

How to Register Your Pet Dog in Gurugram: Step-by-Step Guide

If you live in Gurugram and keep a pet dog, registration with the Municipal Corporation of Gurugram (MCG) is **legally mandatory**, not optional. This requirement flows from the **Haryana Municipal Corporation Act, 1994** and the **Registration and Proper Control of Dogs By-laws, 2008**, as well as later MCG notices issued from 2022 onwards.

MCG has also tightened implementation after several dog-bite incidents and court directions, making compliance much more strictly enforced in recent years.

This guide explains:

1. Who needs to register and by when
2. Documents you need
3. How to register **online** via Saral Haryana
4. How to register **offline** at the MCG office / via camps
5. Fees, renewal rules and penalties
6. Microchipping, metal token and day-to-day responsibilities

1. Is Dog Registration Mandatory in Gurgaon?

Yes. **All pet dogs within MCG limits must be registered** with the Municipal Corporation. Multiple sources (MCG notices, government service portals and legal blogs) confirm that licensing is compulsory and must be renewed annually.

Broadly:

- Any person **keeping a dog within MCG jurisdiction** must register it.
- Dogs already living in the area as of a specified date must be registered; new dogs must be registered within a short period (often 7 days) of being brought into MCG limits.
- Registration has to be **renewed every year**.

Unregistered dogs can lead to fines and even detention of the dog in a designated facility until registration and penalties are paid.

2. Legal Framework in Brief

Dog registration in Gurgaon sits on a mix of:

- **Haryana Municipal Corporation Act, 1994** – empowers municipal bodies to regulate and license animals, including dogs.
- **Registration and Proper Control of Dogs By-laws, 2008 (MCG)** – lays down licensing, control, and responsibilities of dog owners.
- **MCG notices & orders since 2022** – making registration strictly mandatory, prescribing fees (₹500 for first registration, ₹250 for renewal, ₹500 late fee) and tightening rules on leashing, muzzling in public, and vaccination.

Additionally, MCG has engaged private agencies for **doorstep registration and microchipping**, expanding how registrations are processed.

3. Where and How Is Registration Done?

You can register your dog in **three main ways**:

1. **Online via the Saral Haryana Portal** (state e-governance portal)
2. **Offline at the MCG Citizen Facilitation Centre** in Gurgaon
3. **Doorstep / camp registration** through the private agency engaged by MCG (as and when such drives are running in your area).

4. Documents You Need Before You Start

Before you apply, keep the following ready (physical and scanned copies):

1. **Owner's ID proof** (any valid government ID):
 - Aadhaar card, Passport, Voter ID, Driving Licence, photo ration card, certain government ID cards, etc.
2. **Proof of address in Gurugram**
 - Often the same document (Aadhaar/passport/utility bill) can serve as address proof.
3. **Rabies vaccination certificate**
 - Issued by a licensed veterinary practitioner, showing that your dog has been vaccinated (and boosters are up to date).
4. **General vaccination card** (if available)
 - Showing other core vaccines and dates; increasingly checked during renewal.
5. **Sterilisation (spay/neuter) certificate**
 - Required or at least encouraged, especially if your dog is 4+ years old; sometimes linked with fee waivers or policy benefits.
6. **Photographs**
 - Two recent passport-size photos of the dog
 - One photo of the owner and dog together

7. **For imported/foreign-bred dogs (if applicable)**
 - Import papers, pet passport/book or similar documents.

Having all of this ready makes the process much smoother and avoids your application getting stuck for “pending documents”.

5. Step-by-Step: Online Registration via Saral Haryana

The **Saral Haryana** portal hosts the state-wide “Registration of Dog” service, which covers Gurugram as well. ([National Government Services Portal](#))

Step 1: Create / log into your Saral account

1. Go to the Saral Haryana website.
2. Sign up as a new user or log in with your existing credentials.
3. Ensure your profile details (mobile number, email, address) are correctly filled in.

Step 2: Find the Dog Registration service

1. After logging in, click on “**Apply for Service**”.
2. Click “**View All Services**”.
3. Search for “**Dog Registration**” / “**Registration of Dog**” or look for the relevant **Service ID (often listed for dog registration under Urban Local Bodies)**.

