

Follow the instructions below to create your Pet Registry profile, claim your pet, and complete their Lifetime Registration.

Creating a Profile on the NSW Pet Registry

1. Log into the NSW Pet Registry website at www.petregistry.nsw.gov.au

2. From the Home Page click 'Register' at the top right hand side of the page.



3. The 'Registration Wizard' will begin and will take you through the registration process.

- Click 'Terms and Conditions' to read them.
- Click 'I accept' if you accept them.
- Enter your email address. This will be your username used to log into your online profile in the future.
- Tick 'I'm not a robot' and complete the simple task to verify you are a real user.
- Click 'Create my User Account'.

A screenshot of the registration form. At the top, there is a checkbox labeled 'I accept Office of Local Government's Terms & Conditions'. Below this is a text input field labeled 'Email Address *'. Underneath the email field is a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. At the bottom of the form is a blue button labeled 'Create my User Account'. All these elements are circled in green.

You will soon receive an email at your nominated email address.

Please click on the link provided in the email so that you can finish creating your account.

If you do not click on the link in the email you receive, your account will not be activated.

4. Enter your name and date of birth exactly as it appears on your Drivers Licence, Medicare Card or Australian passport.

Please note that you must be 18 years or older to be the registered owner of a pet in NSW.

Each text box with a red asterisk is a required field.

Email: petspetspetsyeah@gmail.com
 Title: * Select Title...
 First name: *
 Middle name:
 Last name: *
 Date of birth: * dd/mm/yyyy

→ Verify & proceed

When finished click on 'Verify & proceed'.

- To verify your identity enter details of your Driver's Licence, Medicare Card or Australian Passport to verify your identity. Your name and date of birth will be checked against your official documents but will not be stored on the Registry.

Verify your identity

To verify your identity you'll need to match your details against 2-4 different ID sources.

Get started with your first ID source below.

Driver's licence Choose a different ID option

State/Territory: NSW

Driver's licence number

First name: Middle name(s): Surname

Date of birth (DDMMYYYY)

I agree that my above information is checked with the Issuer or Official Record Holder

Verify these details

When finished click 'Verify these details'.

- The next page requires your street address. Begin typing your address in the 'Search Address' field. Your full address should appear as an option to select.

Once selected, the fields below will automatically fill with the correct information.

You will also need to enter your preferred contact number (please do not include gaps between the numbers).

Please note: If you cannot find your address within the automated system, you won't be able to complete this step and will need to go to your local council.

Please enter a valid street address. P.O. Box and Locked Bag are not allowed.

Search address: *

Flat/Unit number:

Street number:

Street type:

State:

Local council code:

Best contact type: * Mobile Home Work

Home phone:

Building level:

Street name:

Suburb:

Post code:

Local council name:

Mobile phone:

Work phone:

When finished, click 'Save & proceed'.

7. Create your password and provide answers for three secret questions. They will be used to reset your password if it is ever forgotten.

Secret question 1: *

Secret question 2: *

Secret question 3: *

Password: *

Repeat password: *

Answer 1: *

Answer 2: *

Answer 3: *

When finished, please click 'Save & proceed'.

8. Complete 'Additional Information' **if required**.

Answer the question 'Are you a Breeder?'

A breeder profile has the advantage of having a breeder ID number, which makes it easier and quicker to add pets to your profile. Rescue organisations and pet shops may also choose to use a breeder ID. Please note that you will be able to update your details at a later date if you believe you have made a mistake.

Additional Information

Answer the mandatory question and click on "Complete Registration" button below.

Are you a Breeder? * Yes No

Alternative Email Pensioner Number

Secondary Contact Name Secondary Contact Phone

Postal Address If home address is different from postal address.

Business Information

Business Name ABN

Business Phone Alternative phone

Email Address Business Website

Contact Title

Contact First Name Contact Last Name

Please enter a valid street address. P.O. Box and Locked Bag are not allowed.

Business Address Search

Street Number Street Name

Suburb / Town State

Postcode

Local Council Code Local Council Name

Click 'Complete Registration' when you have completed all of the relevant details.

You will be returned to the Home Page. The next step is to Claim your Pet. This will link and lock your pet to your user profile.

