



Protected Animal Specimens registration form user guide

A step-by-step guide to registering to the Protected Animals Specimens Code of Practice

Department of Climate Change,
Energy, the Environment and Water



Acknowledgement of Country

Department of Climate Change, Energy, the Environment and Water acknowledges the Traditional Custodians of the lands where we work and live.

We pay our respects to Elders past, present and emerging.

This resource may contain images or names of deceased persons in photographs or historical content.

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Environment and Heritage

Department of Climate Change,
Energy, the Environment and Water

Locked Bag 5022, Parramatta NSW 2124

Phone: +61 2 9995 5000 (switchboard)

Phone: 1300 361 967 (Environment and Heritage enquiries)

TTY users: phone 133 677, then ask for 1300 361 967

Speak and listen users: phone 1300 555 727, then ask for 1300 361 967

Email info@environment.nsw.gov.au

Website www.environment.nsw.gov.au

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Find out more at:

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Introduction

Protected Animal Specimens Code of Practice Registration Form

The Protected Animal Specimens Code of Practice Registration Form (the registration form) is a web-based form that members of the public use to register their personal details and specimen information with the NSW Department of Planning and Environment (the department), to comply with the Protected Animal Specimens Code of Practice 2023 (the code).

Registering to the code authorises you to deal in eligible protected animal specimens in New South Wales, which would otherwise be an offence under the *Biodiversity Conservation Act 2016* (BC Act).

Registration helps improve our capacity as a regulator by providing us with the information we need to effectively monitor the code's implementation, manage biodiversity conservation risks, deliver helpful educational materials, and notify people in the event of any changes.

Accessing the registration form

Refer to the 'More information' section below for a link to the online registration form.

Use the information below to assist in navigating and completing the form.

Registering your personal details

Personal details

First and last name

Enter your first and last name in their respective fields.

Personal details

You must be over the age of 16 years to register to this code.

First name *

Last name *

Date of birth field

The 'date of birth' field allows you to type in your date of birth or select the date from the calendar that appears.

Typing in the date

When typing in your date of birth, ensure that you are entering it in the format 'DD/MM/YYYY'.

Using the calendar box

If you choose to use the calendar box, follow the instructions below to select your date of birth.

To change the year, click << or >>.

Date of birth *

« < July, 2023 > »

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

To change the month, click < or >.

Date of birth *

DD/MM/YYYY

« < July, 2023 > »

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Once you have found your birth year and month, click the correct day and the text field above will display your date of birth in the correct format.

Example:

Date of birth *

01/01/1980

« < January, 1980 > »

Mo	Tu	We	Th	Fr	Sa	Su
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Click the X in the top right corner of the calendar box to hide the calendar and view the other fields. The text field should continue to display your correct birthday in the format 'DD/MM/YYYY'.



Date of birth *

01/01/1980

« < January, 1980 > »

Mo Tu We Th Fr Sa Su

31 1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

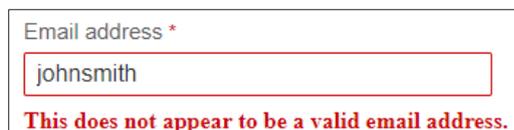
28 29 30 31 1 2 3

4 5 6 7 8 9 10

Email address

Please ensure the text you enter in this field is in email address format (e.g. name@email.com). If the format is incorrect, an error message will appear when you click 'Register'.

Example:



Email address *

johnsmith

This does not appear to be a valid email address.

Phone number

Provide your best contact number, either mobile or landline.

Residential address where specimens will be held

Please provide the residential address in New South Wales where the specimens will be held.

Important:

- postcodes outside New South Wales will not be valid
- PO boxes will not be valid.

If you enter an invalid state, you will see an error message such as the one below.



A screenshot of a form field labeled "State *". The input field contains "QLD". Below the input field, a red-bordered box highlights an error message: "State is incorrect" in bold, followed by "The state must be NSW to be valid." in a smaller font.

Address lookup

To use the address lookup feature, begin typing your full address into the 'Address' field, including street number, street name, suburb, state and postcode, and, if applicable, your unit number.

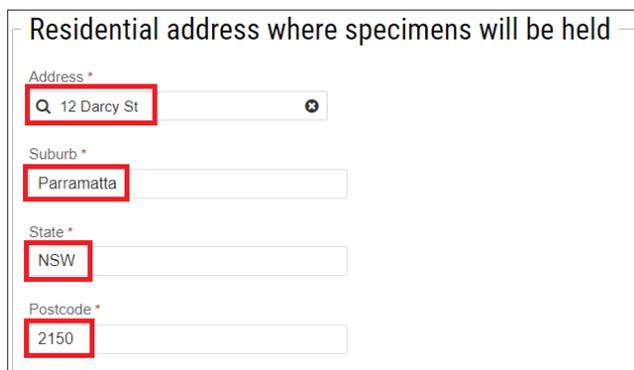
If your address appears in the list

Select your address from the list below the 'Address' field.