Step 3: Fill the online application form

In the dog registration form, you typically need to enter:

- Dog’s **name, breed, age, colour/markings**
- **Sex and sterilisation status**
- **Vaccination details**, especially rabies (date, vet, validity period)
- Owner’s **name, contact details, address** within MCG limits

Carefully check spelling and numbers — the details go into the official record.

Step 4: Upload documents

Upload scanned copies (usually in PDF/JPEG):

- Owner’s ID proof and address proof
- Rabies vaccination certificate and vaccination card
- Sterilisation certificate (if available)
- Photos of your dog and joint photo of owner + dog

Ensure file sizes meet portal limits, and that all scanned copies are clear and readable.

Step 5: Pay the registration fee online

Pay the applicable **registration fee** (see Section 7 below) using the online payment options available on the portal.

After successful payment, your application is submitted for processing.

Step 6: Download / save the acknowledgement

The portal will generate an **acknowledgement** or application number:

- Save a PDF and/or take a screenshot.
- Use this number to track status on Saral or to resolve any issues with MCG.

Once approved, you'll receive:

- A **Dog Registration Certificate / Pet Licence**, and
- Instructions on collecting or receiving your **metal token** and (if applicable) microchip details.

6. Step-by-Step: Offline Registration at MCG Office

If you prefer in-person processing, MCG allows **offline registration**:

1. Visit the **Citizen Facilitation Centre** at the MCG office (near Gurgaon bus stand, as commonly noted).
2. Ask for the **Dog Registration form**.
3. Fill in dog and owner details exactly as you would online.
4. Attach:
 - Photocopies of ID and address proof
 - Rabies vaccination certificate and vaccination records
 - Sterilisation certificate (if available)
 - Required photographs
5. Submit the form and **pay the fee at the counter** (cash/digital — depends on current MCG setup).

MCG processes the application and issues:

- A **registration/license certificate**,
- A **metal token** (to be attached to your dog's collar), and
- They may coordinate microchipping through the agency handling registrations.

Some RWAs also arrange **on-site registration camps** in collaboration with the appointed private agency, where forms are distributed and microchipping + token issuance happens in one go.

7. Fees, Validity and Renewal

Current cited fee structure for MCG dog registration is:

- **₹500** – initial registration (first time)
- **₹250 per year** – renewal, if done **within 1 month** of expiry
- **₹500 late fee** – if renewal is done **after 1 month** of expiry

Key points:

- Registration is **valid for 1 year**, typically from **1 April to 31 March**, or from the date of registration.
- Renew **every year** with updated vaccination records.
- Keep your registration certificate and renewal proofs handy — RWAs, vets or authorities may ask for them.

(Always check the latest fee on the Saral portal or MCG notice, as municipal fees can change.)

8. Penalties and Fines for Non-Compliance

Non-registration or failure to renew can attract penalties under MCG by-laws and notices:

- **Fine for unregistered dog:** MCG notices and legal guides mention that if a dog is found in public without its registration token, it may be detained in a designated facility, and the owner can be required to pay a **fine of around ₹5,000** to get the dog released.
- **Late renewal fine:** ₹500 if renewal is delayed beyond one month.
- Repeated non-compliance can lead to stricter action under municipal rules.

MCG circulars and news reports repeatedly remind residents that registration is **compulsory** and penalties will be enforced to ensure public safety and proper vaccination coverage.

9. Microchipping, Metal Token and Other Conditions

Recent updates from MCG indicate:

- **Mandatory microchipping:**

- Dogs are microchipped, with the chip linked to a central database containing registration number, vaccination info and owner details.
- Microchipping usually happens during MCG or agency-run registration camps.
- **Metal token & collar:**
 - Each registered dog gets a **metal token** with a license/ID number.
 - This must be attached to the dog's collar **whenever it's in public**.
- **Leash and muzzle:**
 - Owners must keep dogs **on a leash** in public.
 - For certain breeds or in crowded spaces, a **muzzle** may be mandatory, as referenced in MCG notices and court-linked directions.
- **Clean-up duty:**
 - Owners are expected to carry bags and **clean up their dog's excreta** in public areas, typically using biodegradable bags and disposing of them properly in bins.

Failure to follow these practical conditions can also lead to complaints, warnings, or penalties from RWAs/MCG.

Once done, your dog will officially be part of the registered pet community of Gurugram — which protects your pet, keeps you legally compliant, and supports better public health tracking.