

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

To register a pet dog in Shillong, you basically have to **get a municipal dog tag from the Shillong Municipal Board (SMB)**.

1. Why you must register your dog in Shillong

The Shillong Municipal Board has made **pet dog registration mandatory** within the municipal area under **Section 128 of the Meghalaya Municipal Act** (referred to in notices as the “M.M. Act”).

According to official press releases of the Government of Meghalaya, **every resident within the Shillong Municipal area must register their pet dogs with SMB and obtain a dog tag**, on payment of a prescribed fee. Dogs found without tags will be treated as strays, and action can be taken against the owner under the Municipal Act.

Recent notices and news reports confirm that the **current registration fee is ₹250 per dog** for the dog tag in Shillong.

2. Who needs to register?

You need to register your dog if:

- You **live within the Shillong Municipal Board limits** (SMB jurisdiction), whether:
 - In an independent house
 - In an apartment / housing society
 - In rented accommodation (tenant)
- The dog is kept as a **pet**, regardless of:
 - Breed (Indian or pedigree)
 - Size
 - Whether it is indoor or outdoor

Even if your dog “never goes out”, the law still requires registration, because the tag is proof of ownership and helps the municipality distinguish **pets from strays**.

Important: Dogs found in public places without tags may be treated as **strays**, impounded, and owners may face penalties under municipal by-laws.

3. Which authority handles dog registration?

For Shillong city, the competent authority is the:

Shillong Municipal Board (SMB) – License Department

The SMB's **License Department** is responsible for:

- Issuing licenses for shops, business establishments **and dog tags**
- Maintaining records of **sale of dog tickets/tags**

So, you will be dealing with **SMB License Department** for all dog registration issues.

4. Documents you should keep ready

Based on:

- SMB's own FAQ (as quoted by a government services/help site), and
- A similar dog-registration drive by Tura Municipal Board in Meghalaya, which works under the same state framework,

you should keep the following **standard set of documents** ready:

1. **Anti-rabies vaccination certificate (current year)**
 - Must be issued by a **registered veterinary doctor**.
 - Should clearly mention the dog's details (name, age, breed, sex, colour) and date of vaccination.
2. **Owner's ID proof** (photocopy)
 - Aadhaar card / Voter ID / Passport / Driving Licence, etc.
3. **Address proof** within Shillong Municipal area
 - Electricity bill / water bill / rent agreement / Aadhaar with Shillong address, etc.
4. **Passport-size photograph of the dog**
 - Some municipalities in Meghalaya (for example, Tura) specifically ask for this; it is prudent to carry one for Shillong as well.
5. **Owner's passport-size photograph** (good to carry even if not strictly required)
6. **Landlord's NOC** (if you are a tenant)
 - Not expressly mentioned in the press releases, but many municipal bodies practice this. It's safer to have a short written consent from the landlord/housing society if you live in rented premises or a gated community.

5. Fee and validity

Registration fee

- **Current notified fee in Shillong:**
₹250 per dog for the dog tag (registration).

Older SMB FAQ (from before the 2024–25 changes) mentioned ₹100 per tag, but official notices from 2024 and 2025 clearly reflect the **revised fee of ₹250**, so you should go by this updated figure.

Processing time

SMB's FAQ (as captured on a service information portal) states that **dog tags are usually issued within about 15 minutes of submitting the anti-rabies certificate** and paying the fee.

In practice, allow a little buffer (queue, internal processing, etc.), but it is generally a **same-day, over-the-counter process**.

6. Step-by-step: How to register your pet dog with SMB (offline process)

At present, official notices and most local reporting indicate an **offline, in-person process** for Shillong, unlike some cities that have a full online portal.

Here is a practical, step-by-step guide:

Step 1: Confirm you are within SMB jurisdiction

- Check if your address falls under **Shillong Municipal Board limits** (not a rural area or Cantonment).
- If you pay municipal taxes to SMB / have a municipal holding number, you are almost certainly under SMB.

Step 2: Get your dog vaccinated against rabies

- Visit a **registered veterinary clinic** or government veterinary dispensary.
- Ensure your dog receives **anti-rabies vaccination** (if not already done / if booster is due).
- Obtain an **anti-rabies vaccination certificate** with:
 - Dog's name, age, sex, breed, colour
 - Date of vaccination and vaccine details
 - Vet's name, registration number, and signature

This certificate is **mandatory** for dog tag issuance, as expressly stated in SMB's FAQ: "Applicant should submit the anti-rabies certificate of the current year to the license department."