A screenshot of an "Address *" field with a search icon and a dropdown menu. The search input contains "12 Darcy St, Parramatta NSW". The dropdown menu is open, showing a list of suggestions. The first suggestion, "12 Darcy St, Parramatta NSW, Australia", is highlighted with a red border. Other suggestions include "12 Darcy Street, Parramatta NSW, Australia", "4 Parramatta Square, 12 Darcy St, Parramatta NSW, Australia", and "Parramatta NSW, Australia".

This will automatically fill the 'Suburb', 'State', and 'Postcode' fields.



A screenshot of a form titled "Residential address where specimens will be held". It contains four input fields: "Address *", "Suburb *", "State *", and "Postcode *". Each field is highlighted with a red border. The "Address *" field contains "12 Darcy St", "Suburb *" contains "Parramatta", "State *" contains "NSW", and "Postcode *" contains "2150".

If your address does not appear in the list



A screenshot of a search input field. The label 'Address *' is at the top left. The input contains '123 Example St' with a magnifying glass icon on the left and a clear button on the right. Below the input, a red box highlights the text 'No results found'.

Free type your address details into the 'Address', 'Suburb', 'State', and 'Postcode' fields.



A screenshot of a form with four fields. Each field has a red box around its input value. The fields are: 'Address *' with '123 Example St', 'Suburb *' with 'Example', 'State *' with 'NSW', and 'Postcode *' with '2000'.

Declaration

Read this section carefully and ensure you answer the questions truthfully. Under section 307B of the *Crimes Act 1900* (NSW), it is a serious offence to provide false or misleading information in this application.

Declaration

I have read and understood the conditions of the code *

- Yes
- No

Have you been convicted of an offence or issued with a penalty infringement notice under the *Biodiversity Conservation Act 2016* or the *Biodiversity Conservation Regulation 2017*? *

- Yes
- No

Have you been issued with a written or verbal warning, or entered into an enforceable undertaking in relation to a contravention of the *Biodiversity Conservation Act 2016* or *Biodiversity Conservation Regulation 2017*? *

- Yes
- No

Have you had a biodiversity conservation licence suspended or cancelled? *

- Yes
- No

If the following message box appears, follow the directions to contact the Wildlife Team.

Your registration could not be processed at this time

Please contact the Wildlife Team at wildlife.licensing@environment.nsw.gov.au or 02 9585 6406 (select the option for Wildlife Team) for more information.

Specimen log

Complete this section to provide the department with the specimen information of all the specimens you currently possess and intend to collect.

This section is designed to log all specimens in your possession, or specimens you intend to collect that have been lawfully sourced. Registrants are asked to list each specimen separately, acknowledging the individual protected animal from which the specimens originated.

- This section will explain how to add:
- a single specimen from one individual animal (e.g. a taxidermied wombat)
- multiple specimen types from one individual animal (e.g. bones and preserved skin from a red-bellied black snake)
- specimens from multiple animals from the same species (e.g. feathers from 2 Australian magpies)
- specimens from different species (e.g. feathers from an Australian magpie and the bones of an echidna).

Important:

If you have multiple whole specimens of the same species (e.g. 4 taxidermied Australian magpies), each taxidermied specimen must be logged separately.

An outline of steps for adding your specimens is provided below to ensure you can enter your information correctly.

Overview of steps for the specimen log

To log your protected animal specimen information, you will need to complete the following steps, starting with the first animal you wish to log and its associated specimen information.

1. Provide general information about this individual animal's specimens

Enter the individual animal's species common name and provide additional information about how you obtained it.

2. List all the specimens from this individual animal

Provide the information for all the specimens from this individual animal. If you have multiple specimen types (e.g. bones and feathers) from the same individual animal, click 'Add more specimens from this individual animal'.

3. Log specimens from other animals

If you have any more specimens from other individual animals, click 'Add specimens from another animal' and repeat all appropriate steps until you have added all the protected animal specimens you possess or intend to collect.

Important:

If you have specimens from the same species of animal, but they are from different individual animals (e.g. bones from 2 different wombats), you need to log each animal separately.

Detailed explanation of the specimen log

Each individual animal and its associated specimen information must be registered.

Specify the species common name

To begin adding specimens, click the 'Please select...' drop-down box under 'Species common name'.



