



# NSW Pet Registry User Guide

for

## Veterinarians & Authorised Identifiers



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VERSION 1.3

## **ACCESS TO SERVICES**

The Office of Local Government is located at:

Levels 1 & 2

5 O’Keeffe Avenue  
NOWRA NSW 2541

Locked Bag 3015  
NOWRA NSW 2541

Phone 02 4428 4100

TTY 02 4428 4209

Email [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)

Website [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au)

Level 16, 320 Pitt Street

SYDNEY NSW 2000

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## General Information

### Registering a cat or dog in NSW

#### Microchipping

In NSW, all cats and dogs, other than exempt cats and dogs, must be microchipped by **12 weeks of age or before being sold or given away**, whichever happens first. Penalties may apply for failing to microchip a pet.

Only authorised microchip implanters and Veterinarians are permitted to microchip pets.

#### Registration

All cats and dogs, other than exempt cats and dogs, must be registered by six months of age. The registration fee is a once-only payment, which covers the cat or dog for its lifetime in NSW, regardless of any changes in ownership. Penalties may apply for failing to register a cat or dog.

Discounted registration fees apply to cats that are desexed by four months of age and dogs that are desexed by six months of age.

Registration fees are used by councils to provide animal management-related services to the community. These may include ranger services, pound facilities, dog refuse bins, off-leash areas, educational and other companion animal-related activities.

For more information about microchipping and registering cats and dogs in NSW, please visit [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au)

### Cat and Dog Breeders

Section 83M of the CA Act states that the Deputy Secretary, Local Government Planning and Policy (Deputy Secretary) may allocate a breeder identification number to any person who is the owner of a companion animal that has a litter. The Breeder Identification Number allows improved use of the NSW Pet Registry for things such as adding multiple animals (litter) and making it easier for authorised implanters to add microchip information to companion animals.

The Breeder Identification Numbers start with the letter 'B' followed by 9 digits.

The owner of an animal that has a litter must be recorded on the NSW Pet Registry as the first owner of each animal in that litter.

## Section 1 – About the NSW Pet Registry

The NSW Pet Registry (Registry) and Companion Animals Register (Register) is a database of microchipped and registered cats and dogs that live in NSW. In accordance with the *Companion Animals Act 1998* (CA Act), the Registry has been established as the official online system in NSW for registering your animal. The use of any other website does not constitute a registration in NSW.

The Registry is managed by the Office of Local Government (OLG) and is part of the NSW Government's commitment to streamlining digital registration processes, strengthening animal welfare standards and promoting responsible pet ownership across the state.

The OLG has created the a 'User Guide for Pet Owners and Breeders' to assist dog and cat owners to create an online profile. By creating a profile owners can link their pet's microchip record which helps to ensure they are reunited with their pet if it becomes lost.

The NSW Pet Registry allows dog and cat owners to:

- update your contact details
- change the ownership of pets
- report your pet missing or deceased
- pay most lifetime registration fees

The success of the NSW Pet Registry is reliant on the quality of data entered onto the system.

It is important that microchip numbers are entered correctly on to the system. Incorrect numbers entered into the NSW Pet Registry may mean that a found animal cannot be returned to its owner as it will be impossible to locate the animal's details on the NSW Pet Registry.

Equally when entering details of the owner, please use the first and last name exactly as it appears on their Driver's Licence, Medicare card or Australian passport.

### Getting started with the NSW Pet Registry

The NSW Pet Registry is located at [www.petregistry.nsw.gov.au](http://www.petregistry.nsw.gov.au)

This document offers a step-by-step guide to the major functions of the NSW Pet Registry. If you have further questions, please consult the 'frequently asked questions' section at the end of this document or visit [www.petregistry.nsw.gov.au](http://www.petregistry.nsw.gov.au).

In the event of the NSW Pet Registry being unavailable, identification information is to be recorded on approved forms available for download at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au). Completed forms are to be forwarded to the local council for processing within 48 hours of implantation.

Please send any technical enquiries relating to the NSW Pet Registry to [pets@olg.nsw.gov.au](mailto:pets@olg.nsw.gov.au) or speak to a team member by telephoning 1300 134 460 during business hours.

## Section 2 – Veterinarians and Authorised Identifiers

Information contained in the Registry is governed by the CA Act. Section 89(1) of the Act states “*any information contained in, or acquired from, the Register is considered confidential information*”.

The Deputy Secretary may authorise access to the Register. Authorised users include relevant local council staff, veterinarians registered with the Veterinary Practitioners Board of NSW, Authorised Identifiers and Registration Agents.

These authorised users receive a username and password upon approval from the OLG. The password is an 8-digit alphanumeric password which should be changed when logging on to the NSW Pet Registry for the first time.

If you have lost your username and/or password, please call the NSW Pet Registry Help Desk on 1300 134 460 or email [pets@olg.nsw.gov.au](mailto:pets@olg.nsw.gov.au) during business hours.

The Deputy Secretary may withdraw a person’s accreditation as an Authorised Identifier if satisfied that:

- the person is not qualified or competent, or
- the person has been negligent or incompetent; or
- the person has failed to comply with a requirement in, or made under, the legislation including the *Guidelines for Authorised Identifiers* (October 2001) available at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au)

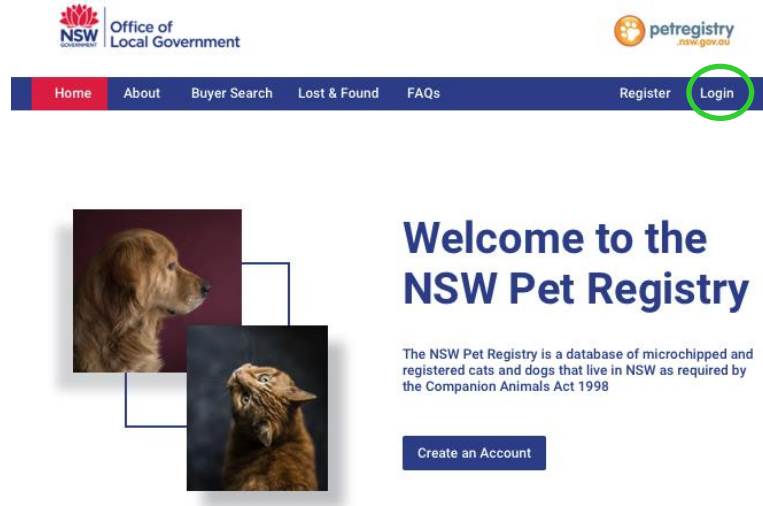
Veterinarians and Authorised Identifiers must ensure that the pet owner understands the privacy statement on the NSW Pet Registry and/or identification form before collecting their personal information.

If an error is made, Veterinarians and Authorised Identifiers are now able to correct records for one month after the information has been entered into the NSW Pet Registry or until the animal is ‘claimed’ and locked to the owner’s online profile. Any errors detected after this time must be corrected by a local NSW council.

## 2.1 How to log into the NSW Pet Registry

**Step 1** Log into the NSW Pet Registry website at: [www.petregistry.nsw.gov.au](http://www.petregistry.nsw.gov.au).

**Step 2** Click '**Login**' located on the main menu.



**Step 3** Go to the '**Login As**' field and select '**Authorised Vets/Authorised Identifiers**' from the drop down list.

- *If you are a Veterinarian* - Enter your Veterinarian **Login ID** (this is your 'V number').
- *If you are an Authorised Identifier* - Enter your Authorised Identifier **Username** (this is your 'I number').

Enter your **Password**.

Click '**Login**'.

