

# 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 onto 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 username and password.

***Registration information for a properly made application must be entered in to the Register within seven days of 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:  
<http://www.dlg.nsw.gov.au/dlg/dlghome/documents/Forms/caguide.pdf>

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

## **How to use this form**

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

### **Data entry copy**

To be used by registration agents to enter registration information onto 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 agent must send the completed form to the council so that the Registration Information can be entered on the Register within seven days of receipt of the registration application. Prior to sending, the registration agent must make a copy of the form and keep it confidentially on file for at least 2 years.

### **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 Department 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

If you don't notify any of these changes or you give false or misleading information, you may be fined up to \$550 or up to \$2,200 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.

