



Veterinary Council of Ireland

Registration Renewal 2026

Frequently Asked Questions

1. I didn't receive my Annual Renewal Form online. What should I do?

Please check your Spam or Junk folder, as the notification email may have been delivered there. Renewal emails are sent from noreply.vci@regulatorsmart.org.

If you have recently changed your email address, please contact arf@vci.ie with your updated details. A member of the Registration team will then resend your online form.

2. Why are we renewing online and not by paper forms?

The online form for the renewals process has been in use by VCI since 2021. Online renewal forms enable ease of access for registered persons and offer efficiencies in enabling all registered persons to complete annual renewals. For many, online forms are a welcome update, not requiring the need for printing or travelling to a post office for postage. Online forms are more efficient and enable automated processes, with our executive team available to all to assist with any queries throughout the process.

3. What if I need my Annual Renewal Form to be sent to me by post?

Please email arf@vci.ie or contact us by phone on 01-6684402 confirming your registration number and postal address to request a postal form, and the registration team will action this request without delay.

4. Is completion of the Annual Renewal Form a statutory requirement?

As a matter of law, pursuant to the Veterinary Council's Registration Regulations 2022, the 2026 Registration Renewal Form is mandatory for the renewal of registration in 2026. This is a legal requirement under statutory instruments 279, 280 and 281 of 2022. Any Registrant who for any reason has not received an email with their 2026 Registration Renewal Form is invited to contact arf@vci.ie. A hardcopy of the form can be issued by post upon request.

5. The 2026 Annual Renewal Fee

The Registration fee for veterinary medicine and veterinary nursing for 2026 has increased, following review after a 3 year period of static fees, to reflect inflation and increased cost base. For registration year 2026, the Registration Renewal Fees are as follows:

2026 Annual Renewal Fees:

Veterinary Practitioner: €550.00

Veterinary Nurse: €245.00

Please note a late penalty applies after 28 February 2026:

Veterinary Practitioner late fee (paid after 28 February 2026): €660.00

Veterinary Nurse late fee (paid after 28 February 2026): €294.00



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6. Late Registration Renewal Penalty Fee

Annual renewal of registration falls due at 31 December annually.

A late penalty rate came into effect for the first time during the 2023 renewals process. Registration renewals submitted after 28 February 2026 will incur a 20% late renewal penalty on top of the registration renewal fee. This means that Veterinary Practitioners would be required to pay a total fee of €660, and Veterinary Nurses to pay a total fee of €294, to renew registration after 28 February. Further information about the late renewal penalty is available on the Council's website www.vci.ie

7. How to confirm if payment has been received by VCI?

Please check your emails. All payments submitted online will trigger an automatic receipt by email. Also check SPAM and JUNK inboxes. If you are still unsure, please contact the office via email on registration@vci.ie and we can follow up.

8. My employer is going to pay my fee, do I need to do anything?

Each registered person is responsible for the return of their annual renewal form and to ensure that the fee has been discharged. Registrants should contact their employer directly to ensure that their fee is being paid.

An employer can then pay their fee on Easypayments by debit or credit card through the VCI website by clicking on the "Pay Fees" tab on the homepage. If the employer wants to pay for multiple employees at once they may prefer to request an invoice so that they can pay by bank transfer for all fees by emailing arf@vci.ie. The registration team will respond with an invoice to any employer who contacts us about making payments for multiple employees. The Registrant must still complete their form themselves, even if their employer is covering their fee.

9. I want to pay by EFT (bank transfer), how can I do this?

We are not accepting or permitting any EFT payments made to us without prior contact with the office. This is because it is not possible for us to trace any EFT payments made without proper referencing. An invoice must first be raised and specific reference provided for any EFT. The online payment option available via the renewal form link offers ease and efficiency for payment, by debit or credit card.

It is not possible to pay by Direct Debit.

10. I can't access my Easypayments account, what do I do?

The email address that was used to make payment in 2024 or 2025 must be first established. When the correct email address has been established, choose the "forgot password" function which is available on the Easypayments login page. If the email address used previously cannot



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be found, we can try to find this by running a search on the Easypayments system. We are not able to provide access to individual accounts or to provide passwords as Easypayments is a third-party software. Email arf@vci.ie for assistance if encountering difficulty with access to easypayments.