**Login As** Authorised Vets/Authorised Identifiers

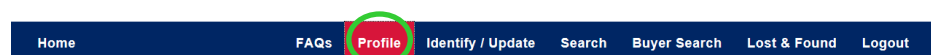
**Username** Login Id

**Password** Password

**Login**


## 2.2 How to update your profile details

**Step 1** Click '**Profile**' in the main menu.

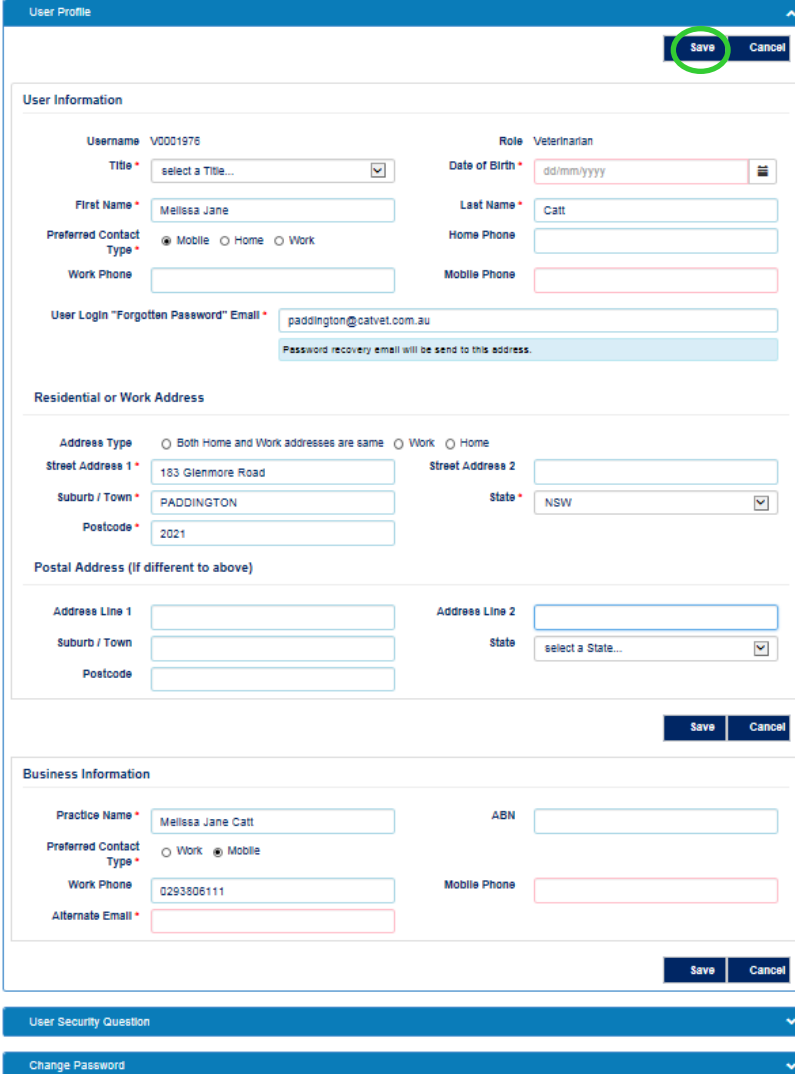


**Step 2** Your personal contact details will appear on the next page.

Enter the updated information in the relevant section.

**NOTE**  It is important to use your personal email address and not a generic email address. Eg: [Mary@vets.com.au](mailto:Mary@vets.com.au) and **NOT** [admin@vets.com.au](mailto:admin@vets.com.au)

Click **'Save'** when you have finished.



The screenshot shows a 'User Profile' form with three main sections: 'User Information', 'Residential or Work Address', and 'Business Information'. Each section has a 'Save' and 'Cancel' button. The 'User Information' section includes fields for Username (V0001976), Role (Veterinarian), Title (dropdown), Date of Birth (dd/mm/yyyy), First Name (Melissa Jane), Last Name (Catt), Preferred Contact Type (radio buttons for Mobile, Home, Work), Work Phone, Home Phone, Mobile Phone, and User Login 'Forgotten Password' Email (paddington@catvet.com.au). The 'Residential or Work Address' section includes Address Type (radio buttons for Both Home and Work addresses are same, Work, Home), Street Address 1 (183 Glenmore Road), Street Address 2, Suburb / Town (PADDINGTON), State (NSW), and Postcode (2021). The 'Business Information' section includes Practice Name (Melissa Jane Catt), ABN, Preferred Contact Type (radio buttons for Work, Mobile), Work Phone (0293806111), Mobile Phone, and Alternate Email.

A message will appear confirming the changes have been successfully saved.

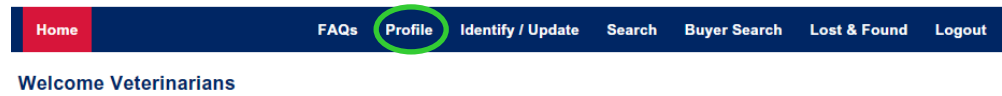


The screenshot shows the 'User Profile' form with a green success message at the top: 'User personal information saved successfully'. The 'Save' and 'Cancel' buttons are visible at the top right of the form.



## 2.3 How to update the answers to your security questions

**Step 1** Click 'Profile' in the main menu.



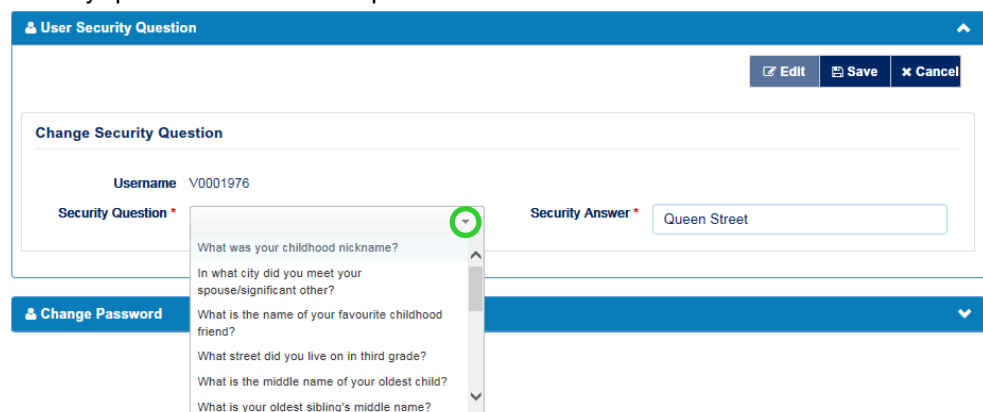
**Step 2** Scroll down to the bottom of your profile page to 'User Security Question'. Click the arrow symbol on the right.



**Step 3** Click 'Edit'.



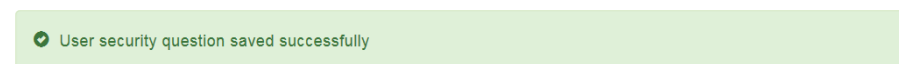
You can change the answer to your existing security questions, or choose new security questions from the drop down menu.



**Step 4** Click 'Save' when you have finished.



A message will appear confirming the changes have been saved successfully.



## 2.4 How to change your password

The NSW Pet Registry is designed to require the user to take responsibility for the information they access or enter into the NSW Pet Registry. Please refer to the **Guidelines for Authorised Identifiers** available at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) for further information about user obligations regarding privacy and confidentiality.

**NOTE**

It is important to remember that each user of the NSW Pet Registry must use their own individual username and password.

**Step 1** Click **'Profile'** at the top of the page.



Welcome Veterinarians

To change your password, scroll down to the bottom of your user profile page to **'Change Password'**. Click the arrow symbol to the right.



**Step 2** Click **'Edit'**.




**Step 3** Enter your new password and confirm it by entering it again.

New Password \*  Confirm Password \*

**Step 4** Click **'Save'** when you have finished.



A message will appear confirming the changes have been successfully saved.

 User password saved successfully

**NOTE**

If your new password doesn't work, this means your account is locked. Please call the NSW Pet Registry Help Desk on 1300 134 460 or email [pets@olg.nsw.gov.au](mailto:pets@olg.nsw.gov.au) during business hours so that your account can be reset. The Help Desk will require your existing username to unlock your account.

## Section 3 – Pets

### Microchip Information

The microchip number is a critical piece of information on the NSW Pet Registry.