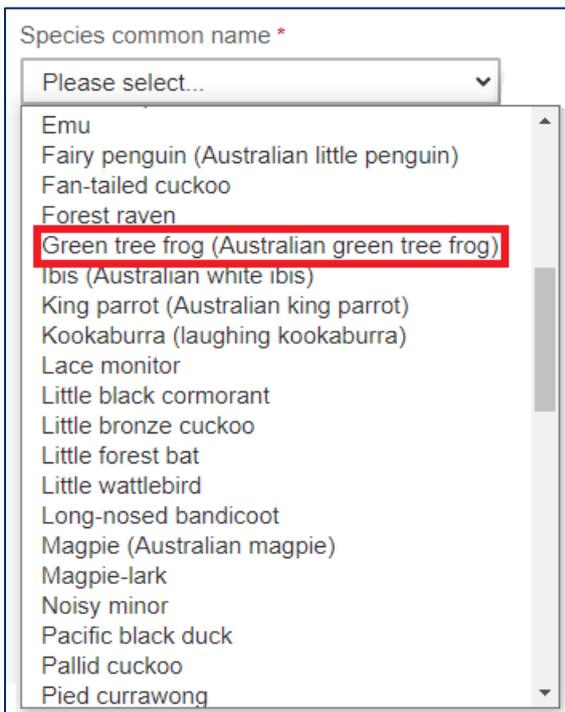
A screenshot of a form field. The label 'Species common name *' is at the top. Below it is a dropdown menu with the text 'Please select...' and a downward arrow icon. The entire field is enclosed in a red rectangular border.

Finding the species

The drop-down list is in alphabetical order and contains the common species names of animals that are eligible to have their specimens kept under the code.

Select the appropriate species common name.

Example:



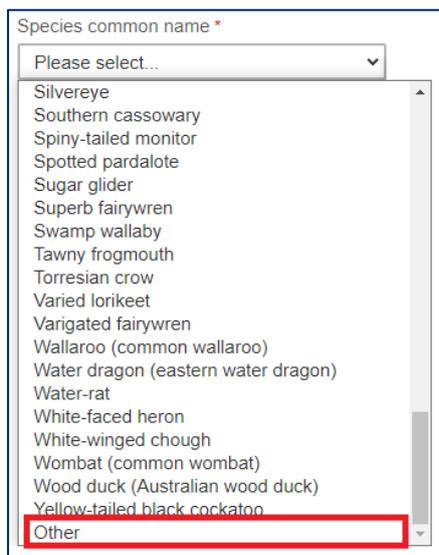
A screenshot of a dropdown menu. The label 'Species common name *' is at the top. The dropdown menu is open, showing a list of species names. The text 'Please select...' is at the top of the list. The species names listed are: Emu, Fairy penguin (Australian little penguin), Fan-tailed cuckoo, Forest raven, Green tree frog (Australian green tree frog), Ibis (Australian white ibis), King parrot (Australian king parrot), Kookaburra (laughing kookaburra), Lace monitor, Little black cormorant, Little bronze cuckoo, Little forest bat, Little wattlebird, Long-nosed bandicoot, Magpie (Australian magpie), Magpie-lark, Noisy minor, Pacific black duck, Pallid cuckoo, and Pied currawong. The 'Green tree frog (Australian green tree frog)' entry is highlighted with a red rectangular border.

Once you have entered the species common name, proceed to the 'List all the specimens of this individual animal' section.

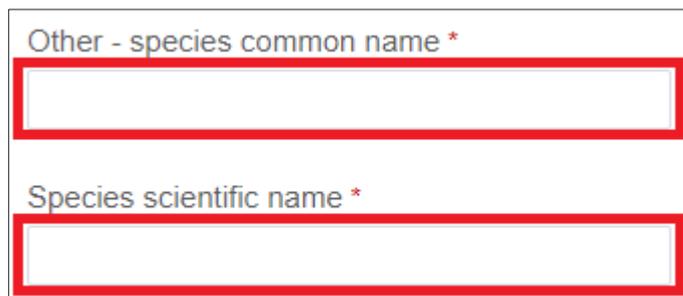
If you can't find the animal's species common name

Please ensure the specimen is from a protected animal that is **permitted** under the code. Specimens of threatened species, birds of prey and marine mammals are not permitted. For more information about permitted species, refer to the code (see 'More information').

If the species is permitted, scroll down to the bottom of the drop-down list, and select 'Other'.



Two fields will appear, 'Other - species common name' and 'Species scientific name'. Type the appropriate species information into each field.

A screenshot of two input fields. The first field is labeled "Other - species common name *" and the second is labeled "Species scientific name *". Both fields are empty and have a red rectangular border around them.

Method by which you obtained the specimen(s)

Select the option that describes how you obtained or intend to obtain your specimen out of the 4 available options.

Method you obtained the specimen(s) *

- Collected (lawfully from the environment)
- Bought (in exchange for money)
- Acquired in a trade (in exchange for another item or service)
- Acquired as a gift (without anything in return)

Collected specimens

This section will only appear if you select 'Collected (lawfully from the environment)' for the 'Method you obtained the specimen(s)' field.

Location this specimen was collected

Free type the closest known address to where you collected this specimen.

