

NSW Companion Animals Register

CHANGE OF OWNER / DETAILS FORM C3A

This form is to be used by owners of dogs and cats when the animal is sold or given to a new owner.

The Companion Animals Act 1998 requires that any change of owner of an animal must be notified within 14 days of the change. This is necessary even if the animal is moving out of NSW.

This form must be signed by the 'old' owner (the person recorded on the Register as the owner). If the 'old' owner cannot sign this form, then some other proof of sale or transfer (eg receipt of sale) must be provided for council to process the change. This requirement helps track stolen animals.

The completed form may be sent to any local council.

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.

How to use this form

Yellow data entry copy

The completed yellow copy of the form may be sent to any local council. Please put the form in a sealed envelope marked 'Confidential' and 'For the attention of the Animal Registration Officer.' If you are unsure of the address of the local council, you will find it on our website at www.dlg.nsw.gov.au.

Pink owner's copy

This must be given to the new owner as evidence of ownership.

White file copy

This must be kept by the old owner.



NSW Companion Animals Register Change of Owner / Details

C3A



Please use this form to change the ownership of your cat or dog. There is no fee to change ownership details.

The details marked # are optional. All other information is required under the Companion Animals Act 1998 and Regulation 2008.

It is the responsibility of the 'old' owner – the person selling or giving away the animal – to notify the change. Failure to do so may result in a fine of up to \$880 or up to \$5500 for a dangerous or restricted dog.

Note: This form does not Lifetime Register the animal. You need to check with your council to find out if the animal needs to be lifetime registered.

Current animal details

1. Microchip number
2. Species: dog cat
- 3#. Animal's Name
4. Is the animal desexed?
 yes no

Note: When claiming a reduced registration fee you must provide proof of desexing.

5. Breed

6. Old address where animal was usually kept **note: street number and street name are needed for all addresses – property name only is not sufficient**

Postcode

7. Has the animal been declared a Dangerous Dog?
 yes no

If yes, date order / declaration issued

8. Has this animal been declared a Nuisance Cat / Dog?
 yes no

If yes, date order / declaration issued

'I am selling or transferring the animal listed on this form to the new owner listed on this form'.

9. 'Old' owner's name (print)

10. 'Old' owner's signature

11. Date

New address details

12. New address where animal is to be usually kept **note: street number and street name are needed for all addresses – property name only is not sufficient**

Postcode

- 13#. Secondary address for animal *eg holiday house or boarding kennel*

Postcode

New owner details

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.

14. Name of organisation – *if applicable. Please also provide the name of the person responsible for the care of the animal at questions 15 to 17 below*

15. Title:

16. Family name

17. First name

18. Home phone number

19. Work phone number

20. Mobile phone number

21. E-mail address

22. Home address – *if different to question 12*

Postcode

23. Postal address

Postcode

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

24. Signature of new owner nominated at questions 16 to 17

25. Date

Keep this form for your records.

Please see back of form for important information

What happens now

The person from whom you have just purchased this animal should give you the pink copy of this form. They must 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, 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 a 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. 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.

