

# NSW Companion Animals Register Lifetime Registration

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Please use this form to apply for lifetime registration of a cat or dog under the Companion Animals Act 1998. Make sure you attach a copy of a Certificate of Identification or a completed copy of a Permanent Identification form. Please note that if you give false or misleading information you may be fined.

1. Microchip number

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2. Species: ☐ dog ☐ cat

3. Is the animal desexed? ☐ yes ☐ no

4. Type of registration - *see note opposite*

- ☐ not desexed  
☐ desexed (proof attached)  
☐ recognised breeder  
☐ pensioner (animal desexed proof attached)  
☐ assistance animal  
☐ working dog  
☐ registered racing Greyhound

**Note:** Current lifetime registration fees are available at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au)

5. Dangerous dog: ☐ yes ☐ no

Date order / declaration issued

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6. Currently lost animal: ☐ yes ☐ no

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.

7. Title: 

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8. Family name

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9. First name

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10. If you have changed address/contact details or the animal has changed owner since the animal was microchipped and you haven't notified this change previously, please complete a Change of Owner / Details form C3A as well.

I verify that the information provided on this form is correct.

11. Signature of owner

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## Note

If you are claiming a reduced registration fee, you must provide the following proof:

- **Desexed** - a letter, certificate or clear receipt from a vet or a statutory declaration from the owner.
- **Recognised breeder** - proof of current membership of Dogs NSW, NSW Cat Fanciers Association, Waratah State Cat Alliance or any other body approved by the Chief Executive, and, documentation verifying the cat or dog is of a breed accepted by the recognised breeder body, and, a signed statement from the member that the animal is to be kept for breeding purposes.
- **Pensioner** - current pensioner concession card or other proof of status as an eligible pensioner.
- **Assistance animal** - a statement from a recognised assistance animal training organisation (eg NSW Guide Dog Association) that the animal is trained, or is being trained, as an assistance animal and is used as an assistance animal.
- **Working dog** - the owner must satisfy council that the dog is primarily used for the droving, tending, working or protecting of stock (includes a dog being trained as a working dog).
- **Registered racing Greyhound** - Greyhound registered in accordance with the rules under the Greyhound Racing Act 2009.

If you are sending this registration form to your local council, make sure you send copies, not originals, of these documents as they won't be returned to you. Contact your local council first to see if they accept applications by post.

## For Council Use Only

13. Fee Paid

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14. Receipt number

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15. Date

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16. Receipt issued on behalf of

Port Stephens Council

17. Signature / stamp of Council registration clerk

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18. Date

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## 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 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 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.

## 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](http://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.