Example:

Location this specimen was collected *

Evans Lookout Rd, Blackheath, NSW, 2785

This specimen(s) was obtained from

Select the appropriate option for this specimen(s) from the available options.

This specimen was obtained from *

- Public land managed by NSW National Parks and Wildlife Service
- Public land managed by another authority e.g. crown, council, or state forest
- Private land
- Private land owned by a Biodiversity Conservation licence holder
- Private land owned by a person registered under this code

Tick that you have obtained landholder/land manager consent to collect the specimen.

I declare I obtained landholder/land manager consent to collect this specimen *

Attaching evidence of written consent

If you select 'Public land managed by NSW National Parks and Wildlife Service', 'Public land manager by another authority, for example, crown, council, or state forest', 'Private land owned by a Biodiversity Conservation licence holder', or 'Private land owned by a person registered under this code', if it is applicable, you have the option to attach evidence of written consent.

Click the 'Choose file' button.

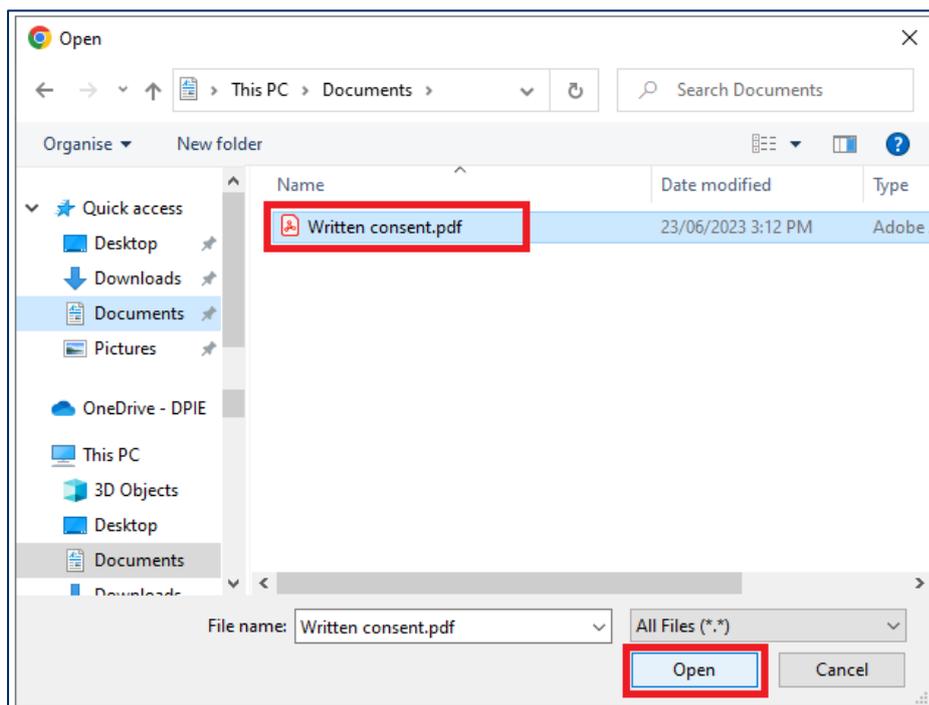
If applicable, please attach the written consent of the park authority or owner giving you permission to take the specimen

Choose File No file chosen

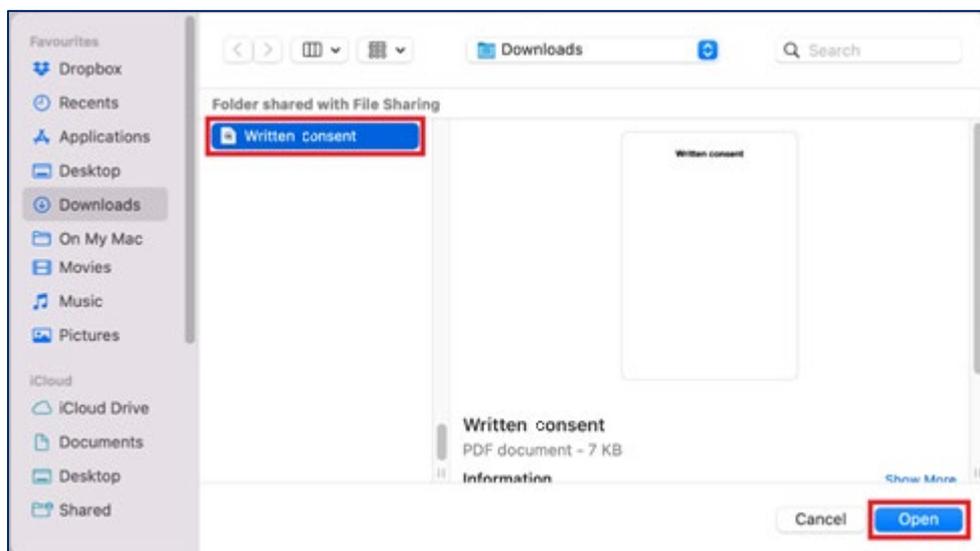
A window will open for you to find and attach the file (e.g. email message, photo or scanned document).

