

QUICK REFERENCE GUIDE

Register Your Dog or Cat



OVERVIEW

This Quick Reference Guide has been designed to show you how to register your dog or cat online using mySouthPerth.

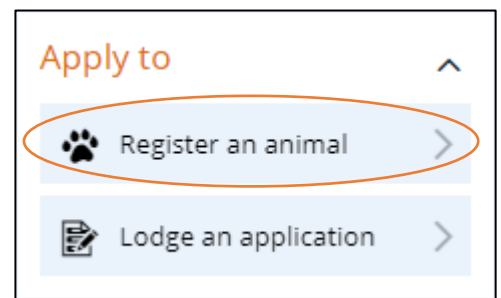


DID YOU KNOW?

If you live in an address outside the City of South Perth, you will not be able to register your animal online.

Please request a registration form from the City using the a [request enquiry](#).

To get started, **login into [mySouthPerth](#)**, Navigate to the 'Apply to' section and select 'Register an animal'.



You will notice the Registration has 5 Steps:

- **Step 1:** Add owner
- **Step 2:** Add Animal
- **Step 3:** Add other details
- **Step 4:** Attachment
- **Step 5:** Summary

In each step, important information is displayed at the top. Ensure you read this information to ensure correct completion. When finished, you will be navigated to our online payment page.

Complete the details on the form. All fields marked * are mandatory.

Step 1: Add Owner Details

^ Owner Details

Property Where Animal Is Kept *

I consent to my information being made available for the purpose of reuniting my animal with me

I am a pensioner

Fee Payer Account * Add new account

Next >

1. Type the property address into the field and select the address when it appears

Property Where Animal Is Kept *

12 st

St Mary's Close U 12/9 Ridge Street SOUTH PERTH WESTERN AUSTRALIA 615

12/1 Stirling Street SOUTH PERTH WESTERN AUSTRALIA 6151

12/2 Stirling Street SOUTH PERTH WESTERN AUSTRALIA 6151

12/1 Stone Street SOUTH PERTH WESTERN AUSTRALIA 6151

2. Select the consent checkbox if you authorise the owner details being available for the purpose of reuniting the animal with you.
3. Select the checkbox if you are an eligible pensioner
4. The fee payer will appear if you have an existing account or select Add New account.
5. Select Next

Step 2: Add Animal

1. Complete the fields.
Use the drop-down arrows as required to make a selection.

^ Identification Details

Animal Type *

Classification *

Animal Name

Primary Breed

2. Indicate if your pet is sterilised, microchipped or registered with another council.

On selection the form will reveal additional fields to complete.

It is important that any reference numbers provided are accurate as invalid selection may result in a rejected registration.

Is desexed Intent to Sterilise

Is microchipped

This animal is currently registered in another council

Is desexed Intent to Sterilise

Is microchipped Non-standard Chip Number

Microchip Number *

Chip Supplier Chip Insertion Date

This animal is currently registered in another council

External Licence Organisation * External Licence Number *

3. Click 'Next'

Step 3: Add Other Details

- 1. Complete the fields.**
Use the drop-down arrows as required to make a selection.
- 2. Select 'Next'**

^ Regulated Declaration Details

Unsafe *
Not Applicable

^ Training Details

This animal has completed a training program

^ Alternate Contact Details

Contact

Country Code Phone
Australia (+61)

^ Additional Details

Banned or Ever Been Banned From Owning a Dog *

Number of dogs on the property *
0.000000

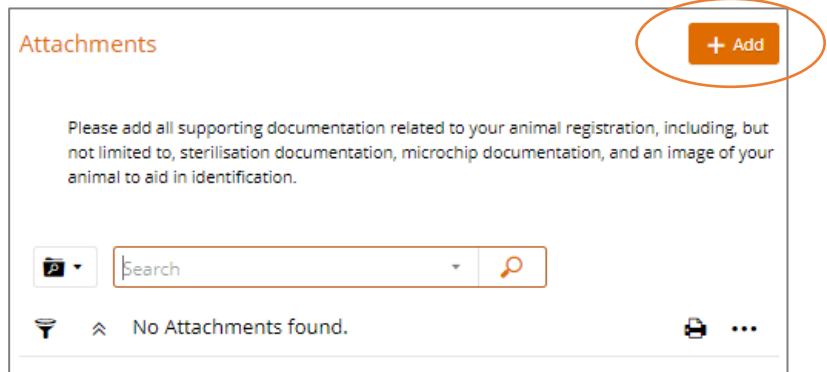
Number of cats on the property *
0.000000

