the victim.
11. The owner of the pet dog shall not allow his/her pet to defile public places and shall scoop the poop instant to clean up the spot each such negligence will attract a fine of Rs. 500/- from DEMS.
12. The owner of the pet dog shall provide adequate food and shelter to pet dog and shall not cause any cruelty to it failing which provisions of Prevention of Cruelty to Animals Act would be invoked.
13. The Pet Dog Registration is non-transferable in nature. In case of change of ownership, new owner will apply for fresh Registration Certificate. Before applying, owner should take Registration Certificate, Anti-Rabies Vaccination certificate details etc. from previous owner. For instance, if at the time of purchase of the Pet dog, the validity of Anti Rabies Vaccination is likely to expire after 2 months, the owner of the pet shall reapply for a fresh Registration after getting booster dose of Anti Rabies Vaccination.
14. The owner of the pet dog shall not abandon his/her pet dog for straying at public places. The owner of the pet dog shall strictly abide by the above-mentioned Terms & conditions of the Pet Dog Registration.



**MUNICIPAL CORPORATION OF DELHI
DEPARTMENT OF VETERINARY SERVICES**

DOG TOKEN CARD



Name of Dog : _____

Name of the Owner : _____

Address : _____

Phone : _____

Registration No. : _____

Token Number : _____

Date of Registration/Renewal: _____

Valid upto : _____



MUNICIPAL CORPORATION OF DELHI

APPLICATION FOR RENEWAL OF DOG REGISTRATION U/S 399 OF DMC ACT 1957**(Fields marked* are mandatory)**Registration No. Token No. Photo of
dog
with
ownerApplicants First Name* Address: Plot House No.* Max length 25 chars)

Browse

Colony* Zone* Ward* Pin Code* Phone Number (Landline) Mobile Number* Email ID Name of pet dog * Breed of dog* Age as on date of
Registration* DD/MM/YYDate of Anti Rabies
Vaccination of dog* DD/MM/YYName of the Veterinary
Doctor/Hospital from Total No. of dogs
Where dog got vaccinated* kept by owner
(Max length 25 chars)

Enclosure/Attachments* (Applicant requested to upload self attested copies of all the document)

 Browse

Proof of residence (Aadhar/Voter ID/passport/Driving License/electricity or water bill)

 Browse

Proof copy of vaccination certificate of the dog (issued by registered veterinary practitioner)

Declaration to be given by owner in registration form

I _____ r/o _____ do solemnly declare the I am keeping the pet dog as per aforesaid details which are true to the best of my knowledge and I shall abide by the provisions listed u/s 389 of DMC Act 1957 and terms & conditions of this registration.

 I Agree I Disagree