For Windows and Mac users, click the file then the 'Open' button in the bottom right corner of the window.

Windows example:



Mac example:



Specimens that have been bought or acquired in a trade or as a gift

If you select 'Bought (in exchange for money)', 'Acquired in a trade (in exchange for another item or service)', or 'Acquired as a gift (without anything in return)' for the 'Method you obtained the specimen(s)' field, you will be required to provide additional information.

Important:

If you select 'Bought (in exchange for money)' a message titled 'Transactions' will appear. Please ensure you follow these instructions.

Transactions

There is an enforceable limit of 5 transactions that you can make in a 12-month period.

By selecting 'Bought' this will be automatically included as part of your transaction record for this 12-month period.

If you buy and sell any additional protected animal specimens you **are required** to report this information annually by your reporting date (12 month anniversary of your registration to the code).

The person who provided you with this specimen was

Select the appropriate option for this specimen from the available options.

The person who provided you with this specimen was *

- A New South Wales Biodiversity Conservation Licence holder
- A person registered under this code
- A person with another legal authority to deal in specimens

If you select 'A New South Wales Biodiversity Conservation Licence holder' or 'A person registered under this code', you will be asked to provide information in the 'Details of person who provided you with this specimen' section that appears.

If you select, 'A person with another legal authority to deal in specimens', you will be asked to provide details regarding the legal authority.

Details of person who provided you with this specimen

This section will only appear if you select 'A New South Wales Biodiversity Conservation Licence holder' or 'A person registered under this code'.

Details of person who provided you with this specimen

Code Registration Identifier *

First Name *

Last Name *

Postcode *

Preferred contact information *

Email address

Phone number

Depending on your response above , you will either need to enter the New South Wales Biodiversity Conservation Licence number or Code Registration Identifier.

New South Wales Biodiversity Conservation Licence number *

Code Registration Identifier *

Enter the 'Name' and 'Postcode' of the person who provided you with the specimen.

Select your preferred choice of contact information either 'Email address' or 'Phone number'. Depending on your response, you will need to enter either an 'Email address' or a 'Phone number'.

Email address *

Phone number *

What legal authority did the person have?

This question will only appear if you select 'A person with another legal authority to deal in specimens' for the 'The person who provided you with this specimen was' field.

Select the appropriate response from the available options: 'Department of Primary Industries licence or permit', 'Interstate authority', or 'Other'.

What legal authority did the person have? *

Department of Primary Industries licence or permit

Interstate authority

Other

If you select 'Interstate authority', 2 fields will appear, 'New South Wales Import/Export Licence number' and 'What state of territory did this specimen come from?'.

Enter the number of the NSW import/export licence and select from the drop-down which Australian state or territory the specimen has come from.

New South Wales Import/Export Licence number *

What state or territory did this specimen come from? *

Please select... ▼

If you select 'Other', a field will appear titled 'Name of the legal authority (e.g. department name) if known. Please **do not** disclose a person's personal details (e.g. name, phone number, email address, address, or postcode).'

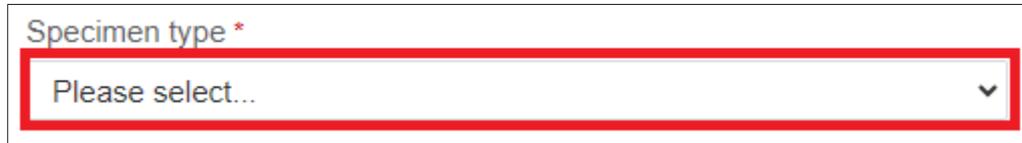
Please provide the relevant information and ensure you do not disclose another person's personal details.

Name of the legal authority (e.g. department name) if known. Please **do not** disclose a person's personal details (e.g. name, phone number, email address, address, or postcode).

List all the specimens from this individual animal

Specimen type

To begin adding specimens you must click the 'Please select...' drop-down box under 'Specimen type'.