Date Imported

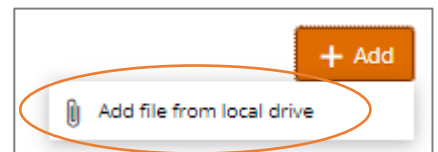
Animal Convictions in the Last 3 Years *

STEP 4: Attachments

1. Click +Add button.



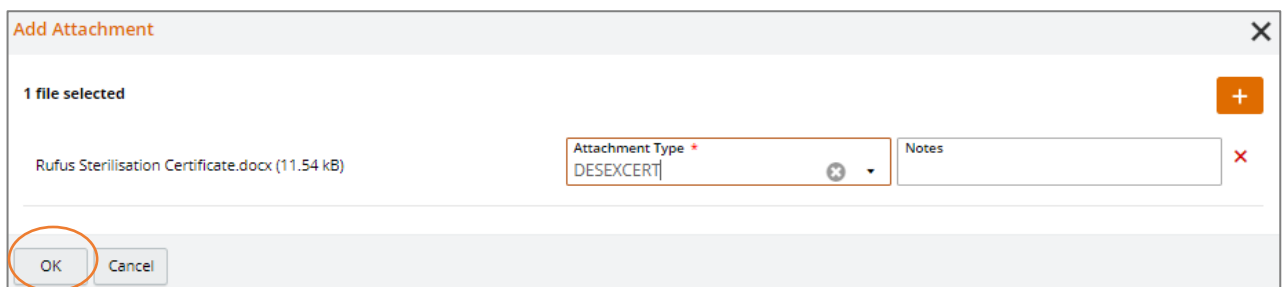
3. Click Add file from local drive and select the document you would like to attach.



4. Select an Attachment Type from the list by clicking the down arrow. The most common attachment types for Dog Registrations are:

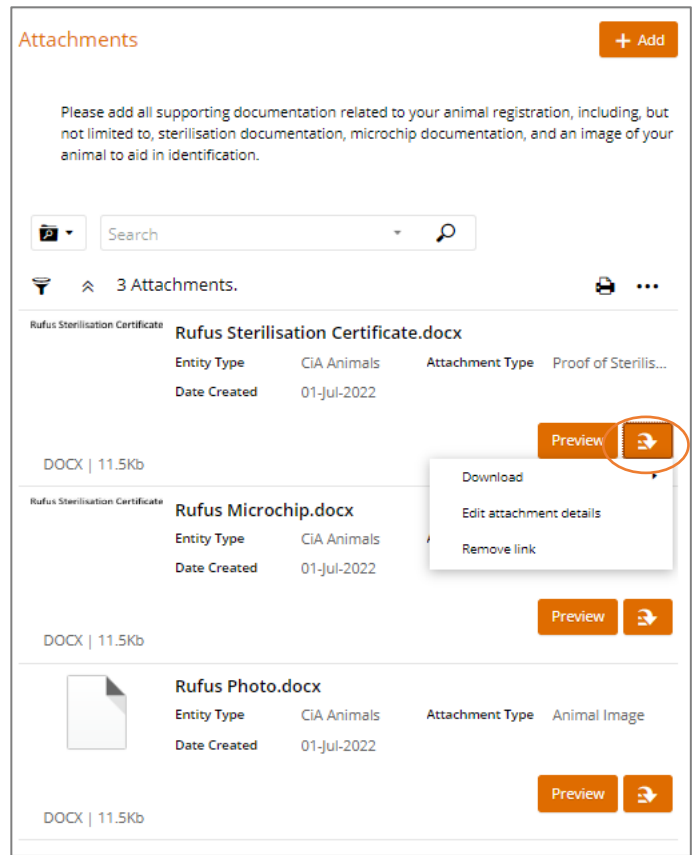
Attachment Type	Attachment Type Description
\$P1IMG	Animal Image
Microcert	Microchip Information
Desexcert	Proof of Sterilisation
Pensioncard	Proof of Concession

5. Click OK



6. **Repeat this process** until you have uploaded all of the relevant supporting documentation.

