

# NSW Companion Animals Register Permanent Identification



P1A

The details marked # are optional. All other information is required under the Companion Animals Act 1998 and Regulation 1999 and will be entered onto the NSW Companion Animals Register.

If the animal is already microchipped and is being scanned to confirm the microchip number, do not use this form. Use the form 'Verification of Existing Microchip M1'.

NOTE: This is not a registration form. This does not Lifetime Register the animal.

## Microchipping details – questions 1 to 4 must be completed by the authorised identifier

Please make sure that there is a sticker on each copy – yellow, pink and white of the form. Please verify that the sticker number matches the number of the microchip to be inserted into the animal.

Box for microchip number sticker

place sticker here

1. Authorised identifier's number 2. Date of implantation
- / /

3. Name of authorised identifier
- 

I have read the Guidelines for Authorised Identifiers and am aware that I must comply with them.

4. Signature of authorised identifier
- 

## Animal details

5. Species:  dog  cat
6. Gender:  male  female
- 7#. Animal's name
- 
8. Breed
- 
9. Animal's date of birth Approximate year of birth
- / /

OR
10. Colour
- 
11. Identifying marks / features
- 
12. Address where animal is to be usually kept *note: street number and street name are needed for all addresses – property name only is not sufficient*
- Postcode
- 13#. Secondary address for animal *eg holiday house or boarding kennel*
- Postcode

## Owner details

The owner must be a person 18 years or over. If the animal is a dog the owner must not be disqualified from owning a dog.

14. Name of organisation – *if applicable. Please also provide the name of the person responsible for the care of the animal at questions 15 to 17 below*
- 
15. Title:
16. Family name
- 
17. First name
- 
18. Home phone number
- 
19. Work phone number
- 
20. Mobile phone number
- 
21. E-mail address
- 
22. Home address – *if different to question 12*
- Postcode
23. Postal address – *if different to question 12*
- Postcode
- I verify that the information provided on this form is correct.
24. Signature of person nominated at questions 15 to 17
- 
25. Date
- / /

You should check whether the person carrying out your microchipping (your 'authorised identifier') intends to give your information to any other commercial animal databases in addition to the NSW Companion Animals Register. If so, you will need to sign a separate form. The privacy of your personal information held by private databases is not protected to the same extent as information on the NSW Companion Animals Register.

Keep this form for your records.

This information is collected on behalf of the Department of Local Government (Locked Bag 3015 Nowra NSW 2541), and is held on the NSW Companion Animals Register.

### Note:

**This is not a Registration Form – This does not Lifetime Register the animal.**

## What happens now

The Authorised Identifier who has just microchipped your animal should give you the pink copy of this form. They must enter the information on the NSW Companion Animals Register within 7 days or send the yellow copy of this form to any local council within 3 days. Once the information has been entered on the Register you should receive a Certificate recording your details as the owner.

Only authorised people, such as council staff and police, can access the information on the NSW Companion Animals Register and only to enforce the *Companion Animals Act 1998*.

If you are concerned that disclosure of your information could jeopardise the safety of you or your family, you may request that these details be suppressed. If this is the case, we recommend that you do not list your animal on any private databases. Please contact any NSW local council for more information.

This information is collected on behalf of the Department of Local Government (Locked Bag 3015 Nowra NSW 2541), and is held on the NSW Companion Animals Register.

## What to do next

By the time your animal is six months old, it must be lifetime registered under the Companion Animals Act 1998, unless it is exempted under Section 3 or Schedule 3 of the Act or Clause 17 of the Regulation. Please either take this form or your Certificate of Identification to your local council to register your animal.

Registration is for the life of your animal.

Lifetime registration can only be processed by a local council or registration agent. To find out the current registration fees and details of exempted animals, contact any local council or see our website at [www.dlg.nsw.gov.au](http://www.dlg.nsw.gov.au). There are special discounts for pensioners, recognised breeders and the owners of assistance animals. Ask any council for details if you think you might qualify for one of these discounts. You can contact any council in NSW, since registration is uniform and valid across the State. Ask if council will accept your registration by post and, if so, what details they require. If you don't register your animal you may be fined up to \$880 or up to \$5,500 for a dangerous or restricted dog.

## What to do if there are errors on the Certificate

You can correct or update the information on your animal's Certificate by contacting any local council. You may need to provide written proof before council can amend your record.

Council will provide you with a new Certificate once the changes have been processed.

## What to do if circumstances change

If circumstances change, you need to notify any local council to update your animal's record within a certain period of time. You may need to take a copy of your Certificate or a copy of this form to the council.

Some examples of changed circumstances are:

- change of ownership, either sold or given away – the 'old' owner must notify their council within 14 days
- change of address – within 14 days
- change of any other of the animal's details eg. is desexed – within 14 days
- a court declaration that a dog is dangerous is made or revoked – within 7 days
- the animal dies – within 28 days
- the animal is missing for more than 72 hours – within 96 hours after the animal went missing

If you don't notify any of these changes or you give false or misleading information, you may be fined up to \$880 or up to \$5,500 for a dangerous or restricted dog.

## What to do if you sell or give away this animal

Before selling or giving away your animal, you should get a copy of the 'Change of Owner Details C3A' form from any local council. The form is also available on our website at [www.dlg.nsw.gov.au](http://www.dlg.nsw.gov.au). Both you and the new owner will have to complete and sign the form.

As the 'old' owner you have the responsibility of sending the completed form to any local council within 14 days. You will need to attach a copy of this form or your Certificate to the 'Change of Owner Details' form.