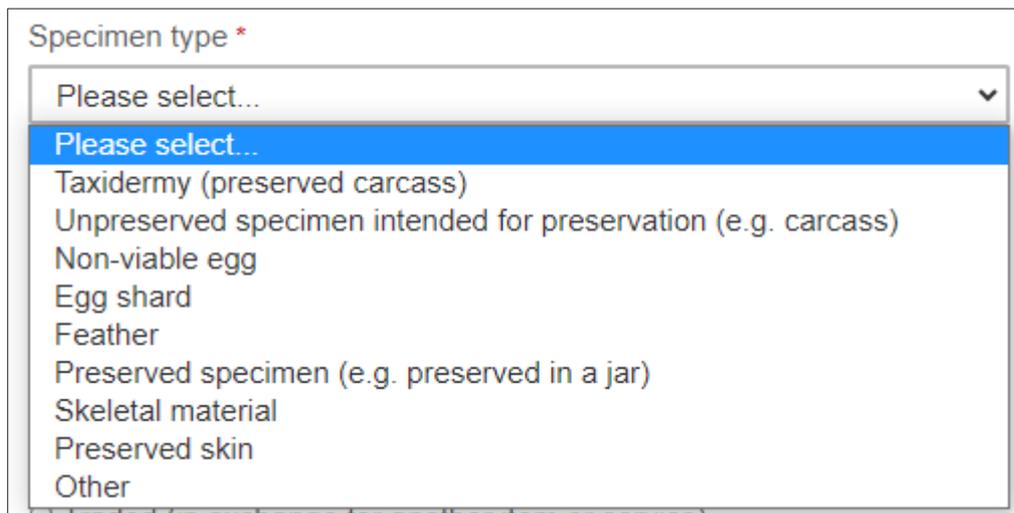


A screenshot of a web form field labeled 'Specimen type *'. The field contains a dropdown menu with the text 'Please select...' and a downward-pointing arrow on the right. A red rectangular box highlights the entire dropdown menu area.

Important:

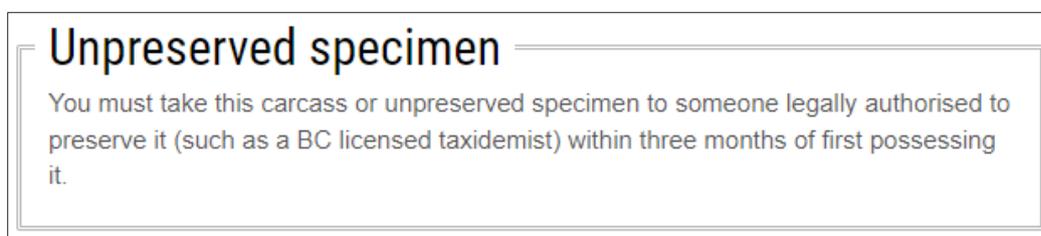
Specimens from the same animal of the same specimen type can be logged together (e.g. 5 feathers from the same individual bird). If you have more than one specimen type (e.g. skin and bones) from the same individual animal, then those specimens must be listed separately under the same animal. You will be able to log this information after you have entered the information for the first specimen type.

Example:



A screenshot of the 'Specimen type *' dropdown menu. The menu is open, showing a list of options. The first option, 'Please select...', is highlighted in blue. The other options are: 'Taxidermy (preserved carcass)', 'Unpreserved specimen intended for preservation (e.g. carcass)', 'Non-viable egg', 'Egg shard', 'Feather', 'Preserved specimen (e.g. preserved in a jar)', 'Skeletal material', 'Preserved skin', and 'Other'. A small downward arrow is visible on the right side of the dropdown box.

If you select 'Unpreserved specimen intended for preservation (e.g. carcass)' a message box will appear. Please ensure you follow these instructions.

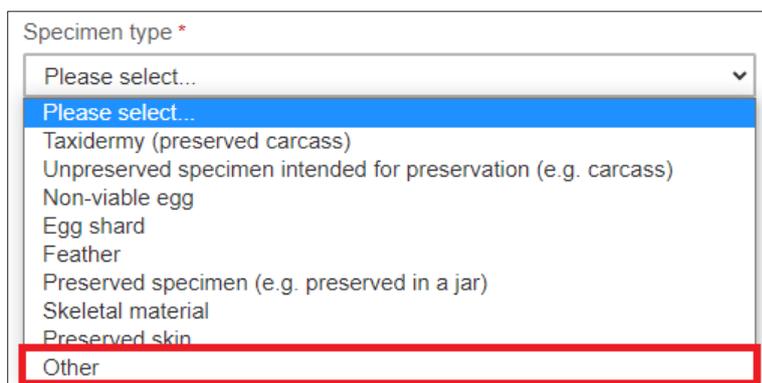


A message box with a title 'Unpreserved specimen' and a double-line border. The text inside reads: 'You must take this carcass or unpreserved specimen to someone legally authorised to preserve it (such as a BC licensed taxidermist) within three months of first possessing it.'

If you can't find the specimen type

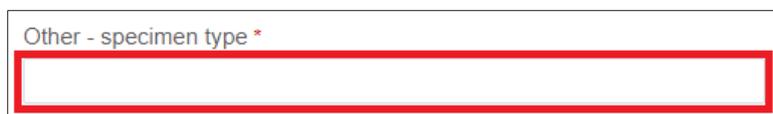
Please ensure the specimen type is **permitted** under the code. Refer to the code for more information about the animal specimens that are not permitted.

