


Register/Renew a Dog Licence

Please contact us (250-469-6344 or dog.licensing@rdco.com) if you no longer have a pet.

If your pet has been spayed or neutered since your last licence, email the vet receipt to show the fixed status before renewing. Your fee will be lower once we have updated the account.

Visit rdco.com/doglicence. Click on the "Register/renew a dog licence" button.


- If you rename your dog, the existing licence can be transferred to the new owner.
- Licences purchased for new dogs after September 30 are valid for the remainder of the year and the next calendar year.

 You must provide proof of spay/neuter for that fee category. Your registration will be rejected if you do not include documents from your vet.

Register/renew a dog licence

How to register/renew and pay for a dog licence

Please read these instructions and gather your necessary documents.

 If you see an error message when renewing your dog licence please email us with the details.

Step 1: Login for online services.

Website login

Email Address:

Password:

Remember Login

Login

Register **Reset password**

- **Already have an account?** Login with your email and password.
- **Forgot your password?** Click the "Reset password" button and follow the link in the email sent to your inbox.

- **Don't have an account?** Click the "Register" button and complete the short form.
 - Complete the registration by entering the required information. Click the "Register" button and you will be logged in.
 - Your password must be 8-characters minimum, with at least 1 number, 1 upper case letter and 1 special character.


Register

Display Name: * ⓘ

Email Address: * ⓘ

Password: * ⓘ

Confirm Password: * ⓘ

Security Code: ⓘ 
 Enter the code shown above in the box below.

Register

Cancel

Step 2: Provide dog information

When you are logged-in to our online services portal, select "Dog licence" and follow the prompts to provide information on your dog(s). This is how you access dog licence accounts, which are separate from online services accounts.

Online services

LINK A NEW ACCOUNT

The virtual district office has several features as follows:

ALARM PAYMENTS

BUSINESS LICENCE
Account information, online payments, or applications.

DOG LICENCE
Apply for a new dog licence or renew your existing licence.

MISC BILLINGS
Account information and payments for water and the billing...

- **More than one dog?** For new registrations, you must register and pay for each dog licence one at a time. If you are renewing you can select "renewal all" and pay in one transaction.
- **Renewing?** You will need your account number and access code, which are on your renewal notice.
- **Newly spayed/neutered?** You will need the vet receipt to verify your dog has been spayed/neutered for the discounted rate.

Dog licence

You do not currently have a Pet License Account linked. If you are renewing an existing Pet License, please link your Pet License Account in your [My Profile](#) page. Your account and PIN number can

Are you Renewing Your Pet License?

- Answer the question **“Are you Renewing Your Pet Licence?”**
 - Click YES if your dog had an RDCO licence the previous year. You will need your account number and access code (located on your renewal notice or contact us).
 - Click NO if you are adding a new dog into your account.
- If you answered NO to the renewal question, you will be prompted to answer the question **“Have you ever Licensed a Pet with us?”** This question determines if there is a previous dog licence account in your name, which we can re-activate. You will need your account number and access code (located on your renewal notice or contact us).
 - Click YES if you have licensed a dog with RDCO in the past.
 - Click NO if you are adding a dog to your new account.
- After the questions click the “Continue” button and a window will pop-up to note “Your account has been successfully linked.” This means your dog licence account has been linked to your online services account. You can now complete the form.

Dog licence

My Dog's Owner Info **Add New Dog**

Owner Information

Dog licence

You do not currently have a Pet License Account linked. If you are renewing an existing Pet License, please link your Pet License Account in your [My Profile](#) page. Your account and PIN number can be found on your renewal notice. If you are a new owner applying for a new license, please add a new pet below.

My Dog's [Owner Info](#) **Add New Dog**

RDCCO Dog Licenses are for Kelowna, West Kelowna, Peachland, Lake Country, and the West & East Electoral Areas. If you live on Westbank First Nations Land you must contact WFN regarding dog licensing.

