



MICROCHIPPING AND REGISTRATION



Microchipping and registration of cats and dogs is a legal requirement in NSW. The microchip number is the unique identification number for your pet and registration allows for the relevant information linked to that number to be kept up to date on the database including owners contact details. Microchipping and registration is the best way for Councils (or vets) to contact you if your pet is found. Once registered it is free to update your details at any NSW Council, or online at www.petregistry.nsw.gov.au

MICROCHIPPING

Dogs and cats must be identified by a microchip from the time the animal is 12 weeks of age. A dog or cat must not be sold, transferred or given away unless it has been microchipped. Penalties apply for non compliance with this requirement.

Microchips are about the size of a grain of rice and are implanted beneath the animal's skin between the shoulders. No personal information is stored on the microchip, only the unique identification number. Animals can be microchipped by any authorised identifier including the Dubbo City Animal Shelter or your local vet.

When purchasing a dog or cat ask the seller for a copy of the microchip paperwork. It is the seller's responsibility to lodge a Change of Details form with Council or to release the animal to you online at www.petregistry.nsw.gov.au. Once released you can create your own profile online and claim your pet and update your contact details.

All animals impounded by Council must be microchipped prior to release from the Dubbo City Animal Shelter. Every animal purchased from the Dubbo City Animal Shelter will already be microchipped at the time of adoption. For microchipping fees, [click here](#).

REGISTRATION

In NSW registration is for the lifetime of your animal so there are no annual renewals. The Companion Animals Act 1998 (NSW) ('Act') requires all dogs and cats to be registered from the time the animal is six (6) months old.

Registration cannot be done until your animal is microchipped. Registration is a record of your ownership of the animal. Registration fees are used by councils for providing animal management related services to the community. These may include ranger services, shelter facilities, dog refuse bins, leash-free areas, educational and other companion animal-related activities.

All animals impounded by Council must be registered prior to release from the Dubbo City Animal Shelter.

Registration can be completed online at www.petregistry.nsw.gov.au or in person at Council's Dubbo Civic Administration Building, Wellington Administration Building or Dubbo City Animal Shelter.

To register online or at Council you will need your animal's microchip number. To claim a pensioner or breeder discount you will need to show documented proof in person at Council. For desexed discount your vet should update the desexed status online to allow you to received the discount online. Alternatively you can bring a desexing certificate to Council and register in person. Proof or a statutory declaration may be required to receive working dog registration.

The costs of registration in NSW are set by the State Government and increase in July each year. Discounted registration is available for dogs that are desexed prior to six (6) months of age and cats that are desexed prior to four (4) months of age.

For a list of the most up-to-date fees for registering your pet, please [click here](#).

Further information regarding microchipping, registration and your responsibilities as a pet owner is available from the Office of Local Government.

CHANGE OF DETAILS

The information linked to your animal's microchip and registration needs to be kept up to date so we can contact you if your animal is found or

injured. There is no charge to update details and you can do so as often as you need to. To update your details it is recommended that you do so online at www.petregistry.nsw.gov.au by creating your own profile and claiming your animals. Alternatively you can complete one of the following forms and return it to Council in person, by mail or email.

Change of Owner/Details Form (543.1KB)

Change of Address Form (404.3KB)

NOTIFICATION OF DECEASED ANIMAL

If your companion animal (dog or cat) has passed away, you are required to notify Dubbo Regional Council within:

- 28 **days** for a dog or cat
- 24 **hours** if your dog is classified as restricted or declared dangerous

Council will liaise on your behalf to remove your pet from the NSW Companion Animal Register. There is not fee associated with removal; however penalties may apply if you fail to notify Council within the relevant time frame, or you knowingly give false or misleading information.

To notify Council, you can complete the online form; Deceased Animal Notification Form; or by visiting a Council Customer Experience Centre in Dubbo or Wellington.

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