If the specimen is permitted, scroll down to the bottom of the drop-down list, and select 'Other'.



A screenshot of a web form field labeled "Specimen type *". The field is a dropdown menu with a white background and a grey border. The text "Please select..." is visible at the top of the dropdown. The dropdown is open, showing a list of specimen types: "Please select...", "Taxidermy (preserved carcass)", "Unpreserved specimen intended for preservation (e.g. carcass)", "Non-viable egg", "Egg shard", "Feather", "Preserved specimen (e.g. preserved in a jar)", "Skeletal material", "Preserved skin", and "Other". The "Other" option is highlighted with a red rectangular border.

The 'Other - specimen type' field will appear. Type the appropriate specimen type into this field.

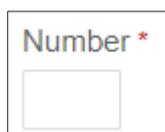


A screenshot of a web form field labeled "Other - specimen type *". The field is a text input box with a white background and a grey border. The text "Other - specimen type *" is visible at the top of the input box. The input box is empty, and the text "Other" is highlighted with a red rectangular border.

Number

Enter the number of specimens you have from this individual animal. This field will only appear if you select one of these specimen types:

- egg shard
- feather
- skeletal material
- preserved skin
- other.



A screenshot of a web form field labeled "Number *". The field is a text input box with a white background and a grey border. The text "Number *" is visible at the top of the input box. The input box is empty, and the text "Number" is highlighted with a red rectangular border.

Important:

Because multiple specimens from the same individual animal can only be derived from some specimen types, this field does not need to be completed for specimens of entire animals. Entire animals are:

- taxidermy (preserved carcass)
- unpreserved specimen intended for preservation (e.g. carcass)
- non-viable egg
- preserved specimen (e.g. preserved in a jar).

If you select any of these options, the following message will appear. Read the message carefully and follow the instructions if they are relevant for your registration.

If you have multiple specimens of the same type from the same species you have selected (e.g. 3 non-viable eggs of a tawny frogmouth or 2 taxidermied common wombats), you are required to log each specimen as a separate individual animal.

Date the specimen(s) was obtained

To navigate the calendar, follow the instructions for the 'Date of birth' field provided earlier in this guide, and provide the date the specific specimen(s) was obtained.

Details on tags or labels, if applicable

If you select bought, traded or gifted for the method you obtained the specimen(s), you are given the opportunity to provide details for any tags or labels on the specimen(s), if applicable. This field is free text and allows you to enter numbers and letters.

Example:

Details on tags or labels, if applicable

ID:01

Adding more specimens from this individual animal

If you have more specimens from the same individual animal (e.g. you have just logged the bones of a red-bellied black snake, and need to log the preserved skin from the same snake) click 'Add more specimens from this individual animal' in the bottom right corner.

Listing more specimens from this individual animal?

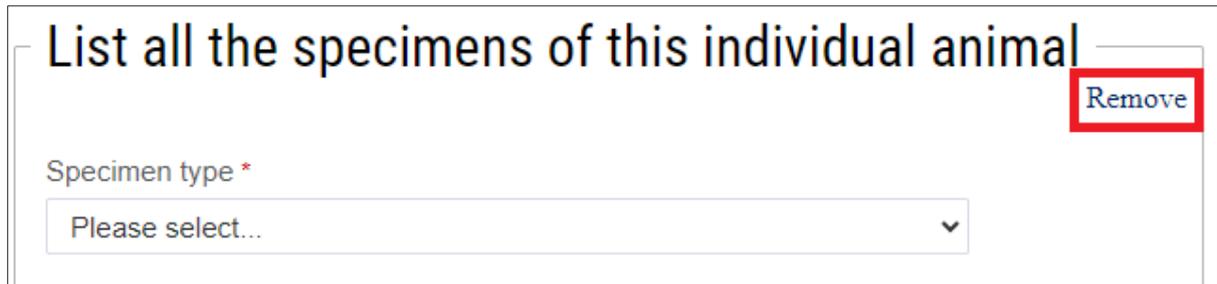
All specimens, you possess or intend to collect, must be logged for this individual animal. To log more specimens for this individual animal please click 'Add more specimens from this individual animal' just below the bottom right corner of this box.

[Add more specimens from this individual animal](#)

Another 'List all the specimens from this individual animal' section will appear. Repeat the relevant steps under 'Detailed explanation of specimen log' above for other specimen types you have from this same individual.

Removing specimens

If you have made a mistake and wish to remove the new specimen section you have opened, click 'Remove' in the top right corner of the section you have created.