***For each animal that is microchipped, veterinarians and authorised identifiers are expected to enter the information directly into the NSW Pet Registry at or near the time of implantation, but no later than 48 hours after implantation.***

It is important that microchip numbers are entered correctly on to the system. Incorrect numbers entered into the NSW Pet Registry may mean that a found animal cannot be returned to its owner as it will be impossible to locate the animal's details on the NSW Pet Registry.

ISO standard microchips are **15 digits** in length and all digits should be numeric. Alphabetical characters would indicate that the microchip is not ISO compliant. **If the microchip number is all numeric but less than 15 digits in length, please check that you have entered the number correctly.**

**It is essential that all of the following animal information is entered into the NSW Pet Registry:**

- Species
- Breed
- Date of Birth
- Gender
- Colour, and
- Address usually kept at

#### Handy Hint



All data entry should follow conventional Title Case formatting i.e. Capitalisation of the first letter of proper titles (eg. Names of persons or animals, street names etc) and the capitalisation of the first word in new sentences.

For dogs, please ensure the specific breed is entered into the NSW Pet Registry. The entire list of breeds should be viewed to determine whether the relevant breed is listed (eg 'Airedale Terrier' is not 'Australian Terrier'). Every effort has been made to list all breeds by their proper name in the drop down menu. If a particular breed is not listed, then the breed should be entered as 'Other' and the name of the unlisted breed should be typed into the 'Identifying Marks' field.

Where the dog is a cross breed but only one breed is identified, the breed should be entered onto the NSW Pet Registry as a cross breed (eg 'Cross (terrier); 'Cross – Australian Kelpie').

For cats the following breed abbreviations are frequently used:

- DSH for domestic short hair
- DMH for domestic medium hair, and
- DLH for domestic long hair

For these records, the breed should be entered as 'Domestic' and the initials should be entered into the 'Identifying Marks' field.

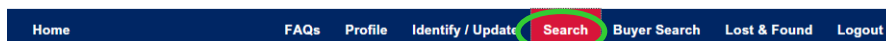
The animal's **full date of birth**, if known, must be entered. If the full date of birth is not known, at least the year completed on the form must be entered into the NSW Pet Registry.

For example, if only the year and month are known, then enter '1' for the day along with the year and month provided (for example 1 September 2019).

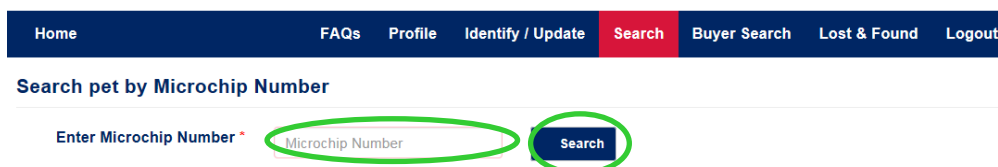
If only the year is known then '1 January' plus the year provided (for example, 1 January 2019) should be entered into the NSW Pet Registry.

### 3.1 How to search for a pet on the NSW Pet Registry

**Step 1** Log into the NSW Pet Registry website at: [www.petregistry.nsw.gov.au](http://www.petregistry.nsw.gov.au). Click 'Search' from the main menu at the top of the page.



**Step 2** Enter the animal's microchip number then click 'Search'.



Veterinarians will be able to see all of the owners details (including all telephone numbers, secondary contact details and if a pet's registration is PAID/NOT PAID, using the search function.

**Step 3** *If you are a Veterinarian* - The pet and owner information will appear on this page.

Search pet by Microchip Number

Enter Microchip Number \*

Pet Information					
Pet Status	Home	Pet Ownership Status	Claimed	Microchipped Date	26/06/2018
Microchip Number	333111999222000	Name	Beatrice	Species	Dog
Date of Birth	17/01/2017	Breed	King Charles Spaniel	Registration Fees	NOT PAID
Desexed	No	Gender	Female		
Colour	Black, White & Tan	Out of Date	No		
Street Address	4 Beach Rd	Suburb / Town	COLLARROY		
State	NSW	Postcode	2097		
Identifying Marks					
Additional Comments					

Owner Information					
Title	Mrs	First Name	Helena	Last Name	Van Weiss
Preferred Contact Type	Mobile	Email	helenavan83@gmail.com		
Phone Number		Mobile Number	0408123123	Work Phone Number	
Secondary Contact Name	Not available	Secondary Contact Numbers	Not available		

If you are an Authorised Identifier – the pet information will appear on this page.

The screenshot shows the 'Search pet by Microchip Number' page. At the top, there is a navigation bar with links: Home, FAQs, Profile, Identify / Update, Search, Buyer Search, Lost & Found, and Logout. Below the navigation bar, the page title is 'Search pet by Microchip Number'. There is a search input field containing '000444333222111' and a red 'Search' button. Below the search bar, the 'Pet Information' is displayed in a table format:

<b>Pet Status</b>	Home	<b>Pet Ownership Status</b>	Claimed	<b>Microchipped Date</b>	13/05/2019
<b>Microchip Number</b>	000444333222111	<b>Name</b>	Jasmine (test pet)	<b>Species</b>	Dog
<b>Date of Birth</b>	14/02/2019	<b>Breed</b>	West Highland White Terrier	<b>Registration Fees</b>	NOT PAID
<b>Desexed</b>	Yes	<b>Gender</b>	Female		
<b>Colour</b>	White	<b>Out of Date</b>	No		
<b>Identifying Marks</b>					
<b>Additional Comments</b>					

### 3.2 About Breeder Identification Numbers

The NSW Pet Registry will generate and assign Breeder Identification Numbers (BIN) to all existing and new pet breeders (this applies to both members and non-members of Recognised Breeder Associations). The number will start with a 'B' followed by 9 digits, for example B123456789.

The Breeder Identification Number will be displayed on the Pet Breeder's Profile Page. Pet Breeders should take their Breeder Identification Number with them when their litters are being microchipped.

Veterinarians and Authorised Identifiers can enter the Breeder Identification Number when they are creating pet records for newly microchipped cats and dogs. This will assist with the data entry function and **save time**.

**Veterinarians and Authorised Identifiers should use the NSW Pet Registry when entering microchip information for litters rather than the Companion Animals Register (CAR).**

This will ensure that litter information is retained (for example, details of the litter's mum) and is also important for improving the traceability of pet cats and dogs.

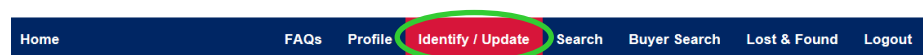
Microchip information entered into the CAR will not link with the details of the litter created by the breeder on the NSW Pet Registry.

Refer to Section 4 for further information on managing litter records.

### 3.3 How to create a microchip record for a single pet

*(which does not belong to a litter)*

- Step 1** Log into the NSW Pet Registry website at: [www.petregistry.nsw.gov.au](http://www.petregistry.nsw.gov.au). Click '**Identify/Update**' in the main menu.



**Step 2** Enter the animal's microchip number then click 'Identify New'.

#### Identify / Update Details

Microchip Number

#### NOTE



ISO standard microchips are **15 digits** in length and all digits should be numeric. Alphabetical characters would indicate that the microchip is not ISO compliant.

**If the microchip number is all numeric but less than 15 digits in length, please check that you have entered the number correctly.**

#### Handy Hint



Did you know you can use a hand held USB bar code scanner to add the microchip number? Connect the bar code scanner to your computer via USB: hover the cursor over the microchip cell and scan the bar code from the microchip packet. It will populate the cell in the NSW Pet Registry.

**Step 3** Enter the Owner/Breeder information.

#### NOTE



The owner of the animal is the owner at the time of microchipping. The first owner is always the breeder. Authorised Identifiers are not to enter contact details for the next owner, irrespective of whether a deposit or otherwise has been paid to the breeder for that animal.

If this pet is an offspring, please search for the mother's microchip number and create a litter and add an offspring or add an offspring to an existing litter.

#### Owner / Breeder Information

If the owner is a breeder, what is the Breeder Identification Number (this may be a breeder identification number or recognised member organisation number)?