NOTE: If you need to edit the attachment details or need to delete an uploaded attachment you can press the down arrow and make the relevant selection.



7. When all documents are uploaded **select Next** at the top right of the screen.



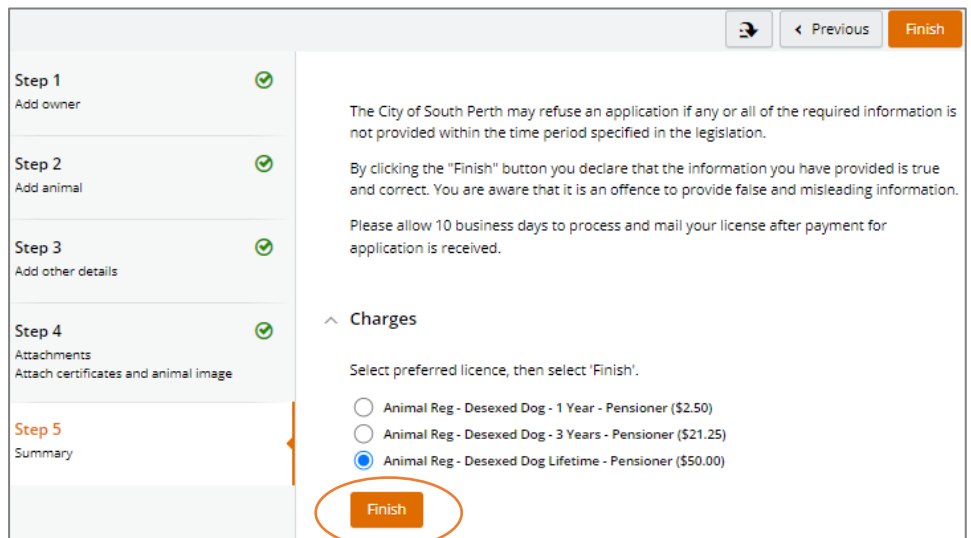
STEP 5 – Summary

1. **Review your registration.**

You can click on each of the Tabs on the left to review the information in each step.

2. **Select your licence preference**

3. **Click Finish.**



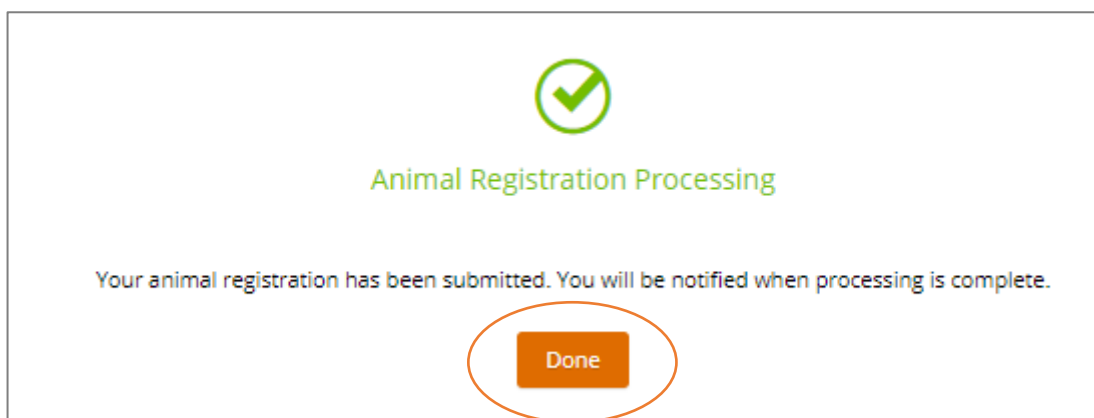
Payment

You will be navigated to our payment page to pay for the licence.

Where a payment window is not shown the City may need to verify the registration, you will be emailed an invoice at a later time once the verification process is complete.

Confirmation

You are all done! You should receive this notification confirming your registration has been submitted.



Where can I go for help?



CITY OF SOUTH PERTH WEBSITE

Visit the City's website to access more information and resources

southperth.wa.gov.au/mysouthperth_learnmore



MAKE AN ONLINE REQUEST

You can tell us about an issue, request a service or ask for information by

making an [online request](#).



CONTACT OUR CUSTOMER SERVICE TEAM

Telephone: 9474 0777

Our offices are open between 8.30am-4.30pm, Monday to Friday (excluding public holidays).