Claim your pet on the NSW Pet Registry

1. Navigate to the NSW Pet Registry website at: www.petregistry.nsw.gov.au.
2. Click on the **Login** button on the top right hand side of the page.
3. Select **Login as a Pet Owner/Breeder** from the drop down list. Enter your **Username** and **Password** then click on the blue **Login** button.
4. Select **Claim Pet** from the menu bar in the top right hand corner

Owner Profile - Claiming a pet? Do you have the microchip number ready? Your local Vet can provide your microchip number.

- On the next page, please enter your pet's microchip number and your preferred contact number. (This will be the phone number you first registered your pet with or the phone number the previous owner entered for you to transfer the pet).

Note: Please leave the email field blank.

Claim Pet

Q Search Claim Cancel

Search for Pets

What information do you need to claim your pet?
To claim your pet you will need to know your pet's 'microchip number' and the 'preferred contact number' that you provided when the pet was either originally put on the Pet Registry or that the previous owner entered for you.

How to claim your pet

- Enter the Microchip Number and Preferred Contact Number then click **Search**. After your pets details are displayed click **Claim**.

Note:
For additional assistance, click **FAQ** or contact your local council.

Enter Microchip Number *

Preferred Contact Number *

Email

- Once you have inserted the required details click on the **Search** button on the top left hand side of the screen. Your pet's information should appear. If the information is correct, click **Claim**. Your pet's address will default to the home address you entered when setting up your profile.
- A message will then display to confirm your pet has been successfully claimed.
- Once you claim your pet, the pet will be listed on your **My Pets** page.

How to pay Lifetime Registration online

- Log into your profile in the NSW Pet Registry website at www.petregistry.nsw.gov.au. Go to the Home Page.
- To pay your pet's registration fee online, click the blue 'Pay Online Due' text corresponding to the relevant pet.

Registration Certificate	Update	Transfer
Pay Online Due on 01/12/2016	Update	Restricted

3. Check the details are correct and click on 'Pay Now'

Home How To FAQ Profile Claim Pet Logout Welcome: Bill

Register your pet

Pet Name	Wild card	Pet Date of Birth	01/06/2016
De-sexed	Yes	Microchip Number	9888888888
Fee description	De-sexed animal	Registration Fee	\$ 53
Breed	Australian Wire Haired Terrier		

Pay Now

4. You will arrive at the payments portal, where you can pay registration with Mastercard or Visa. Fill in the details and click 'Next'.

* Cardholder Name

* Credit Card Number VISA Mastercard

* Expiry Date (mm/yy) 01 / 16

* Card Verification Number (CVN) [What is the CVN?](#)

Please note that the following surcharges apply:

- Visa: 0.40%
- Mastercard: 0.40%

Next

5. You will now see the confirmation screen. Please check your details, enter the verification code, and accept the surcharge (the credit card surcharge is set at 0.4%). If you pay more than one pet, you will also have to confirm that you wish to make another payment.

* Verification Code Enter the verification code below.

35835

Generate a new verification code. | Audio

accept the surcharge of \$0.09 AUD.

You have previously made a payment to this merchant for the same amount today. Please confirm that you wish to process this duplicate payment.

confirm that I want to process this duplicate payment.

Confirm Back

If you are paying for more than one pet, you will need to tick the second box. This is to confirm you are not accidentally paying twice for one pet.

6. You will see your payment receipt. You can choose to print the receipt or have it emailed to you. When you are finished, click 'Finish' at the bottom of the page. This will return you to the home page.

Payment Receipt

Status	Approved
Receipt Number	1014394407
Date	13 Jul 2016 10:42
Customer name	Bill Shop
Microchip number	9888888888
Animal breed	Australian Wire Haired Terrier
Principal Amount	\$53.00 AUD
Surcharge Amount	\$0.21 AUD
Total Amount	\$53.21 AUD
Cardholder Name	Bill Smith
Credit Card Number	424242...242
Expiry Date	11/16
Send Receipt Email To	<input type="text"/> <input type="button" value="Send"/>

Click 'Home' in the top left hand corner of the page to return to your profile.