

# PERMANENT IDENTIFICATION FORM P1A

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

You should enter the permanent identification information on this form on the Companion Animal Register at [www.petregistry.nsw.gov.au](http://www.petregistry.nsw.gov.au), using your authorised identifier's username and password.

***If you are not going to electronically enter the data, a completed 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 [http://www.dlg.nsw.gov.au/dlg/dlghome/dlg\\_InformationIndex.asp?areaindex=CA&index=306#Publications](http://www.dlg.nsw.gov.au/dlg/dlghome/dlg_InformationIndex.asp?areaindex=CA&index=306#Publications)

Please call Salmat on (02) 9311 9902 to order more pads of this form.

## How to use this form

Print three copies of the form or photocopy the completed form as follows –

### **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:

[http://www.dlg.nsw.gov.au/dlg/dlghome/dlg\\_LocalGovDirectory.asp?index=1](http://www.dlg.nsw.gov.au/dlg/dlghome/dlg_LocalGovDirectory.asp?index=1)

### **Owner's copy**

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

### **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.*



## 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.