Is the animal being identified an offspring of one of the owner's pets?  Yes  No

Title \*  First Name \*  Last Name \*

Email

Preferred Contact Type \*  Mobile  Home  Work

Preferred Contact Number \*

If the owner is a pet breeder you will need to complete the **Owner/Breeder Information** section.

- enter the **Breeder Identification Number** (please refer to Section 3.2. in this User Guide for more information about Breeder Identification Numbers).

- Answer the question 'Is the animal being identified an offspring of one of the owner's pets?'
- Click '**Populate Breeder**' to automatically enter the recorded details for that pet breeder. The animal will also be added to their profile.

If the pet owner does not have a Breeder Identification number, you can enter their details manually.

The owners first and last name needs to be entered exactly as it appears on their Driver's Licence, Medicare card or Australian passport, as one of these documents will be required to verify their identity. Only one person can be listed as the registered owner.

**Step 4** Enter the pet information.

**Handy Hint**  All mandatory fields marked with a \* will need to be completed before the record can be saved.

For more information about desexed status, refer to the instructions in section 3.6.

**Pet Information**

Pet Status: Home | Pet Ownership Status: New | Microchipped Date: 13/05/2019

Microchip Number: 33300077222111 | Name: | Species: Dog

Date of Birth: dd/mm/yyyy | Breed: select a Breed... | -OR- Cross Breed: select a Cross B...

Desexed: No | Gender: Male / Female

Colour: Enter Colour | Out of Date: Yes / No


Identifying Marks: Identifying Marks


Additional Comments: Put your Comments here

If Breeder Identification Number is provided then pet address will be populated with breeder address.

Street Address: | Suburb / Town: | State: select a State... | Postcode: |

**Save** **Cancel**

**NOTE**  Do not enter PO Box numbers or property names in the address fields.

**NOTE**  If a particular breed of cat or dog is not listed, select the breed that best describes the animal. Alternatively, 'Other' can be selected and the breed noted in the 'Identifying Marks' field.

**Step 5** Click '**Save**' when you have finished.

**Identify / Update Details**

Microchip Number: 333000222000110 | **Identify New** | **Update Details**

**Search Result**

**Save**

The next page will display a message to advise you have successfully added the animal to the NSW Pet Registry.

#### Identify / Update Details

Microchip Number

✔ Pet details saved successfully for 333000222000110

#### NOTE



'Certificates of Identification' no longer exist and therefore are not required to be provided to the animal's owner. However, the veterinarian or authorised identifier is to provide the microchip number to the animal's owner.

### 3.4 How to correct a data entry error on a microchip record

(for a single pet which does not belong to a litter)

Please note that this function will only be available for pets that were added within the last 30 days and only if the owner has not claimed their pet on the NSW Pet Registry.

#### NOTE



The microchip number cannot be amended by veterinarians. Please contact your local council if an error has occurred.

**Step 1** Log into the NSW Pet Registry website at: [www.petregistry.nsw.gov.au](http://www.petregistry.nsw.gov.au). Click 'Identify/Update' in the main menu.



Enter the animal's existing microchip number and click 'Update Details'

#### Identify / Update Details

Microchip Number

**Step 2** Enter the correct information for the Owner/Breeder and the Pet.

**Step 3** Click 'Save' when you have finished.

Microchip Number

Search Result

A message will appear confirming the changes have been successfully saved.

Microchip Number

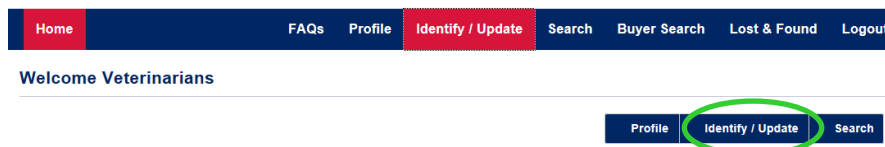
✔ Pet details saved successfully for 773883993113223



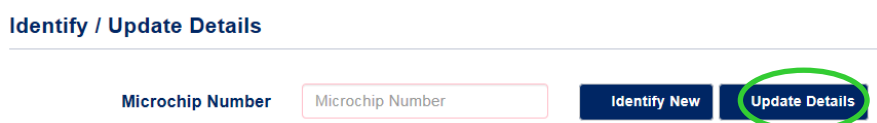
### 3.5 How to update the pet status to 'Home', 'Missing' or 'Deceased' – *Veterinarian use only*

*(Applicable to pets that have been claimed online by their owners)*

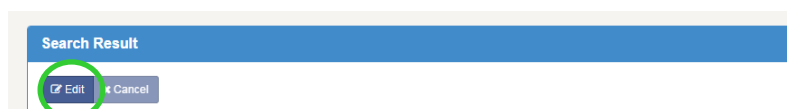
**Step 1** Log into the NSW Pet Registry website at: [www.petregistry.nsw.gov.au](http://www.petregistry.nsw.gov.au).  
Click 'Identify/Update' on the 'Home' page menu bar.



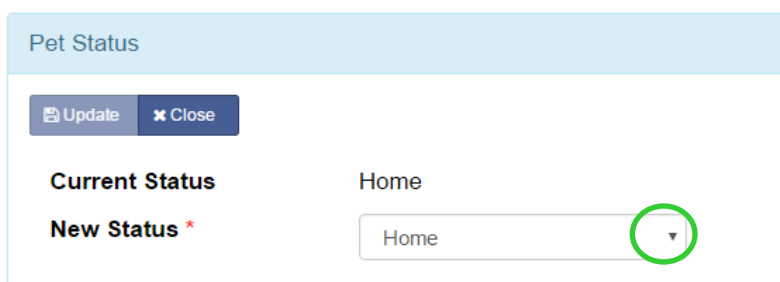
Enter the animal's existing microchip number and click 'Update Details'



**Step 2** Click 'Edit'



Go to the 'Pet Status' field and click the drop down menu in 'New Status'.

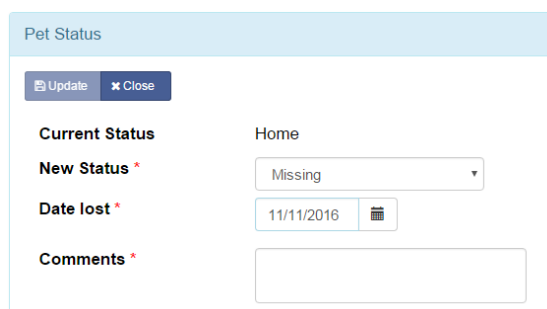


Choose one of the following options:

- Home
- Missing
- Deceased

Please note the fields marked with \* must be completed.

#### Option 1 - Home



### Option 2 – Deceased

Pet Status

Update Close

⚠ Contact owner before changing status. Deceased pets will be removed from the owner's profile.

Current Status Home

New Status \* Deceased

Date died \* 11/11/2016

Comments \*

### Option 3 – Missing

Pet Status

Update Close

✔ Pet status updated successfully.

Current Status Missing

New Status \* Missing

Date lost \* 11/11/2016

Comments \* Cat went missing from home

**Step 3** Click **'Save'** when you have finished updating the pet status.

Microchip Number 773883993113223 Identify New Update Details

Search Result

Save Cancel

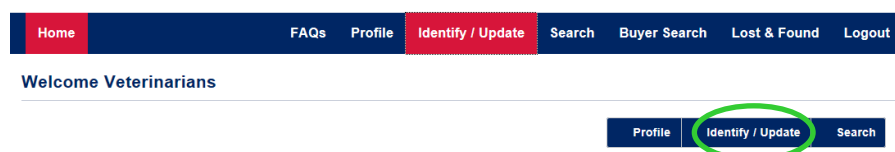
A message will appear confirming the changes have been successfully saved.

Microchip Number 773883993113223 Identify New Update Details

✔ Pet details saved successfully for 773883993113223

## 3.6 How to update the de-sexed status of a pet on the microchip record - *Veterinarian use only*

**Step 1** Log into the NSW Pet Registry website at: [www.petregistry.nsw.gov.au](http://www.petregistry.nsw.gov.au). Click **'Identify/Update'** on the **'Home'** page menu bar.



