

Miscellaneous Proofs User Guide

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Overview

Depending on your licensing program requirements, pet owners may be asked to provide proof of a valid rabies vaccination and/or a spay/neuter certificate. The DocuPet system makes it easy for both administrators and pet owners to upload these documents directly through their online profiles. Once submitted, documents are added to a review queue for administrator approval—unless the auto-approval feature is enabled.*

Beyond these standard requirements, there are many situations where additional documentation is needed to maintain accurate records and ensure complete administrative visibility. To support this, the DocuPet system now allows administrators to upload supplemental documents to a pet's profile, referred to as 'Miscellaneous Proofs'.

Examples of Miscellaneous Proofs are:

- Medical Exemption Documents (rabies or spay/neuter)
- Service Animal Documentation
- Police or Law Enforcement Canine Certification
- Rescue or Adoption Documentation

**To learn more about how the auto-approval feature works—and how it can help your organization save valuable time—please contact your Relationship Manager.*

Important Items to Note

The following are key items to note with regard to the functionality:

Important: This feature is available **only to DocuPet administrators**.

- Pet owners cannot upload Miscellaneous Proofs at this time. The ability for owners to upload these documents directly to their pet's profile for review and approval (without needing to visit in person) is on the DocuPet roadmap for a future release.

No Approval Queue

- Miscellaneous Proofs do **not** enter the standard documentation queue for review or approval. They serve **record-keeping purposes only**.

No Communications to Pet Owners

- Uploading a Miscellaneous Proof will **not** trigger any notifications or communications to the pet owner—neither at the time of upload nor at any point afterward.

Not Linked to Any Licenses

- Miscellaneous Proofs are **not connected to license records**. For example, adding an expiration date to a miscellaneous proof will **not** adjust any license details or update the pet's profile automatically. Any necessary changes must still be made manually by an administrator or by directly editing the pet's profile to apply flags or updates.
- Related articles:
 - [How to Flag a Pet as Rabies Exempt](#)
 - [Flagging a Pet's Profile](#)

Functionality

Multiple Proofs Supported

- You can upload **multiple Miscellaneous Proofs** to a single pet profile as needed.

Proofs Can Be Edited or Deleted

- Miscellaneous Proofs may be **edited or deleted** at any time by an administrator.

Optional Expiration Dates

- Adding an expiration date to a Miscellaneous Proof is **optional**. This feature is simply intended to support easier record management and to provide quick, at-a-glance clarity

when viewing the pet's profile. Please remember to update the pet's profile or license as needed (supporting articles included above).

Available Miscellaneous Proof Types

- The system currently supports the following proof categories:
 - Service Dog Proof
 - Rabies Vaccination Exemption Proof
 - Sterilization Exemption Proof
 - Microchip Exemption Proof
 - Hunting Dog Proof
 - Show Dog Proof
 - Working Dog Proof
 - Dangerous Dog Proof
 - Adoption Proof
 - Citation Payment Proof
 - Death Certificate

How to Use

The new functionality is simple to use and is **available to all administrators who have access to editing and managing pet and pet owner records.**

When viewing a pet record, the Miscellaneous Proofs section can be found right below the pet's License details and License Proof Documents.

Address Validation Address verified for licensing with an authoritative address.

Mailing Address Same as licensing address

Email **Invalid Email**
In order to receive communications, the email must be valid
[Update Email Address](#)

Date of Birth

Senior Citizen No

Unique Identification Number

Phone M: (514) 678-9090 (Primary)

Online Access Code 66JWNPMV Offline Pet Owner

Last Date Used Auth0 Authentication N/A

Returned Mail No

Automatic Renewals No

[ADD AN ADMINISTRATIVE CONTACT](#)

Order History

Order Number	Order Date	Status	Administrator	Vendor
No orders for this pet owner				

[NEW ORDER](#)

Renewal Reminders

Microchip Number

Sex Female, Unsterilized

Veterinarian

Rabies vaccine expiration date

Other Information
[More Details](#)

Licenses

Most Recent	Status	Start	Exp.	Fee
No licenses for this pet				

Past License(s): 0
No licenses for this pet

License Proof Documents [Manage Documents](#)

