

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

If you live in Nagpur and have a pet dog, getting a **pet dog licence from Nagpur Municipal Corporation (NMC)** is no longer optional – it's **mandatory**.

NMC has launched an **online dog registration system** under its Right to Services (RTS) portal to make the process faster and more transparent, while still allowing registration at its 10 zonal offices. The policy is tied to public health: it helps the civic body track **anti-rabies vaccination**, regulate pet ownership, and respond to complaints.

This guide walks you through:

- Why registration is mandatory
- Fees, concessions, and penalties
- Step-by-step **online registration**
- **Offline** registration at zonal offices
- Renewal and practical tips

1. Why dog registration is mandatory in Nagpur

Under NMC's policy, **every dog within the corporation limits must be registered** with the civic body's veterinary department. After registration, NMC issues a **pet licence** that has to be **renewed every year**.

Key reasons:

- To monitor **anti-rabies vaccination** and other health measures
- To encourage **sterilisation** and responsible pet ownership
- To keep a record for handling **complaints**, bites, and nuisance issues

Recent reports highlight that, despite thousands of pet dogs in Nagpur, only a small fraction are licensed, which is why NMC has intensified drives and shifted to online registration.

2. Fees, concessions & penalties

Standard licence fee

- **₹500 per dog per year** – standard licence fee in Nagpur.

Concessions for sterilised and stray dogs

To promote adoption and sterilisation, NMC offers important concessions:

1. **Rescued / stray / abandoned sterilised dogs**
 - **100% licence fee waiver**
 - Owners of rescued, injured or abandoned **sterilised stray dogs** don't pay the licence fee.
2. **Other sterilised pet dogs (non-stray breeds)**
 - Effective fee **₹200 per dog**
 - The base fee is ₹500, but if you submit a **sterilisation certificate from a registered veterinarian**, NMC refunds **₹300**, making the net cost ₹200.

Penalties for non-compliance or false documents

Under NMC policy:

- If you do **not register your dog within the notified time**, you may face:
 - Daily late fees (earlier mentioned as **₹5 per day** after April), and
 - An **administrative penalty up to ₹5,000** if you still don't comply.
- If a **sterilisation or vaccination certificate** is found to be fake:
 - Dog owner can be fined **₹20,000**, and
 - The **veterinarian** who issued a false certificate can also be fined **₹20,000**.

Given recent campaigns, NMC has also started acting on **complaints about unlicensed pets**, especially in zones with very low registrations.

3. Who must register?

You must register your dog if:

- You **reside within Nagpur Municipal Corporation limits**; and
- You own or are in custody of a **pet dog**, whether:
 - Pedigree / foreign breed
 - Indian/indie breed
 - Rescued / adopted / previously stray

The rules do **not exempt apartment owners, tenants, or gated communities** – all are expected to obtain a licence if they keep a dog.

□ Note: Earlier, NMC used to insist on a **No-Objection Certificate (NOC) from neighbours**, but that condition has now been relaxed for owners who keep up to **three dogs**.

4. Documents & information you'll typically need

When applying (online or offline), keep these ready:

Owner details

- Full name
- Mobile number (for OTP and SMS alerts)
- Email ID (for licence and receipts, if provided)
- Residential address within NMC limits (flat/house no., building, locality, ward/zone)
- ID proof – e.g., Aadhaar, PAN, voter ID (as usually required by civic bodies)

Dog details

- Dog's name
- Breed (Indian / foreign)
- Age and date of birth (approximate is usually accepted)
- Sex and colour/identifying marks
- Whether the dog is **sterilised** or not

Mandatory documents

- **Anti-rabies vaccination certificate** from a registered vet
- **Sterilisation certificate** (if claiming concession or stray dog fee waiver)
- One or more **photographs of the dog** (and sometimes with the owner)

Optional but often required

- Proof of ownership (purchase receipt / adoption paper / affidavit, if applicable)
- Prior licence details (in case of renewal)

Because NMC is shifting more services online and emphasising digital documentation, it's best to scan/photograph these documents clearly before you start the process.

5. How to register your dog online in Nagpur (RTS portal)

NMC's online system runs through its **Right to Services (RTS)** portal, where "Dog Licence" appears as a service.

Step 1: Go to the NMC RTS portal

1. Visit the official **Nagpur Municipal Corporation website**.
2. Look for the "**Right to Services (RTS)**" or "**Webportal Login**" section on the homepage.

3. Under RTS services, locate the option for **Dog Licence / Pet Dog Registration** (internally accessed via their dog licence application link).

Step 2: Sign up or log in

On the RTS login page:

- Choose “**Register**” if you’re a new user, or
- Enter your **mobile number** and use the “**Send OTP**” option to log in.

(Set up your profile with basic details if prompted.)

Step 3: Select the Dog Licence service

After logging in:

1. Open the **services list**.
2. Select **Dog Licence / Pet Dog Registration** from the menu (typically under veterinary/public health or RTS services).

This will open the online application form.

Step 4: Fill in owner & property details

Enter:

- Your **full name**
- Address (house/flat number, building name, locality, PIN code)
- Ward / **zone** under NMC (e.g., Laxmi Nagar, Dharampeth, Dhantoli, Nehru Nagar, etc.)
- Contact details – mobile and email

Double-check spelling – this is what will appear on your licence.