Enter the animal's existing microchip number and click **'Update Details'**

### Identify / Update Details

Microchip Number

Select **'Edit'**.

Search Result

**Step 2** Go to the **'New Desexed Status'** field and click the drop down menu.

Other Details

Current Desexed Status No

New Desexed Status

Out of Date  Yes  No

Identifying Marks

These comments will be displayed to the owner.

Additional Comments

Put your comments here

Choose one of the following options:

- No
- Yes
- Not Recommended (only applicable to dogs under 6 months of age)

#### Option 1 - No

Other Details

Current Desexed Status No

New Desexed Status

Out of Date  Yes  No

Identifying Marks

These comments will be displayed to the owner.

Additional Comments

Put your comments here

## Option 2 – Yes

Save Close

**Current Desexed Status** No

**New Desexed Status** Yes

**Out of Date**  Yes  No

**Identifying Marks**

These comments will be displayed to the owner.

**Additional Comments**

Put your comments here

### NOTE



**If the registration fee has been paid for the pet, you will not be able to change the desex status and the below screen will be shown. If this is the case, the owner will need to provide their local council with a copy of the Certificate of Sterilisation for the council to update the status to “desexed after registration”**

Microchip Number \* 9910

Date of Birth \* 10/08

Desexed No

Colour \* Grey

Identifying Marks Blue

Street Address \* 9 Bay

State \* NSW

**Pet Status**

Save Close

**Current Status** Home

**New Status \*** Home

**Other Details**

Save Close

**Current Desexed Status** No

**New Desexed Status** No

**Out of Date**  Yes  No

**Identifying Marks**

Blue Eyes

**Additional Comments**

Put your comments here

Breed \* Dog

Breed Siberian Husky

Gender \* Female

Fees PAID

## Option 3 – Not recommended

Save Close

**Current Desexed Status** No

**New Desexed Status** Not Recommended

**Not Recommended Comments \***

Put your comments here

**Out of Date**  Yes  No

**Identifying Marks**

These comments will be displayed to the owner.

**Additional Comments**

Put your comments here

This function should be used when a dog is not suitable for desexing by six months of age.

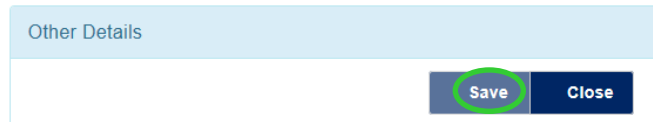
A mandatory comment must be entered to explain the medical reason this option has been chosen.

### NOTE



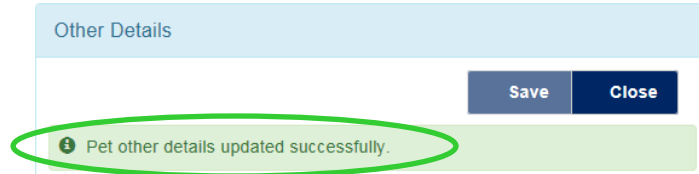
**If the pet is over 6 months of age you will not be able to mark desexing as “Not recommended”. In these cases, the veterinarian is required to send a letter to the local council stating the medical reason why desexing is not recommended and stating the age that desexing is recommended, or stating that desexing is not recommended for life.**

**Step 3** Click **'Save'** when you have finished.



A screenshot of a web form titled "Other Details". At the bottom right of the form, there are two buttons: "Save" and "Close". The "Save" button is circled in green.

A message will appear confirming the changes have been successfully saved.



A screenshot of the "Other Details" form after saving. A green message box at the bottom of the form contains the text "Pet other details updated successfully." and is circled in green. The "Save" and "Close" buttons are still visible above the message.

## Section 4 – Managing Litter records **New!**

### 4.1 How to add microchip numbers to offspring

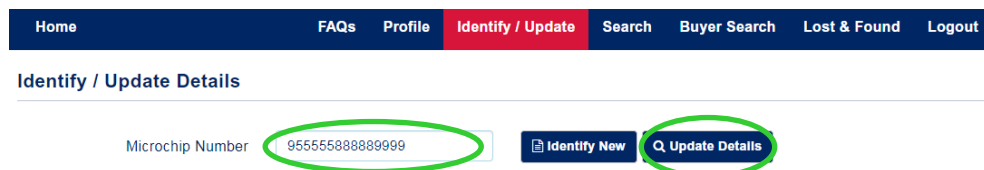
*(when the offspring information has been pre-entered by the Breeder)*

**Note:** Breeders can pre-enter identifying information for each offspring before presenting the litter to a veterinarian for microchipping. Once the microchip is entered and saved on the Registry, the offspring's record cannot be edited or deleted.

**Step 1** Log into the NSW Pet Registry website at: [www.petregistry.nsw.gov.au](http://www.petregistry.nsw.gov.au).

**Step 2** Click **'Identify/Update'**.

Enter the **Mother's microchip number** then select **'Update Details'**.



A screenshot of the NSW Pet Registry website. The navigation bar includes "Home", "FAQs", "Profile", "Identify / Update" (highlighted in red), "Search", "Buyer Search", "Lost & Found", and "Logout". Below the navigation bar, the page title is "Identify / Update Details". There is a "Microchip Number" input field containing "95555888889999", which is circled in green. To the right of the input field are two buttons: "Identify New" and "Update Details", with the latter circled in green.

The next page lists information in three sections:

- Owner/Breeder information
- Pet information
- 'My Litters' information

**Step 3** Scroll down the page to the **'My Litters'** section.

**Step 4** Click on the correct litter number eg Litter1, Litter 2 with the corresponding date of birth and each offspring for that litter will be displayed.

**My Litters**

**Add New Litter**

To add a new litter you need to add at least one offspring. Click on "Save and Add Offspring" button to add.

Mother's Microchip Number: 9555588889999    Mother's Name: Remi    Species: Dog    Litter count: 1  
 Father's Microchip Number:     Date of Birth: 31/07/2019    Status: Home

**Save and Add Offspring**

Number of Litters: 1    Number of offsprings: 2

Litter 1    31/07/2019    **+ Add Offspring**

Date of Birth	Gender	Breed	Cross	Color	Identifying Marks	Name	Comments	Microchip Number	Update	Remove
31/07/2019	Female	Chihuahua (Smooth)		Tan		Olive			Edit	Remove
31/07/2019	Male	Chihuahua (Smooth)		Tan and white		Sunny			Edit	Remove

**Step 5** Click 'Edit' for the relevant offspring to add the microchip number

Number of Litters: 1    Number of offsprings: 2

Litter 1    31/07/2019    **+ Add Offspring**

Date of Birth	Gender	Breed	Cross	Color	Identifying Marks	Name	Comments	Microchip Number	Update	Remove
31/07/2019	Female	Chihuahua (Smooth)		Tan		Olive		9555588881111		
31/07/2019	Male	Chihuahua (Smooth)		Tan and white		Sunny			<b>Edit</b>	Remove

**Step 6** Enter the new microchip number for the offspring.

Enter the implant date (format is dd/mm/yyyy).

Click 'Save'

**Offspring Information**

Add/Edit Offspring

**Save** **Close**

• Implant Date is required when Microchip number is entered.

Microchip Number: 9555588881111

Implant Date: 21/10/2019

Name: Olive

Gender:  Male  Female  Unknown

Breed: Chihuahua (Smooth)

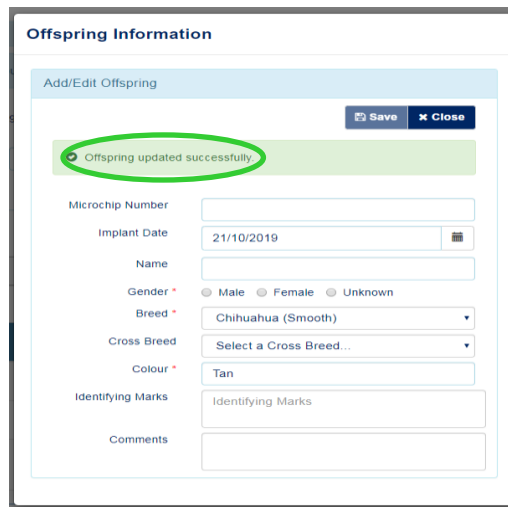
Cross Breed: Select a Cross Breed...

