

# Change of owner C3B

## Animal welfare organisation or council pounds

Please use this form to change official ownership of a pet into the new owner's name if you are a council pound or a rehoming organisation approved under Section 88B of the *Companion Animals Act 1998*. You must submit this form to council alongside the adoption contract and a desexing certificate or other confirmation of desexing.

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

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

### Animal details

Microchip number \_\_\_\_\_

Species                      Dog       Cat       Is the pet desexed?      Yes       No

Breed \_\_\_\_\_

Animal name \_\_\_\_\_

### 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 details (cont.)

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](http://petregistry.olg.nsw.gov.au).

### Approved rehoming organisation details

Tick whichever of the following applies.

A signed surrender form has been obtained from the previous owner or person authorised in writing by the previous owner (please attach).

The animal was awarded to the animal welfare organisation by an order of a court.

The animal was re-homed under s31A of the *Prevention of Cruelty to Animals Act 1979*.

The animal was purchased from a council pound.

Other reason

Approved rehoming organisation number

Approved organisation name

Name of location or branch (if applicable)

Name of officer notifying change of ownership

Officer position

Officer signature

Date

I verify that this animal was surrendered by its previous owner (or a person authorised in writing by the previous 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*.

## Information for approved rehoming organisations and council pounds

The organisation re-homing the animal is responsible for notifying change of ownership. Submit this form to council within 3 days of the ownership change, or record it on the Companion Animals Register (CAR) within 7 days if you are an approved user.

You must give a copy of this form and other documentation to the new owner.

## Information for councils

When you process change of ownership from an approved rehoming organisation, you can also register the pet on behalf of the new owner (there is no fee). Once completed, please forward a Certificate of Registration to the new owner.

## Information for owners

When you adopt a cat or dog through council pounds and approved rehoming organisations, they will send all relevant documents to council for processing. Councils can then register the animal in your name and send you a Certificate of Registration. Desexed animals adopted from these organisations are eligible for free registration.

If you do not hear from your local council within 14 days, contact the approved rehoming organisation to ensure all documentation has been sent, then contact your council. You may need to go through your council to register your pet and provide documentation including:

- a completed Pet registration (R2) form
- a copy of this Change of owner (C3B) form
- a desexing certificate or confirmation of desexing
- the adoption contract.

## 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](https://petregistry.olg.nsw.gov.au).