Type	Proof ID	Exp. Dt.	Created	Status
No license proof documents for this pet				

Miscellaneous Proofs [Add New](#)

Type	Proof ID	Exp. Dt.	Created
No license proof documents for this pet			

Tags [Add Previously Issued Pet Tag](#)

Number	Tag Style	Tag Type	Pet Tag Controls
No tags for this pet			

How to Add a Miscellaneous Proof

1. Ensure the document is saved to your computer or device
2. Locate and open the appropriate Pet Record
3. Navigate to the pet's profile. The *Miscellaneous Proofs* section appears below the License Details and License Proof Documents.



Address Validation Address verified for licensing with an authoritative address.

Mailing Address Same as licensing address

Email **Invalid Email**
In order to receive communications, the email must be valid
[Update Email Address](#)

Date of Birth

Senior Citizen No

Unique Identification Number

Phone M: (514) 678-9090 (Primary)

Online Access Code 66JWNPMPV Offline Pet Owner

Last Date Used Auth0 Authentication N/A

Returned Mail No

Automatic Renewals No

[ADD AN ADMINISTRATIVE CONTACT](#)

Order History

Order Number	Order Date	Status	Administrator	Vendor
No orders for this pet owner				

[NEW ORDER](#)

Renewal Reminders

Microchip Number

Sex Female, Unsterilized

Veterinarian

Rabies vaccine expiration date

Other Information
[More Details](#)

Licenses

Most Recent	Status	Start	Exp.	Fee
No licenses for this pet				

Past License(s): 0
No licenses for this pet

License Proof Documents [Manage Documents](#)

Type	Proof ID	Exp. Dt.	Created	Status
No license proof documents for this pet				

Miscellaneous Proofs [Add New](#)

Type	Proof ID	Exp. Dt.	Created
No license proof documents for this pet			

Tags [Add Previously Issued Pet Tag](#)

Number	Tag Style	Tag Type	Pet Tag Controls
No tags for this pet			

4. Click "Add New"
 - This opens the upload form.

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Unique Identification Number	
Phone	M: (514) 678-9090 [Primary]
Online Access Code	66JWNPMPV Offline Pet Owner
Last Date Used Auth0 Authentication	N/A
Returned Mail	No
Automatic Renewals	No

ADD AN ADMINISTRATIVE CONTACT

Order History

Order Number	Order Date	Status	Administrator	Vendor
No orders for this pet owner				

NEW ORDER

Renewal Reminders

Date	Status	Type	Pets	Name
No renewal reminders exist for this pet owner.				

NEW REMINDER

Most Recent	Status	Start	Exp.	Fee
No licenses for this pet				

Past License(s): 0

No licenses for this pet

License Proof Documents Manage Documents

Type	Proof ID	Exp. Dt.	Created	Status
No license proof documents for this pet				

Miscellaneous Proofs Add New

Type	Proof ID	Exp. Dt.	Created
No license proof documents for this pet			

Tags Add Previously Issued Pet Tag

Number	Tag Style	Tag Type	Pet Tag Controls
No tags for this pet			

Smart Devices

No smart devices for this pet

ADD A PET

Activities

5. Upload the File

- Navigate to 'Choose File' and select the file from your computer or device you wish to upload
- Note: Please upload a JPG, BMP, PNG, TIFF, HEIC, WEBP or PDF file that is smaller than 8MB.

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Generator Testing is enabled and set to Dec 01, 2025 12:01AM EST. Change the date and time or disable.

Upload New Miscellaneous Proof

Please select a subtype for this miscellaneous proof from the dropdown menu. If the document has an expiration date, be sure to enter it; otherwise, you may leave the field blank.

Document* Choose File ← Not chosen

Please upload a JPG, BMP, PNG, TIFF, HEIC, WEBP or PDF file that is smaller than 8MB.

Type*
Select a proof type ▼

Expiration Date
▼ ▼ ▼

CANCEL SUBMIT

6. Select the Type of Proof

- This is a mandatory requirement in order to submit the document. Choose the appropriate proof type from the Type dropdown.