Colour: Tan

Identifying Marks: Identifying Marks

Comments:

The following message will be displayed 'Offspring updated successfully'.



The screenshot shows a web form titled "Offspring Information" with a sub-header "Add/Edit Offspring". At the top right are "Save" and "Close" buttons. A green message box at the top says "Offspring updated successfully". Below are input fields for: Microchip Number, Implant Date (21/10/2019), Name, Gender (radio buttons for Male, Female, Unknown), Breed (Chihuahua (Smooth)), Cross Breed (Select a Cross Breed...), Colour (Tan), Identifying Marks, and Comments.

**Step 7** Click '**Close**' and repeat **Steps 4, 5 and 6** to add further microchips to offspring.

Click '**Home**' to return to the home page.

## 4.2 How to create a litter and add offspring

*(when the breeder has not pre-entered the offspring information)*

The NSW Pet Registry User Guide for Owners and Breeders provides step-by-step instructions for breeders to pre-enter identifying information for each offspring, before presenting the litter to the veterinarian for microchipping.

However, in the event the offspring information has not been pre-entered by the Breeder, the following instructions provides step-by-step guidance of how to enter the litter details onto the Registry.

**NOTE**



Once the microchip is entered and saved on the Registry, the offspring's record cannot be edited or deleted.

**Step 1** Log into the NSW Pet Registry website at: [www.petregistry.nsw.gov.au](http://www.petregistry.nsw.gov.au).

**Step 2** Click '**Identify/Update**'.



Welcome Veterinarians

**Step 3** Enter the **Mother's microchip number** then select '**Update Details**'.



Microchip Number

**Identify New**

**Update Details**

Additional Information

**How to use:**

- To add a new pet to the Pet Registry, click **Identify/Update** and enter the microchip number, click **Identify New**, followed by the identification information into the Pet Registry. If the Microchip Number already exists, the identification information will display.
- Enter the Microchip Number and select **Update Details** to update an existing animal record.
- If you require assistance click **FAQ**.

The next page lists:

- Owner/Breeder information
- Pet information
- 'My Litters' information

**Step 4** Scroll down the page to the 'My Litters' section.

**Step 5** Enter the **father's microchip number** (if known)

Enter the **date of birth** of the litter (compulsory field)

Click 'Save and Add offspring'

My Litters

Add New Litter

To add a new litter you need to add at least one offspring. Click on "Save and Add Offspring" button to add.

Mother's Microchip Number	922222333334444	Mother's Name	Sweetie	Species	Dog	Litter count	1
Father's Microchip Number		Date of Birth *	01/07/2019	Status	Home		

Save and Add Offspring

Number of Litters: 1      Number of offspring: 1

Litter 1	01/07/2019
----------	------------

**Step 6** Enter the following information in the 'Offspring Information' screen:

- Microchip Number
- Name
- Gender (compulsory field)
- Breed (compulsory field)
- Cross Breed
- Colour (compulsory field)
- Identifying marks
- Comments

**Step 7** Click 'Save' when finished.

Offspring Information

Add/Edit Offspring

Save Close

Implant Date is required when Microchip number is entered.

Microchip Number	933333444445555
Implant Date	30/08/2019
Name	Daphne
Gender *	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Unknown
Breed *	Golden Retriever
Cross Breed	Select a Cross Breed...
Colour *	Yellow
Identifying Marks	White top on tail
Comments	



**Step 8** The following message will appear. Click 'Close'.

**Offspring Information**

Add/Edit Offspring

Save Close

Offspring has been saved and implanted successfully. Daphne

Microchip Number

Implant Date 30/08/2019

Name

Gender \*  Male  Female  Unknown

Breed \* Golden Retriever


Cross Breed Select a Cross Breed...

Colour \* Yellow

Identifying Marks

Comments

Select the correct litter eg Litter 1, Litter 2 or Litter 3 to display all offspring.

**NOTE**  The most recent litter will always be displayed as Litter 1

**My Litters**

Add New Litter

To add a new litter you need to add at least one offspring. Click on "Save and Add Offspring" button to add.

Mother's Microchip Number	92222333334444	Mother's Name	Sweety	Species	Dog	Litter count	1
Father's Microchip Number	<input type="text"/>	Date of Birth *	01/07/2019 <input type="text"/>	Status	Home		

Save and Add Offspring

Number of Litters: 1      Number of offsprings: 1

Litter 1	01/07/2019
----------	------------

The first offspring for Litter 1 born 1 July 2019 is microchip 93333344445555 for 'Daphne' is displayed below.

**My Litters**

Add New Litter

To add a new litter you need to add at least one offspring. Click on "Save and Add Offspring" button to add.

Mother's Microchip Number: 922222333334444    Mother's Name: Sweety    Species: Dog    Litter count: 1

Father's Microchip Number:     Date of Birth: 01/07/2019    Status: Home

**Save and Add Offspring**


Number of Litters: 1    Number of offspring: 1

Litter 1 01/07/2019


**Add Offspring**

Date of Birth	Gender	Breed	Cross	Color	Identifying Marks	Name	Comments	Microchip Number	Update	Remove
01/07/2019	Female	Golden Retriever		Yellow	White top on tail	Daphne		9333334 4444555 5		

**Step 9** Click 'Add Offspring' to create a record for the next offspring in that litter.

**Handy Hint**  After clicking 'Save' you can immediately start entering the information for the next offspring. You do not need to exit the screen and start again.

**Step 10** Click 'Home' when all offspring for the litter have been entered.

**NOTE**  Please check the litter and offspring have been saved successfully. You do this by clicking the litter name for example Litter 1. When finished checking the offspring information, click the litter name again to close the list.

### 4.3 How to update or edit information for an offspring *(only prior to microchip number being added)*

**Step 1** Log into the NSW Pet Registry website at: [www.petregistry.nsw.gov.au](http://www.petregistry.nsw.gov.au).

**Step 2** Click 'Identify/Update'. Enter the **Mother's microchip number** then select 'Update Details'.

Home    FAQs    Profile    **Identify / Update**    Search    Buyer Search    Lost & Found    Logout

Identify / Update Details

Microchip Number     **Identify New**    **Update Details**

The next page lists:

- Owner/Breeder information
- Pet information
- 'My Litters' information

**Step 3** Scroll down the page to the 'My Litters' section and click on the relevant litter number, eg 'Litter 1'

**My Litters**

**Add New Litter**

To add a new litter you need to add at least one offspring. Click on "Save and Add Offspring" button to add.

Mother's Microchip Number: 9555588889999    Mother's Name: Remi    Species: Dog    Litter count: 1

Father's Microchip Number:     Date of Birth: dd/mm/yyyy    Status: Home

**Save and Add Offspring**

Number of Litters: 1    Number of offsprings: 5

**Litter 1**    31/07/2019

**+ Add Offspring**

**Step 4** Select the offspring to be updated and click 'Edit'

Litter 1    31/07/2019

**+ Add Offspring**

Date of Birth	Gender	Breed	Cross	Color	Identifying Marks	Name	Comments	Microchip Number	Update	Remove
31/07/2019	Female	Chihuahua (Smooth)		Tan and cream		Pippy			<b>Edit</b>	Remove
31/07/2019	Male	Chihuahua (Smooth)		Cream		Tiny		9555588886333		
31/07/2019	Male	Chihuahua (Smooth)		Cream		Tiny		9555588886333		
31/07/2019	Female	Chihuahua (Smooth)		Tan		Olive		95555888861111		
31/07/2019	Male	Chihuahua (Smooth)		Tan and white		Sunny		95555888862222		

The offspring information screen will be displayed to allow changes to be made to the following fields:

- Name
- Gender (compulsory field)
- Breed (compulsory field)
- Cross Breed
- Colour (compulsory field)
- Identifying marks
- Comments

**Offspring Information**

Add/Edit Offspring

**Save**    **X Close**

Microchip Number:

Implant Date: dd/mm/yyyy

Name: Pippi

Gender:  Male     Female     Unknown

Breed: Chihuahua (Smooth)

Cross Breed: Select a Cross Breed...