11. I have sent in a cheque and have not heard from the VCI?

Receipts are only issued upon request. If you wish to be sent a receipt for a payment made, please email arf@vci.ie. Please also note that cheques should have the name and registration number of the registered person on the rear for clear reference.

12. I want to remove my name from the Register, how can I do this?

A request for removal from the Register can be submitted online by accessing the VCI Portal. Alternatively, email registration@vci.ie confirming your request to remove your name in writing, and a member of the team will email the relevant form and instructions without delay.

13. Can I pay my Renewal fee in instalments?

The registration renewal fee must be paid in full before 31 December in advance of any new period of registration, running from 1 January to 31 December annually which enables the practise of veterinary medicine or veterinary nursing in the State, unrestricted for the full duration of the year. For this reason, the full fee must be paid at the commencement of the year of registration, pursuant to Section 33 of the Veterinary Practice Act 2005, as amended.

The Veterinary Council understands, however that there are a number of financial service providers who offer payment plans to facilitate professionals who may wish to finance their fees. Please contact your bank or a financial service provider to seek further information on financing options available.

14. Can I temporarily “freeze” my registration status?

It is not possible to suspend or pause your registration with the Veterinary Council. If you will not be practising from 1 January 2026, then you are not required to renew your registration, and you must opt to remove your name from the Register.

If it is not your intention to renew your registration on 1 January 2026, then you are required to voluntarily remove your name from the Register to avoid removal from the register for non-payment of a fee or for not returning your annual renewal form. It is possible to remove your name from the Register on a temporary basis, for the duration of time that you will not be practising. If you decide to resume practise at any time following your removal from the Register, you must first contact the Council to restore your name to the Register.



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Restoration to the Register is a straightforward process for anyone who has voluntarily removed their name and can be completed in a few easy steps once you have contacted the Council first. The fee for restoration to the register is €50 plus the registration fee which is charged on a pro-rata basis (depending on what time in the year you re-join the Register).

*The Council has **waived** the €50 restoration fee for registrants returning to the register following periods of leave such as maternity leave, illness.*

15. What fee will I pay later if I remove my name now and restore my name at some point in 2026?

	Restoration Fee (waived for maternity leave or illness)	Retention Fee (Pro Rata 2026)	Total Fee for restoration
VP Restoration in Q1 Jan-Dec	€50.00	€555.00	€605.00
VP Restoration in Q2 Apr-Dec	€50.00	€415.00	€465.00
VP Restoration in Q3 Jul-Dec	€50.00	€280.00	€330.00
VP Restoration in Q4 Oct-Dec	€50.00	€145.00	€195.00
VN Restoration in Q1 Jan-Dec	€50.00	€250.00	€300.00
VN Restoration in Q2 Apr-Dec	€50.00	€190.00	€240.00
VN Restoration in Q3 Jul-Dec	€50.00	€130.00	€180.00
VN Restoration in Q4 Oct-Dec	€50.00	€65.00	€115.00

Please confirm by return if it is your intention to remove your name from the Register and you will receive a form to complete this process. If it is not your intention to remove your name from the Register, then you are required to renew your registration by paying your fee and returning your form by 31 December 2025.

16. I am a locum, what Veterinary Practice / Premises Accreditation Scheme information do I need to give?

The Premises Accreditation Scheme requires registrants who are practising to associate themselves with a premises registered by the Council.



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Veterinary practitioners who locum are required to update their information more often than a practitioner who works at a fixed address. You are required to provide your up-to-date information per the date you complete the form i.e. if you are practising at a premises today then provide this information accordingly.

You must update your PAS information regularly, and as your arrangements change, by logging into the Registrant's Extranet and accessing the online PAS Declaration form, to update the Practice premises with which you are associated.

17. I work for the government, am I required to have professional indemnity insurance?

The requirement to have a policy of indemnity insurance does not apply to a registered person who is indemnified by their employer by virtue of their role, in so far as the registered person is, for the time being, acting as an officer or employee of, under contract to, or otherwise with the authorisation of, a Minister of the Government, a local authority or a body established by or under statute (other than a company established under the Companies Act 2014).