Upload New Miscellaneous Proof

Please select a subtype for this miscellaneous proof from the dropdown menu. If the document has an expiration date, be sure to enter it; otherwise, you may leave the field blank.

Document*
 No file chosen

Please upload a JPG, BMP, PNG, TIFF, HEIC, WEBP or PDF file that is smaller than 8MB.

Type*
Select a proof type

Expiration Date
[Dropdown] [Dropdown] [Dropdown]

CANCEL SAVE

7. Optional: Add an Expiration Date

- Adding an expiration date (when applicable) can help with quick and organized record management when viewing the pet's profile.
- **Reminder:** Miscellaneous Proofs are not connected to license records.

Upload New Miscellaneous Proof

Please select a subtype for this miscellaneous proof from the dropdown menu. If the document has an expiration date, be sure to enter it; otherwise, you may leave the field blank.

Document*
 No file chosen

Please upload a JPG, BMP, PNG, TIFF, HEIC, WEBP or PDF file that is smaller than 8MB.

Type*
Select a proof type

Expiration Date
[Dropdown] [Dropdown] [Dropdown]

CANCEL SAVE

8. Hit 'SAVE'

- Once done, click 'SAVE' to upload the record to the pet's profile.

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From the dropdown menu, if the document has an expiration date, be sure to enter it; otherwise, you may leave the field blank.

Document*

Choose File download (6).png

Please upload a JPG, BMP, PNG, TIFF, HEIC, WEBP or PDF file that is smaller than 8MB.

Type*

Rabies Vaccination Exemption

Expiration Date

Jan 1 2029

CANCEL SAVE

The proof is now uploaded to the profile. An overview of the document is now visible.

Proof successfully added.

View Document

Subtype	Rabies Vaccination Exemption
City	San Diego Humane Society
Jurisdiction	Carlsbad
Administrator	Tahra Dennett
Create Date	Nov 14, 2025 01:50PM
Expiry Date	Dec 31, 2028 04:00PM

DOWNLOAD

CANCEL EDIT

9. Hit 'CANCEL' to exit out of the screen or 'EDIT' to make changes to the proof.

● Proof successfully added.

View Document



Subtype	Rabies Vaccination Exemption
City	San Diego Humane Society
Jurisdiction	Carlsbad
Administrator	Tahra Dennett
Create Date	Nov 14, 2025 01:50PM
Expiry Date	Dec 31, 2028 04:00PM

DOWNLOAD

CANCEL EDIT

How to View a Miscellaneous Proof

Once a Miscellaneous Proof is uploaded, you can view it in two ways:

1. A snapshot directly on the pet's profile.
2. A detailed view by clicking into the proof itself.

Viewing via Pet Profile

If a Miscellaneous Proof has been applied to a pet record, it can be located on their profile under "Miscellaneous Proofs".

The proof will show a snapshot of the following information:

- Type
- Proof ID (record management reference ID)
- Expiration Date (if applicable)
- Date the proof was uploaded/created in the system

Miscellaneous Proofs

[Add New](#)

Type	Proof ID	Exp. Dt.	Created	Action
Rabies Vaccination Exemption	7	Dec 31, 2029 04:00PM	Nov 13, 2025 10:40AM	<input type="button" value="EDIT"/>

Edit From the Proof Review Page

1. Click the Type hyperlink for the document.

Review proof documents for this pet

Miscellaneous Proofs Add New

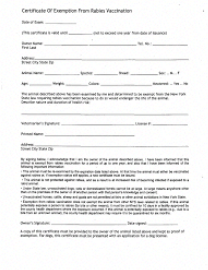
Type	Proof ID	Exp. Dt.	Created	Action
Rabies Vaccination Exemption	6	N/A	Nov 06, 2025 11:53AM	<input type="button" value="EDIT"/>

Tags Add Previously Issued Pet Tag

Number	Tag Style	Tag Type	Pet Tag Controls
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2. Select 'EDIT'.

