

## NSW Companion Animals Register

### PERMANENT IDENTIFICATION FORM P1A

This form is to be used by 'Authorised Identifiers' under the Companion Animals Act 1998.

Authorised Identifiers should make electronic entry at [www.petregistry.nsw.gov.au](http://www.petregistry.nsw.gov.au) by using their authorised identifier's username and password.

*If you are not going to electronically enter the data, the completed yellow copy of the form must be sent within 3 days of the microchipping to any local council in accordance with the Guideline for Authorised Identifiers.*

A copy of the Guideline has been provided to all Authorised Identifiers. It is available on our website at [www.dlg.nsw.gov.au](http://www.dlg.nsw.gov.au)

Please call Salmat on 02 9311 9899 to order more pads of this form. The form can also be downloaded from our website at [www.dlg.nsw.gov.au](http://www.dlg.nsw.gov.au).

#### How to use this form

##### Yellow data entry copy

Use to do data entry yourself or send to a local council for data entry in a sealed envelope marked 'Confidential' and 'For the attention of the Animal Registration Officer'. A list of all NSW councils and their addresses is available on our website at [www.dlg.nsw.gov.au](http://www.dlg.nsw.gov.au)

##### Pink owner's copy

This must be given to the owner as evidence of identification for registering the animal.

##### White file copy

This must be kept confidentially by the authorised identifier for at least 2 years.

**Note:** *By law, you cannot provide a copy of this form to any other person except as permitted by s89 of the Companion Animals Act. See the Guidelines for details.*



# 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 2008 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
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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  /  /  OR Approximate year of birth

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
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- 13#. Secondary address for animal eg holiday house or boarding kennel

	Postcode
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## 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 Division of Local Government Department of Premier and Cabinet, 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 Division of Local Government Department of Premier and Cabinet, 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 the Act or 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.

