

**CENTRAL ANIMAL RECORDS AUST. PTY. LTD.**

**22 Fiveways Boulevard  
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Australia  
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**DO YOU NEED TO TRANSFER OWNERSHIP OF A MICROCHIPPED PET LISTED WITH CAR?**

To enable a transfer of ownership to be processed for ANY microchipped pet listed with Central Animal Records, the signature of the person or persons currently listed as the owner/s on our database is to be obtained on a specific form, showing that they are relinquishing ownership of the pet in question.

As you have already indicated that you are *unable to obtain the signature of the listed owner/s*, the other option available to you is to lodge a request to transfer ownership via a Statutory Declaration, completed as outlined below.  
Please ensure that you follow steps 1 to 3 to ensure that all required information is provided!

- 1. Begin with a request to have ownership of the pet transferred into your name/s, ensuring you also list the microchip number of the pet or pets in question, as a reference to our record**
- 2. Then outline your name, address & all phone/email contact details, along with if available, the name & number of an alternative contact who can be contacted on your behalf if you are uncontactable. This person needs to have a different **Phone/Mobile** number to any that you have already provided on the Declaration.**
- 3. Have your Declaration witnessed/signed by an appropriate authority within your State.**

*Please note, if the person that we currently have listed as the owner has passed away, please advise us of this in your Declaration, & also accompany the Declaration with supporting documentation from the Executor or Trustee of the Estate.*

**There is a blank Statutory Declaration form on the next page and an example of how to fill one out on the last page of this letter. Once completed, please send into us for processing.**

Where the person has *not* passed away, our guidelines of operation, once your Declaration is received, require us to attempt contact with the listed owner/s to obtain permission to transfer ownership out of their name. This process will also apply if you are unable to provide supporting evidence of the person's passing.

We are required to post a letter to the current owner listed on the database, allowing up to 21 days for a response. Should we hear back from them prior to the 21 days lapsing providing us with permission, the transfer will be processed at that time. The same applies if we receive the letter back in the mail un-opened with a "return to sender" or "left address" notice from Australia Post prior to the 21 days lapsing.

If we are contacted by the listed owner who are not consenting to the transfer you will be advised accordingly, and the transfer will not go ahead even though you may be in possession of the pet in question.

We are required by law not to release your name & contact numbers to the listed owner/s, but both parties will then be advised to seek legal advice should either party wishes to pursue the matter of ownership.

**TRANSFER FEE: \$12.00 fee applies** and must accompany your Declaration, otherwise your request will not be processed.

You can therefore complete the credit card section below & forward this page and your Declaration back together, or post the Declaration together with a Cheque or Money Order payable to Central Animal Records.

Credit Card Information	<input type="checkbox"/> Visa	or	<input type="checkbox"/> Mastercard	\$12.00 fee applies
Credit Card Number:	_____ / _____ / _____ / _____	CVV	_____	Exp Date _____ / _____
Name on Card	_____			
Signature	_____			

Commonwealth of Australia  
STATUTORY DECLARATION  
*Statutory Declarations Act 1959*

1 *Insert the name,  
address and  
occupation of  
person making  
the declaration*

1,1

make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter  
declared to in  
numbered  
paragraphs*

2

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 *Signature of  
person making  
the declaration*

3

4 *Place*  
5 *Day*  
6 *Month and year*

Declared at 4 on 5 of 6

Before me,

7 *Signature of  
person before  
whom the  
declaration is  
made (see over)*

7

8 *Full name,  
qualification and  
address of person  
before whom the  
declaration is  
made (in printed  
letters)*

8

**Note 1** A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

**Note 2** Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

**A statutory declaration under the *Statutory Declarations Act 1959* may be made before –**

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of the Australian Trade Commission who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
  - (c) exercising his or her function in that place
- Employee of the Commonwealth who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
  - (c) exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
- Finance company officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is:
  - (a) an officer; or
  - (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
  - (c) a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
  - (a) the Parliament of the Commonwealth; or
  - (b) the Parliament of a State; or
  - (c) a Territory legislature; or
  - (d) a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
  - (a) the Commonwealth or a Commonwealth authority; or
  - (b) a State or Territory or a State or Territory authority; or
  - (c) a local government authority;with 5 or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
  - (a) the Commonwealth or a Commonwealth authority; or
  - (b) a State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution

Commonwealth of Australia  
STATUTORY DECLARATION  
*Statutory Declarations Act 1959*  
**EXAMPLE ONLY**

1 Insert the name,  
address and  
occupation of  
person making  
the declaration

I,<sup>1</sup> JANE DOE of 123 Main St, Melbourne 3000  
H: 03 0000 2345 W: 03 0001 0001 M: 0400 123 456  
Sales Manager  
jane@ microsales.com.au

2 Set out matter  
declared to in  
numbered  
paragraphs

make the following declaration under the *Statutory Declarations Act 1959*:

Request the ownership of "Bronson" with  
Microchip Number: \_\_\_\_\_  
(Microchip number will be 10 or 15 digits long)  
be transferred to my name and address as listed above.  
I am/am not in possession of "Bronson", a tan, male entire/desexed  
Bull Mastiff, and I declare my wish to become the responsible owner  
of "Bronson."

3 Signature of  
person making  
the declaration

3

4 Place  
5 Day  
6 Month and year

Declared at 4 on 5 of 6

7 Signature of  
person before  
whom the  
declaration is  
made (see over)

Before me,

7

8 Full name,  
qualification and  
address of  
person before  
whom the  
declaration is  
made (in printed  
letters)

8 Dr John Citizen  
General Practitioner  
Main Rd Medical Clinic  
Melbourne VIC 3000  
(Stamp of Name, Address & Qualification accepted)

**Note 1** A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years —see section 11 of the *Statutory Declarations Act 1959*.

**Note 2** Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.