

## NSW Companion Animals Register

### LIFETIME REGISTRATION FORM R2

This form is to be used by local councils and other registration agents under the Companion Animals Act 1998.

The information on completed forms must be entered into the Register within 7 days of receipt. Registration agents should make electronic entry at [www.petregistry.nsw.gov.au](http://www.petregistry.nsw.gov.au) by using their authorised user's username and password.

*Registration information must be entered into the Register within 7 days of the receipt of the application.*

For more information, please read the Guideline on the Exercise of Functions Under the Companion Animals Act 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

To be used by registration agents to enter registration information on the Register. This copy must be kept confidentially for at least 2 years.

If the registration agent does not do the data entry, then the completed yellow copy of the form must be sent to the council so that the registration information can be entered into the Register within 7 days of receipt of the application. The registration agent must keep a copy of this yellow form confidentially for at least 2 years.

##### Pink owner's copy

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





## What happens now

The registration agent 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 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 Division of Local Government, Department of Premier and Cabinet (Locked Bag 3030 Nowra NSW 3015), 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 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
- the animal has been found after having been reported missing (notification must be given within 72 hours after the animal is found).

If you don't notify any of these changes or you give false or misleading information, you may be fined up to \$880.

## 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.