Step 3: Prepare your document set

Put together:

- Anti-rabies vaccination certificate (current year)
- ID proof (self)
- Address proof (showing Shillong address)
- 1 passport-size photograph of your dog
- 1 passport-size photo of yourself (recommended)
- Landlord/society NOC (if applicable)

Keep both **originals and photocopies**, as the License Dept may verify originals and retain copies.

Step 4: Visit the Shillong Municipal Board – License Department

- Go to the **SMB office on Bishop Cotton Road, Shillong**, and locate the **License Department** counter, which handles dog tags and other municipal licenses.

At the counter:

1. **Ask for the dog registration / dog-tag application form** (if any is prescribed).
2. Fill in details such as:
 - Owner's name, address, contact number
 - Dog's name, breed, sex, age, colour
 - Vaccination details (as per the certificate)
3. Attach:
 - Copy of anti-rabies certificate
 - ID and address proof
 - Photos (dog + owner, as insisted)

Step 5: Pay the registration fee

- Submit the application form and documents at the License counter.
- Pay the **prescribed fee of ₹250 per dog**.
- Collect the **receipt/payment acknowledgment**.

Step 6: Collect your dog tag

- Once processed (usually within minutes), the SMB staff will issue a **metal/plastic dog tag** with a **unique number** linked to your dog and your details in the municipality's records.

- Verify that:
 - The **tag number** is correctly recorded on your receipt/registration record.
 - Your name and address are correctly written in their register/system.

7. After registration – your ongoing responsibilities

Registering your dog isn't a one-time obligation. You must also:

7.1 Ensure your dog always wears the tag

- The Shillong Municipal Board has clearly stated that **dogs without tags will be treated as strays** and action will be taken under the Municipal Act.
- The safest practice is to attach the tag securely to your dog's **collar or harness** around the clock.

7.2 Prevent your dog from roaming

Official notices and media reports emphasise that **dogs must not stray in public places or roads**, and pet owners are responsible for controlling their animals in public spaces.

So you should:

- Always **use a leash** in public spaces.
- Not allow your dog to **wander unsupervised** into neighbours' properties, stairwells, or common areas.
- **Pick up and properly dispose of dog waste** in public/common areas.

7.3 Keep vaccinations up to date

- Renew **anti-rabies vaccination** as per vet's schedule (usually annually or as indicated).
- Keep the **latest certificate** handy; SMB can ask for it when renewing tags or during inspections.

7.4 Renewing your dog tag

- SMB press releases do not yet spell out a separate **annual renewal fee structure**, but many Indian municipal bodies treat dog licensing as **annual**.
- As a precaution, you should:
 - Check at the SMB License Department if annual renewal is required.
 - Renew your tag/license whenever prompted by SMB, or at least **once every year** when you get the new anti-rabies certificate.

8. Penalties for non-compliance

While Shillong notices don't publish a detailed fine chart publicly, they are clear about consequences:

- Dogs found without tags will be **treated as strays**.
- Owners may face:
 - **Impounding** of the dog
 - **Fines/penalties** as per the Meghalaya Municipal Act and relevant municipal by-laws
 - Possible further action in case of nuisance, bites, or repeated violations

Given the High Court of Meghalaya's concerns about "vicious" stray dog attacks and the emphasis on strict control, it is very likely that enforcement will only get tighter over time.

9. Difference between SMB registration and breed/pedigree registration

Sometimes people confuse **municipal dog registration** with **Kennel Club of India (KCI)** or breeder registration.

- **SMB dog tag / municipal registration**
 - **Legally mandatory** within Shillong Municipal area.
 - Linked to **public safety, ownership, and rabies control**.
 - Non-compliance can lead to **penalties and legal action**.
- **Kennel Club of India (KCI) registration**
 - Optional **pedigree registration** to record breed lineage.
 - Useful for shows, breeding, and transferring ownership, but **not a substitute** for municipal dog registration.

Even if your dog has KCI papers, you **still must** obtain the SMB dog tag.

To register your pet dog in Shillong, vaccinate your dog against rabies, gather your ID and address proof plus your dog's photo, then visit the **Shillong Municipal Board License Department**, submit the documents, pay **₹250**, and collect the **official dog tag** – and keep it on your dog at all times to stay compliant and safe.