Creating a pet profile on the NSW Pet Registry

Follow the instructions below to add your details as the recognised owner of your pet on the NSW Pet Registry.

1. Go to www.petregistry.nsw.gov.au (NSW Government Pet Registry page)
2. Click register and enter your email address.
3. Click on the 'I'm not a robot' box, answer the question and click create my user account. You should receive a verification email to the email address you have entered.
4. Open the email and click on the link.
5. Complete your name and date of birth details (you must enter your legal name and correct date of birth).
6. Click on verify and proceed.
7. You will be directed to a page to verify your identity.

Verify your identity

1. Select ID type (drivers licence, Medicare card etc) and enter your details.
2. Click on verify these details.
3. Enter your address in the search address field (the first field)
4. The form should then prefill all your current address details.
5. Enter at least one contact phone number. More than one contact number is recommended so you can easily be contacted is your pet is lost.
6. Click save and proceed.
7. Choose and answer three secret questions and create a password.
8. Click save and proceed.
9. You will be directed to a page for additional information.

Secondary contact person

1. We recommend adding a secondary contact person in case you can't be contacted if your pet has been lost and is found.
2. Click complete registration.

Claiming your pet as their owner

1. You will be directed to the dashboard page.
2. Click on claim pet in the top right corner.
3. Enter your pet's microchip number.
4. Enter the best number to contact you on - this must be the same number you provided to your vet when the animal was micro-chipped.
5. Click on the search tab on the left above pet search. Click claim.
6. Your pet's details will now come up and 'Pet has been successfully claimed' should appear.

By logging in from the Pet Registry homepage, you will now be able to register your pet with Council online (except for working dogs) or update the status of your pet to missing if they are lost.

DATA AND DOCUMENT CONTROL

City Standards and Compliance	Revised Date: 16/03/2017	Version: 1
DocSet: 5263040	Review Date: 30/03/2019	Page 1