

## 2. ANIMAL REGISTRATION

<b>Office or Division:</b>	<b>Office of Veterinary Services</b>			
<b>Classification:</b>	<b>Simple Transaction</b>			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Owners of Dogs and Cats within San Juan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly Accomplished Animal Registration Certificate		Office of Veterinary Services		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Owners of dogs and cats within the city of San Juan is required to present animal for initial check up	Assistant City Veterinarian or City Veterinarian assess the condition of pet animal brought and gives recommendations on deworming and vaccination schedule	None	10 Minutes	Veterinarian on duty
Owners are given registration form to complete animal registration	OVS staff issues copy of registration form to owner	None	5 Minutes	OVS Staff

**END OF TRANSACTION**