Owner Information

Owner Type Single Joint

Owner First Last

Property Address

Unit #
Street #
Street Name
City
Province BC Country CAN
Postal Code

Mailing Address (if different from Property Address)

Contact Information

Phone #
Alt. Phone #
e-Mail Address

Pet Information

Pet's Name
Age (Years) Months
Sex Sterilized
Breed AMERICAN BULL TERRIER
Colour
Chip \ Tattoo #

Tag Delivery Options

Mail

Licence mailing times will vary, however, please allow 10 business days prior to inquiring about mailed licences.

MAIL ONLY-NO PICKUPS AT THIS TIME

Please confirm the accuracy of the above information by clicking on the Continue Button to proceed to the payment screen. Please note that payment must be received in full for your application to be processed.

Continue

- If you selected “yes” for sterilized, you will see a pop-up window to add proof of spay or neuter. You must upload a pdf or jpeg along with your information. You will need to enter the “Value” – the randomized letters – to prove that you are not a robot.

PLEASE UPLOAD PROOF OF SPAY/NEUTER

Name

Email

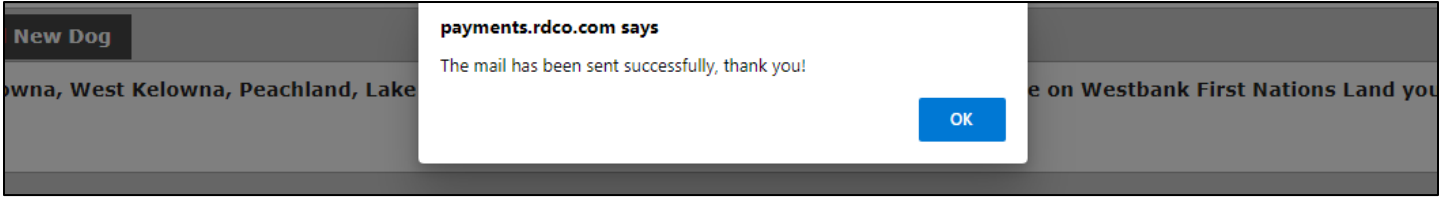
Phone

Enter pet name and additional information to assist administrator.

No file chosen

Enter value you see below
XKJGVJ
Click to change

- Once forms are complete, you'll see a pop-up at the top of your screen as shown below. Please ensure that you click "OK" to continue, or your application will not go through.



Step 3: Pay online

Next you will be taken to the payment page. Complete payment details and click "Pay now". Once the payment is processed you will see your transaction record.

- **Need a copy?** Select "print" on the transaction record or take a screenshot for your records.
 - Confirm payment details and complete the CAPTCHA.

- Enter your credit card information.

- Once processed, you will see your receipt. Click the “Print” link at the top of the form, or take a screen shot for your records. **This is your only opportunity to receive a receipt.**

Pay bills online

(Transaction #: 185171)
[Print](#) this receipt for your records.

Regional District of Central Okanagan
1450 K.L.O. ROAD
KELOWNA, BC
V1W3Z4
(250)763-4918

Payments Made
PL - Pet License
Account Test Owner

FIDO - new pet fee	\$40.00
GST/HST Reg. # 107882862RT0001	\$0.00
PST	\$0.00
Total Payment	\$40.00

Date / Time: 20221031093706
Transaction #: 185171
Resp Code - Message: [test system] AUTHORISED
Auth Code: 12345
Order ID: 185171_W_6db34ca4-5

[Back to Account](#)

Adding another dog

To add another dog to your new account, login again. You will need to answer **NO** to both questions – “**Are you Renewing Your Pet License?**” and “**Have you ever Licensed a Pet with Us?**” This is because your dog account submission is not immediately processed. We will connect multiple dog registrations as we process your submission. Follow the same steps as your first dog.

Renew a Dog License:

When you are logged in to your dog license account page, on the “My Dog’s” tab, you can renew current dog(s) listed by clicking “Renew” or “Renewal All”. This takes you to the payment page. Follow instructions in Step 3: Pay Online.

Click on a pet to view transaction history.

Show entries

Renew All

Current Licence		
Renew	2022	MINI A
Renew	2022	B

Print

Showing 1 to 2 of 2 entries