18. I am retired. Is there a retired register or retired list that I can join?

The Veterinary Council operates one register for veterinary practitioners, one register for veterinary nurses and one register of veterinary practice premises. There is no separate register for retired persons. There is no provision within the Veterinary Practice Act 2005, as amended, for a retired list or retired register. Retired practitioners often choose to remain on the Register, however, in doing so they are remaining registered to practise unrestricted in the state.

There is a requirement for non-practising/retired registrants to declare that they are not practising, and this is because the VCI Premises Accreditation Scheme requires every registered person to declare their practise arrangement i.e. the registered premises or government agency at which they are practising, or indeed that they are not presently practising at all.

Paying the registration fee at a reduced rate or in instalments is not an option open to Registrants and cannot be facilitated by the Veterinary Council. As your Registration with the Council is renewed in its entirety from the 1st of January 2026, enabling you to practise unrestricted through to 31 December 2026, the registration renewal fee must be paid in full by 31 December 2025.

Please note that TVI work requires the individual to be on the register of Veterinary Practitioners.

19. What happens if I do not renew my registration?



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To practise veterinary medicine or veterinary nursing in Ireland, it is a legal requirement to be registered with the Veterinary Council. So, if a person does not renew their registration in a practice year, they are no longer entitled to practise their profession in Ireland. On the 31 March each year, persons who have not engaged with their annual renewal process are removed from the Register, with notification of their removal issued to the Minister of Agriculture, Food and the Marine in accordance with the Act. Not retaining your name on the Register may have implications for your professional indemnity insurance, your practise, the registration of a premises, and any related veterinary work you may intend to undertake.

20. How can I request a new password for the VCI Portal?

If you have forgotten your password or need to reset it, you can request a new one at any time: Go to the VCI Portal login page: <https://vci.regulatorsmart.org/account/login>

- Click "Forgot Password?"
- Enter the email address linked to your VCI account.
- You will receive an email with a secure link to create a new password. Please note: For security reasons, the link is time-sensitive.
- If it expires, simply repeat the steps above to generate a new link. If you do not receive the email within a few minutes, please check your spam/junk folder or try again.

21. How can I create an account on the VCI Portal?

As you are already registered with the VCI you do not need to create a new account on the VCI Portal. An account has already been set up for you using the email address you provided to the VCI.

To access your account for the first time:

- Go to the VCI Portal login page: <https://vci.regulatorsmart.org/account/login>
- Enter the email address registered with the VCI.
- Select "Forgot Password?" to generate your initial login link.
- Follow the instructions in the email to set your own secure password.

If you are unsure which email address is linked to your account, or if you need it updated, please contact the Registration team at registration@vci.ie

22. I'm not receiving the password reset email, what should I do?

If you have requested a password reset but have not received the email:



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- Check your spam/junk folder.
- Ensure you are checking the email account registered with the VCI.
- If using a work device or government network, security settings may block the email. Try again from a personal device or personal network.
- If still not received, please contact registration@vci.ie for further assistance.

23. My password reset link arrived but says it has expired, how can I log in?

Password reset links are time-sensitive for security reasons.

If the link expires, simply go back to the login page and select “Forgot Password?” again to generate a new link.

24. I logged in but cannot edit my renewal form, why is it read-only?

Some fields (such as name, date of birth, and registered email) cannot be edited by registrants.

If these details require updating, please contact registration@vci.ie and a member of the team can assist you with any such update.

25. Can I download the renewal form to complete offline?

The renewal form must be completed on the VCI Portal.
However, a postal version can be issued upon request.

26. My form says “Awaiting Payment”, do I need to do anything else?

If your employer is paying your fee, you do not need to take any further action.
Your renewal will automatically update once the employer payment is received, and you will receive a confirmation email at that point.

If you are paying the fee yourself, your payment is still outstanding. Once your payment has been received and processed, your renewal will update and you will receive a confirmation email.

The Registration team remain available to you by email registration@vci.ie or telephone (01-6884402) to assist with any queries that may arise throughout the annual renewal process.