

## NSW Companion Animals Register

# VERIFICATION OF EXISTING MICROCHIP FORM M1

This form is only to be used by authorised identifiers to verify the microchip number of an animal which is already microchipped. For more information please read the Guideline for Authorised Identifiers. Please call Salmat on 02 9311 9899 to order more pads of this form. The form and Guideline for Authorised Identifiers can be downloaded from our website at [www.dlg.nsw.gov.au](http://www.dlg.nsw.gov.au).

### How to use this form

#### **Pink owner's copy**

This must be given to the owner as evidence that their animal is microchipped.

#### **White file copy**

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





## **What happens now**

The Authorised Identifier who scanned this animal should give you the pink copy of this form. To ensure this microchip information is up to date on the NSW Companion Animals Register, you must forward this form to your local NSW Council.

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 (Locked Bag 3015 Nowra NSW 2541), and is held on the NSW Companion Animals Register which is administered by the Division of Local Government, Department of Premier and Cabinet.

## **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 of ownership 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. identifying marks - 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 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' form.