

Change of owner C3A

Please use this form to change official ownership of a pet you are selling or giving away. Please submit it to your local council. Alternatively, you can create a NSW Pet Registry profile and transfer ownership instantly online at petregistry.olg.nsw.gov.au.

You must be over 18 years of age to legally own a cat or dog in NSW.

This form does not register a pet – give council a completed Pet registration (R2) form and pay the fee to officially register your pet.

Please fill out this form in blue or black pen and in BLOCK LETTERS.

Pet details

Microchip number _____

Species Dog Cat Is the pet desexed? Yes No

Breed _____ Pet name _____

Address where pet was usually kept by former owner _____
Postcode _____

Former owner's legal name _____

Former owner's signature _____ Date _____

I verify that the information provided on this form is correct. I understand that providing information that is false or misleading is an offence under the *Companion Animals Act 1998*.

New owner details

Organisation name (if applicable).

List name of person responsible for animal below

Legal surname

Legal first name

Mobile phone number

Alternate phone number

Email address

Home address

Postcode

Postal address
(if different to home address)

Address where pet
is usually kept
(if different to home address)

Postcode

New owner signature

Date

I verify that the information provided on this form is correct. I understand that providing information that is false or misleading is an offence under the *Companion Animals Act 1998*.

Secondary contact person (optional)

You must get approval from the secondary contact to provide these details. A secondary contact person will only be contacted regarding a pet when the owner is not contactable.

Legal surname

Legal first name

Mobile phone number

Secondary contact signature

I authorise the collection of my contact details from the listed pet owner. I verify that the information provided on this form is correct. I understand that providing information that is false or misleading is an offence under the *Companion Animals Act 1998*. Find out more about how your information is used at petregistry.olg.nsw.gov.au.

Information for new owners

As soon as you take ownership of a pet, you must register them on the NSW Pet Registry and pay the registration fee if the pet is not yet registered.

The person who has sold or given this pet to you is responsible for submitting this form to council for processing. They should give you a copy for your records. If the person fails to give the form to council and change ownership into your name, you can use the copy to process the change.

Give it to your local council alongside a statutory declaration to claim official ownership of your pet. This must include:

- your name and address
- the pet's microchip number
- the details of how you came to own the pet, which you are declaring to be true
- your signature and the signature of an authorised witness (this can be a Justice of the Peace (JP), a legal practitioner or a notary public)
- the date and location where the declaration was made.

Once the change of ownership is processed, you will get a Certificate of Identification or a Certificate of Registration from council (depending on whether registration has been paid).

Information for those selling or giving away a pet

It is your responsibility as a breeder or former owner of a pet to fill out this form and give it to your local council. You must do this within 14 days of selling or giving the pet away. Please give the new owner a copy of the completed form for their records.

How to find your pet's microchip number

If you don't know your pet's microchip number, please check your records (it may be listed on documents from your vet). Otherwise, have your pet scanned at a vet or with a council ranger to find the number.

Privacy information

Only authorised people can access the information provided on this form, 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. 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 which is administered by the Office of Local Government. Find out more about how your information is used at petregistry.olg.nsw.gov.au.