Step 5: Fill in dog details

Provide:

- Dog’s name
- Breed (mention if Indian/indie or foreign)
- Age / date of birth
- Sex and colour
- Whether **sterilised** – and if so, tick the appropriate box and indicate that you will upload the sterilisation certificate

NMC’s policy is specifically designed to track vaccination and sterilisation, so enter these carefully.

Step 6: Upload documents

Typically you will be asked to upload:

- **Recent anti-rabies vaccination certificate** (PDF or image)
- **Sterilisation certificate** (for fee concessions or stray fee waiver)
- Photo of the dog (and/or owner with dog)
- ID proof and address proof (if the portal demands these)

Make sure:

- Text on certificates is clear and readable
- Files are within size limits mentioned on the portal

Step 7: Pay the licence fee online

The portal will calculate the **payable fee** based on your inputs:

- Standard pet dog: **₹500 per year**
- Sterilised non-stray dog: effectively **₹200** after refund, subject to policy and correct certificate
- Rescued/abandoned sterilised stray: fee **waiver** as per policy

Payment options typically include **UPI, net banking, or cards**, as NMC is moving many collections (like fines and permissions) to digital platforms.

If the gateway is not working, note the transaction reference or error and contact your **zonal office** or NMC IT helpdesk.

Step 8: Submit the form & save acknowledgement

After successful payment:

- Click **Submit**.
- Download or screenshot the **acknowledgement/receipt** generated by the portal.

As per the DyMC (Veterinary), the scheme is meant to be **simple and transparent**, and the goal is to issue the **licence certificate within about a day**, subject to verification of documents.

You may receive:

- SMS / email confirmation
- A downloadable **licence certificate** from your RTS account once approved

6. How to register your dog offline at NMC zonal offices

If you are not comfortable with the online system, NMC still accepts **offline applications** at any of its **10 zonal offices** (Laxmi Nagar, Dharampeth, Hanuman Nagar, Dhantoli, Nehru Nagar, Gandhi Bagh, Satranjipura, Lakadganj, Ashi Nagar, Mangalwari, etc.).

Step-by-step offline process

1. **Visit your zonal office**
 - Go to the NMC zonal office for your area (addresses and phone numbers are listed on the NMC / Nagpur district websites).
2. **Get the dog registration form**
 - Request the **Pet Dog Licence / Registration Form** from the veterinary/sanitation or RTS counter.
3. **Fill the form**
 - Provide the same owner and dog details as mentioned in the online process.
4. **Attach required documents**
 - Photocopies of vaccination certificate, sterilisation certificate (if any), address proof, and photos of the dog.
5. **Pay the fee at the counter**
 - Pay the applicable fee (₹500, or concessional fee, or no fee for eligible sterilised strays).
6. **Collect receipt and later the licence**
 - You'll get a **payment receipt** immediately.
 - The **dog licence certificate** is usually issued **within a day or a few days** depending on internal verification, in line with how the online scheme is designed.

7. Renewal of your dog licence

- **Licence validity:** Generally aligned with the **financial year** and is valid for **one year**.
- **Renewal window:** NMC has previously indicated that registration is done in **April** each year; renewing within this period avoids daily late fees.
- **Process:**
 - Log in to the RTS portal and choose **renewal**, or
 - Visit your zonal office with your existing licence and updated vaccination certificate.

Failing to renew within the stipulated period can attract **late fees** and, if ignored for long, an **administrative penalty of up to ₹5,000**.

8. Tips

To make your process smoother:

1. **Keep all documents updated**
 - Get the **latest anti-rabies shot** and certificate before applying.
 - If your dog is sterilised, ensure the certificate explicitly mentions the procedure, date, and vet's registration number.
2. **Use the correct zone & address**
 - Check your zone based on your locality using NMC's zonal office list.
3. **Take clear photos**
 - A clear picture of your dog helps in quick verification and is often printed on the licence.
4. **Save everything**
 - Save PDFs, acknowledgement receipts, and SMS confirmations for reference during inspection or complaint situations.
5. **Reach out if the portal glitches**
 - If the RTS portal is slow or errors out, contact your zonal office or use the **offline route** with the same set of documents.

9. Frequently Asked Quick Questions

Q. Is dog registration compulsory in Nagpur?

Yes. NMC rules make dog registration **mandatory**, and licences must be renewed annually.

Q. How much is the licence fee?

- Standard dog: **₹500 per year**
- Sterilised pet dog: effectively **₹200** (after ₹300 refund on valid certificate)
- Rescued/abandoned sterilised stray: **no licence fee**.

Q. Do I still need NOC from neighbours?

Not if you keep **three or fewer dogs**; the old NOC condition has been relaxed for such cases.

Q. What happens if I don't register?

You may face **late fees**, an **administrative penalty up to ₹5,000**, and possible action if a complaint is received about an unlicensed dog.

Q. Can I register a rescued street dog?

Yes – and if it is **sterilised**, you are **exempted from licence fee** under NMC's policy.

Rules, fees, and online forms can change as NMC upgrades its systems. Before applying, it's wise to:

- Cross-check the latest information on the **official NMC website**, and
- Call your **local zonal office** if you're unsure about any requirement.

But broadly, if you:

1. Get your dog **vaccinated and (ideally) sterilised**
2. Keep certificates handy
3. Use the **RTS portal or zonal office** with complete documents

— you'll be able to register your pet dog in Nagpur smoothly and stay on the right side of both the law **and** your dog's health needs.