Colour: Tan and cream

Identifying Marks: Identifying Marks

Comments:

**Step 5** Click **'Save'** and the following message will be displayed 'Offspring updated successfully'.

The screenshot shows the 'Offspring Information' form. At the top right, there are 'Save' and 'Close' buttons. A green oval highlights the 'Save' button. Below the buttons, a green message box says 'Offspring updated successfully.' with a checkmark icon. The form fields include: Microchip Number, Implant Date (dd/mm/yyyy), Name, Gender (radio buttons for Male, Female, Unknown), Breed (dropdown menu showing Chihuahua (Smooth)), Cross Breed (dropdown menu showing Select a Cross Breed...), Colour (dropdown menu showing Tan and cream), Identifying Marks, and Comments.

**Step 6** Click **'Close'**

**Step 7** Click on the litter number to display each offspring and the changes made. In this example, **Litter 1** the offspring's name was changed from 'Pippy' to 'Pippi'

Date of Birth	Gender	Breed	Cross	Color	Identifying Marks	Name	Comments	Microchip Number	Update	Remove
31/07/2019	Female	Chihuahua (Smooth)		Tan and cream		Pippi			Edit	Remove
31/07/2019	Male	Chihuahua (Smooth)		Cream		Tiny		9555588888333		
31/07/2019	Male	Chihuahua (Smooth)		Cream		Tiny		9555588888333		
31/07/2019	Female	Chihuahua (Smooth)		Tan		Olive		9555588888111		
31/07/2019	Male	Chihuahua (Smooth)		Tan and white		Sunny		9555588888222		

#### 4.4 How to delete a record for an offspring

*(only prior to microchip number being added)*

**Step 1** Log into the NSW Pet Registry website at: [www.petregistry.nsw.gov.au](http://www.petregistry.nsw.gov.au).

**Step 2** Click **'Identify/Update'**. Enter the **Mother's microchip number** then click **'Update Details'**.

The screenshot shows the website navigation bar with 'Home', 'FAQs', 'Profile', 'Identify / Update', 'Search', 'Buyer Search', 'Lost & Found', and 'Logout'. Below the navigation bar, the 'Identify / Update Details' section is visible. It contains a 'Microchip Number' input field with the value '95555888889999' and two buttons: 'Identify New' and 'Update Details'. Both the input field and the 'Update Details' button are circled in green.

The next page lists:

- o Owner/Breeder information

- Pet information
- 'My Litters' information

**Step 3** Scroll down the page to the 'My Litters' section and click on the relevant litter number, eg 'Litter 1'

**My Litters**

**Add New Litter**

To add a new litter you need to add at least one offspring. Click on "Save and Add Offspring" button to add.

Mother's Microchip Number: 95555888889999 | Mother's Name: Remi | Species: Dog | Litter count: 1

Father's Microchip Number:  | Date of Birth: dd/mm/yyyy | Status: Home

**+ Save and Add Offspring**

Number of Litters: 1 | Number of offspring: 5

Litter 1 31/07/2019

**+ Add Offspring**

**Step 4**

Litter 1 31/07/2019

**+ Add Offspring**

Date of Birth	Gender	Breed	Cross	Color	Identifying Marks	Name	Comments	Microchip Number	Update	Remove
31/07/2019	Female	Chihuahua (Smooth)		Tan and cream		Pippi			Edit	Remove
31/07/2019	Male	Chihuahua (Smooth)		Cream		Tiny		9555588888333		
31/07/2019	Male	Chihuahua (Smooth)		Cream		Tiny		9555588888333		
31/07/2019	Female	Chihuahua (Smooth)		Tan		Olive		95555888881111		
31/07/2019	Male	Chihuahua (Smooth)		Tan and white		Sunny		95555888882222		

**Step 5** Select a reason for deleting the offspring from the drop down menu in the Delete Offspring screen. You can choose from:

- **Data entry error** (this option will delete the record)
- **Deceased before sale** (this option will keep the record but it will be deactivated)

**Delete Offspring**

Reason for Deletion

Please select a reason

**Delete** **Cancel**

**Step 6** Select '**Delete**'. To confirm you wish to permanently delete this offspring, click '**Yes**'

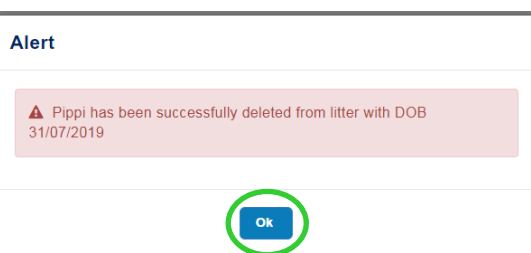
### Confirm

 You are about to permanently delete this offspring. Are you sure you want to proceed?

**Yes**

**No**

**Step 7** A message confirming the offspring has been successfully deleted will be displayed. Click '**OK**'.



## Section 5 – Buyer Search **New!**

### Buying, selling and trading pets

The Breeder Identification Number, microchip number and rehoming body number is able to be searched by members of the public wishing to conduct pre-purchase research on cats or dogs. Prospective cat or dog owners can use those numbers to access important information including breed, age, gender and whether or not the animal is de-sexed.

#### 5.1 How to look up information about a pet for sale using a microchip number

**Step 1** Go to the NSW Pet Registry website at [www.petregistry.nsw.gov.au](http://www.petregistry.nsw.gov.au). You do not need to log into the website to use this feature.

**Step 2** Click '**Buyer Search**' from the main menu.



**Step 3** A new page with search fields will appear (as shown below).

Enter the microchip number belonging to the cat or dog for sale in the corresponding search field. Click **'Search'**.

Search for information about a pet

Microchip Number



If the microchip record is listed in the NSW Pet Registry, the pet information will appear. Photos are optional and will only appear if the owner has provided one.

Search for information about a pet

Microchip Number



Microchip Number Search Results	
Species	Dog
Breed	King Charles Spaniel
Gender	Female
Age	2 Years 7 Months
Desexed	No

When finished, click **'Home'** in the mail menu to return to the **'Home'** page.

## 5.2 How to look up information about a Rehoming Organisation using a Rehoming Organisation Number

Handy Hint



Rehoming Organisation numbers start with the letter 'R' followed by 9 digits. For example: R123456789

**Step 1** Go to the NSW Pet Registry website at [www.petregistry.nsw.gov.au](http://www.petregistry.nsw.gov.au)  
You do not need to log into the website to use this feature.

**Step 2** Click **'Buyer Search'** from the main menu.



**Step 3** A new page with search fields will appear (as shown below).

Enter the Rehoming Organisation Number in the corresponding search field. Click **'Search'**.

Rehoming Organisation Number



If the Rehoming Organisation is listed in the NSW Pet Registry, the following information will appear:

- Business Name
- Business Address
- Contact Officer
- Website
- Exemption Expiry date

When finished, click '**Home**' in the main menu to return to the '**Home**' page.

### 5.3 How to look up information about a cat or dog breeder using a Breeder Identification Number

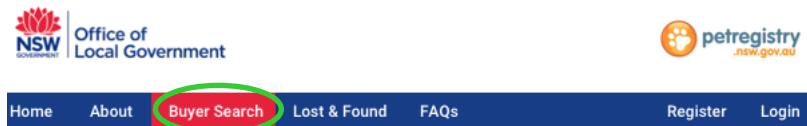
Handy Hint



Breeder Identification numbers generated by the NSW Pet Registry start with the letter 'B' followed by 9 digits. For example: B123456789

**Step 1** Go to the NSW Pet Registry website at [www.petregistry.nsw.gov.au](http://www.petregistry.nsw.gov.au)  
You do not need to log into the website to use this feature.

