# NSW Companion Animals Register Change of Owner Processed by Animal Welfare Organisation or Council Pound

C3B



This form is only to be used by:

- Approved animal welfare organisations or an organisation approved under clause 16(d) of the Companion Animals Regulation 2008, or
- council pounds where an already microchipped animal is being sold or re-homed. Use form P1A if the animal is being mirochipped.

There is no fee to change ownership.

The organisation re-homing the animal is responsible for notifying the Companion Animals Register of the change of owner of the animal.

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.

Note: This form does not Lifetime Register the animal. You need to

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3.	Gen	der:		mal	е [	fe	male	)							
4.	Is th	e an	imal	des	exec	l?									
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10.	0. New 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									only					
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	Postcode														
11#.	Sec	onda	iry a	ddre	ss fo	or an	imal	eg h	olida	y hou	ise o	r boa	rding	keni	nel
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# **New 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 d	dog.

	Name of organisation — if applicable. Please also provide the name of the person responsible for the care of the animal at questions 13 to 15 below
	Title:
	Family name
	First name
•	First fidile
	Home phone number
	Work phone number
	Work phone number
	Mobile phone number
	E-mail address
	L-IIIaii auuless
	Home address - if different to question 10
	Postcode
	Poetal address if different to question 10
	Postal address - if different to question 10
	Postcode
	I verify that the information provided on this form is correct.
	Signature of person nominated at questions 14 to 15
	23. Date
	This is to certify that this animal was surrendered by its previous owner
	(or a person authorised in writing by the previous owner) to the
ne	e of location
	branch of
ne	e of animal welfare organisation
	according to
	organisation poli
	whichever of the following applies: A signed surrender form has been obtained from the previous owner or
	person authorised in writing by the previous owner.
	The animal was awarded to the animal welfare organisation by an order of a court.
	The animal was re-homed under s31A of the Prevention of Cruelty to
	Animals Act 1979.
	The animal was purchased from a council pound.
	Other – please explain
	Name of officer 26. Position
	Circumstance
	Signature
	<b>28.</b> Date

## What happens now

The organisation from which you have just purchased this animal should give you the pink copy of this form. The organisation 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 new 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 Office of Local Government (Locked Bag 3015, Nowra NSW 2541), and is held on the NSW Companion Animals Register.

## 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 a council within 14 days
- change of address within 14 days
- change of any other of the animal's details eg. desexed within 14 days
- a court declaration that a dog is menacing or 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.

# 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.olg.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.