View Document



Subtype	Rabies Vaccination Exemption
City	San Diego Humane Society
Jurisdiction	Carlsbad
Administrator	Tahra Dennett
Create Date	Nov 13, 2025 10:40AM
Expiry Date	Dec 31, 2029 04:00PM

What You Can Edit

Once you've entered the editable screen, you can modify the following:

- Uploaded file
- Proof type

- Expiration date

After making any changes, click 'SAVE'.

Please select a subtype for this miscellaneous proof from the dropdown menu. If the document has an expiration date, be sure to enter it; otherwise, you may leave the field blank.



/download-6-.png

Document

No file chosen

Please upload a JPG, BMP, PNG, TIFF, HEIC, WEBP or PDF file that is smaller than 8MB.

Type*

Rabies Vaccination Exemption ▼

Expiration Date

Jan ▼ 1 ▼ 2030 ▼

CANCEL

SAVE

DELETE

How to Download a Miscellaneous Proof

If you need to download an already uploaded Miscellaneous Proof to your computer or device, you can easily do so.

1. Edit the proof by following the instructions above.
2. Once the proof review page is visible, click 'DOWNLOAD'

View Document

Subtype	Rabies Vaccination Exemption
City	San Diego Humane Society
Jurisdiction	Carlsbad
Administrator	Tahra Dennett
Create Date	Nov 14, 2025 01:50PM
Expiry Date	Dec 31, 2028 04:00PM

DOWNLOAD

CANCEL EDIT

3. Check your 'Downloads' file to review the document.
4. Hit 'CANCEL' to exit the screen once done.

View Document

Subtype	Rabies Vaccination Exemption
City	San Diego Humane Society
Jurisdiction	Carlsbad
Administrator	Tahra Dennett
Create Date	Nov 14, 2025 01:50PM
Expiry Date	Dec 31, 2028 04:00PM

DOWNLOAD

CANCEL EDIT

How to Delete a Miscellaneous Proof

Proofs can be deleted should the incorrect proof be uploaded.

1. Edit the proof by following the instructions above.
2. Once the proof review page is visible, click 'DELETE'

Please select a subtype for this miscellaneous proof from the dropdown menu. If the document has an expiration date, be sure to enter it; otherwise, you may leave the field blank.

Downloaded file: /download-6-.png
Document
Choose File | No file chosen
Please upload a JPG, BMP, PNG, TIFF, HEIC, WEBP or PDF file that is smaller than 8MB.
Type*
Rabies Vaccination Exemption
Expiration Date
Jan 1 2029

CANCEL SAVE DELETE

- You will be prompted to confirm you want to delete the proof. If you wish to delete the proof **permanently**, click 'DELETE'.

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Customer Support: info@docupet.com 1-877-239-6072
DocuPet
Please select a subtype for this miscellaneous proof from the dropdown menu. If the document has an expiration date, be sure to enter it; otherwise, you may leave the field blank.
Downloaded file: /download-6-.png
Document
Choose File | No file chosen
Please upload a JPG, BMP, PNG, TIFF, HEIC, WEBP or PDF file that is smaller than 8MB.
Type*
Rabies Vaccination Exemption
Expiration Date
Jan 1 2029
Delete Proof
Are you sure that you would like to delete this proof permanently?
CLOSE DELETE
CANCEL SAVE DELETE

- The proof is now **permanently deleted**, and you will be redirected back to the pet/pet owner profile.

✔ Proof deleted successfully!

Pet Owner Information

Active

Tahra Test (281)

EDIT

Status	Active
Organization	San Diego Humane Society
Jurisdiction	Carlsbad
First Name	Tahra
Last Name	Test
External Identifier	
Address	890 Palomar Airport Rd Carlsbad CA 92011
Address Validation	Address verified for licensing with a ZIP Code: 92011.
Mailing Address	Same as licensing address
Email	Invalid Email In order to receive communications, the email must be

▼ Dog (396)

Delete | Edit

HomeSafe® Code	N2LKQ3L8
Status	Active
Name	Dog
External Identifier	
Date of Birth	Feb 13, 2025
Animal Type	Dog
Breed	Great Dane
Color	Black
Rabies Exempt	No
Rabies Exempt Expiration Date	
Microchip Number	