**Step 2** Click '**Buyer Search**' from the main menu.



**Step 3** Enter the Breeder Identification Number in the corresponding search field.  
Click '**Search**'.

**Breeder Identification Number** (eg. BXXXXXXXX or the 6 digit Breeder Organisation Membership Number)

If the cat or dog breeder is listed in the NSW Pet Registry, the following information will appear:



**Breeder Identification Number** (eg. BXXXXXXXX or the 6 digit Breeder Organisation Membership Number)

B000617593

Breeder Identification Number Search Results

Business Name

-

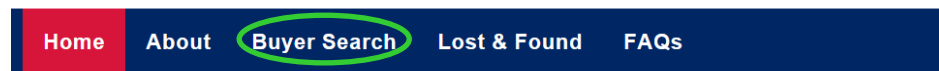
Species	Breed	Gender	Age
Dog	German Shepherd Dog	Male	1 Month
Dog	German Shepherd Dog	Male	1 Month
Dog	German Shepherd Dog	Male	1 Month
Dog	German Shepherd Dog	Female	1 Month
Dog	German Shepherd Dog	Female	1 Month
Dog	German Shepherd Dog	Female	1 Month
Dog	German Shepherd Dog	Female	1 Month

## Section 6 – Lost and Found **New!**

### 6.1 How to report a lost cat or dog that has been found and you know the microchip number

**Step 1** Go to the NSW Pet Registry website at [www.petregistry.nsw.gov.au](http://www.petregistry.nsw.gov.au)  
You do not need to log into the website to use this feature.

**Step 2** Click 'Lost and Found' from the main menu.



**Step 3** The following page will appear.

**Microchip Number \***  (15 digits)

**Pet Found Date \***

**Phone Number \***

consent to my contact number being provided to the pet owner

Enter the **microchip number** belonging to the pet.

Enter the **date pet was found** by using the calendar tool provided.

Enter your contact **telephone number**.

**Tick the check box** asking for your consent to provide your telephone number to the pet owner if you agree. This means the owner of the animal will see your telephone number and will be able to contact you.

Click **'Report'**.

**Step 4** You will receive one of the messages listed below.

- a) If the pet has been reported missing by its owner, the following message will appear:

Thank you for notifying the pet's owner or carer that you have found their pet. You may surrender the pet to your local council any time. If you don't hear from the pet's owner within 24 hours please contact your local NSW Council office.

You may now exit the website or click **'Reset'** to report another pet that has been found.

- b) If the pet has not been reported missing by its owner, the following message will appear:

The pet with microchip number ..... Has not been reported missing by its owner. Please check the microchip number again and confirm it is correct. Do you still want to proceed?

Click **'No'** if you do not want to proceed.

or

Click **'Yes'** if you do want to proceed. You will receive the following message:

Thank you for notifying the pet's owner or carer that you have found their pet. You may surrender the pet to your local council any time. If you don't hear from the pet's owner within 24 hours please contact your local NSW Council office.

You may now exit the website or click **'Reset'** to report another pet that has been found.

- c) If the microchip number is incorrect, you will receive the following message:

This microchip number is not listed in the NSW Pet Registry. Please contact your local NSW Council office. Contact details for your local council can be found at [Find My Council](#).

### **Additional notes/warning about Restricted Breed, Menacing or Declared Dangerous dogs:**

Should your microchip search reveal you have found a dog from one of these categories you will receive one of the additional warning messages listed below:

<b>Restricted breed</b>	<b>WARNING!</b> The dog with this microchip number is of a breed that is considered dangerous.
<b>Menacing dog</b>	<b>WARNING!</b> The dog with this microchip number has a known history of violent or menacing behaviour.
<b>Declared Dangerous dog</b>	<b>WARNING!</b> The dog with this microchip number has a known history of violent or menacing behaviour.

## Section 7 - Frequently asked questions

### General Questions

#### Can members of the public use the NSW Pet Registry?

The majority of cat and dog owners in NSW can pay their registration fee online using the NSW Pet Registry.

Anyone with access to the NSW Pet Registry can use the Buyer Search function and the Lost and Found function.

Pet owners who do not have an email address or cannot use the NSW Pet Registry can still complete paper forms at their local NSW council office or at a Service NSW customer centre.

Registered breeders seeking the discounted registration fee will need to visit their local council and take copies of breeder certificates.

People with assistance and working dogs and pensioners (other than aged pensioners) will also need to register their dog in person at their local NSW council office.

The *NSW Pet Registry User Guide for Pet Owners and Breeders* provides step by step instructions for cat and dog owners to use the NSW Pet Registry.

#### Why won't the NSW Pet Registry work on my computer?

The NSW Pet Registry has been developed to work on the internet browsers Chrome, Firefox, Internet Explorer and Safari. However, the NSW Pet Registry website will not work on older versions of Internet Explorer that are no longer supported by Microsoft. You may need to switch to a compatible browser for the purposes of using the NSW Pet Registry.

#### When I tried to create an account, the password didn't come through to my email?

Please check your junk mail or spam, as the email sometimes get redirected by your mailbox to this location.

#### My username does not come up on the NSW Pet Registry, what should I do?

Please contact the NSW Office of Local Government at for assistance via email at [pets@olg.nsw.gov.au](mailto:pets@olg.nsw.gov.au) or telephone 1300 134 460 between 9am and 4.30pm, Monday to Friday.

#### Adding a new pet

##### What if the registered breeder does not have a breeder ID number?

You can enter their details manually to add them as a normal pet owner and encourage them to make their own user profile.

##### My address does not come up on the NSW Pet Registry, what should I do?

If you are entering a physical address please make sure it is the property address as recorded on the NSW Land and Property Information Register.

If you are not able to enter a valid address on the online NSW Pet Registry you will need to complete the relevant paper form and lodge it with your local council. Forms are available from your council or can be accessed at <http://www.olg.nsw.gov.au/public/dogs-and-cats/forms>

For rural properties, this may mean your official Rural Property Address rather than a property name or other name. This is not the same as your lot number. It will include a Rural Road Number, a Road Name and a Locality. If you do not know your Rural Property Address, please contact your local council.

Contact information for your nearest NSW local council is available on the Local Government Directory page of the Office of Local Government's website at <http://www.olg.nsw.gov.au/find-my-council>

## APPENDIX A

### Procedures for the use of hard copy companion animal forms

In the event that the Register is unavailable, identification information is to be completed on the prescribed Permanent Identification form (P1A).

Local councils will continue to accept hard copy forms in triplicate (multiple coloured sheets).

The authorised identifier must ensure that the owner understands the privacy information on the form. This step is essential and must be carried out before, collecting the owner's personal information.

If the animal's owner will not be present when the information is to be entered on the form, ask them to complete the animal details and owner details sections and sign the form beforehand.

The microchipping details section is to be completed and signed by the authorised identifier who implanted the microchip in the animal. The authorised identifier must supply his or her authorised identifier number issued by OLG. All questions in this section are compulsory.

The animal details and owner details sections of the form are to be completed by the animal's owner and this person must sign at the bottom right of the form. The questions relating to secondary address and secondary contact person are not mandatory and need not be completed.

The authorised identifier must ensure that a printed sticker with the microchip number is attached to each copy (yellow, pink and white) of the form and verify that the sticker number exactly matches the microchip number implanted in the animal.

The pink copy of the completed form is to be given to animal's owner at the time of identification.

The yellow copy of the completed form must be forwarded to the local council within 48 hours of identification. The form must be placed in a sealed envelope marked 'Confidential' and for the attention of the 'Animal Registration Officer'.

The authorised identifier and owner should check the information on the form for errors, as authorised identifiers are unable to alter records processed by a local council. Any corrections must be made by a local council.

Authorised identifiers must ensure, as far as is possible, that the information sent to the local council is protected against loss, unauthorised access, use, alteration, disclosure or misuse during transit.

Please ensure that you send any paper forms to the correct local council. A list of NSW local councils and their contact details is available on OLG's website at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au).

Before sending the information to the council, please ensure that you have:

- checked for accuracy and completeness;
- completed and signed the microchipping details section;
- provided your authorised identifier number; and
- attached a printed sticker with the microchip number to each copy of the form.