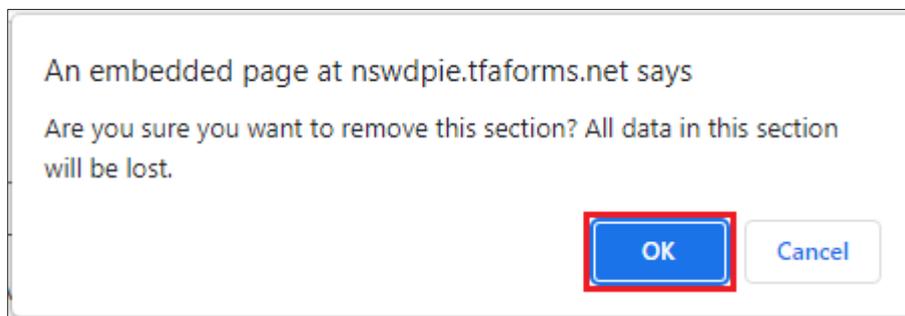
List all the specimens of this individual animal

Remove

Specimen type *

Please select...

A dialog box will appear at the top of your browser. If you have entered any information in this section, once you click 'OK' any information you have entered on this page will be discarded.



An embedded page at nswdpie.tfaforms.net says

Are you sure you want to remove this section? All data in this section will be lost.

OK Cancel

Log specimens from other animals

If you intend to collect or currently possess any additional specimens from another animal (e.g. you have logged the specimens from a wombat and you need to log the specimens from another individual animal, either from the same species or another species), click 'Add specimens from another animal' in the bottom right corner.



Adding specimens from another animal?

If you possess or intend to collect specimens from different individual animals, you must log each animal's specimens separately. To log specimens from another animal please click 'Add more specimens from another animal' just below the bottom right corner of this box.

Add specimens from another animal

A new 'Specimen log' section will appear for you to repeat the relevant steps under 'Detailed explanation of specimen log' above.

Removing animals

If you have made a mistake and wish to remove the new animal section you have opened, click 'Remove' in the top right corner of the section you have created.

Specimen log

Each individual animal and their associated specimen information must be registered. To register multiple specimens sourced from an individual animal or specimens sourced from multiple animals, please repeat the process until you have registered all the protected animal specimens you possess or intend to collect.

Remove

A dialogue box will appear at the top of your browser. If you have entered any information in this section, once you click 'OK' any information you have entered on this page will be discarded.

An embedded page at nswdpie.tfaforms.net says

Are you sure you want to remove this section? All data in this section will be lost.

OK Cancel

Ensuring you have logged all your specimens

Once you have ensured you have logged all your specimens, select 'Yes' in the 'Have you logged all your protected animal specimens?' field.

Have you logged all your protected animal specimens? *

Yes

No

Confirming you are the person named in this form and the information in the application is correct

Read the text regarding providing correct information and ensure you have abided by the terms. Once you have confirmed you are the person named in this form and have provided the correct information for this application, select 'Yes'.

I confirm that I am the person named in this form and the information contained in this form is correct. I understand that it is a serious offence under section 307B of the *Crimes Act 1900 (NSW)* to provide false or misleading information in this application. *

Yes

No

If you select 'No', a message will appear.

Your registration could not be processed at this time

Please contact the Wildlife Team at wildlife.licensing@environment.nsw.gov.au or 02 9585 6406 (select the option for Wildlife Team) for more information.

If you selected 'No' by mistake, change your selection to 'Yes' as seen in the screenshot above. If you selected 'No' because your registration lacks some necessary details or you are unsure if it is complete, read over it again to ensure it is correct and then click 'Yes' for this field.

If for some reason you are not able to provide accurate information or confirm that everything is correct, please follow the instructions in the message to contact the Wildlife Team.

reCAPTCHA

Click the checkbox next to 'I'm not a robot' to complete the reCAPTCHA spam check.

I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

reCAPTCHA helps prevent automated form spam.
The submit button will be disabled until you complete the CAPTCHA.

In some cases you may also be prompted to select squares that match a description. Select the squares that match and click 'Verify'.

Examples (the pictures you see may be different from these):

Select all squares with motorcycles



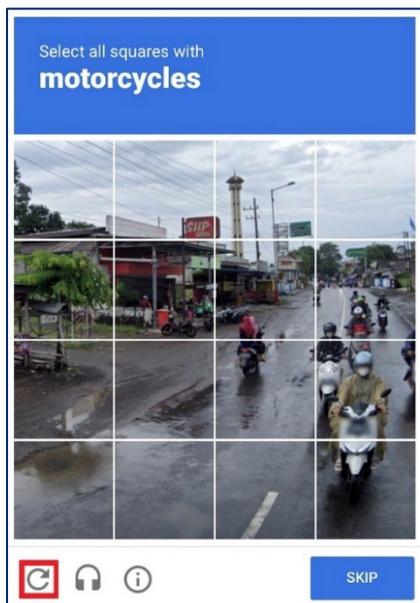
↻ 🔊 ⓘSKIP

Select all images with motorcycles



↻ 🔊 ⓘVERIFY

If the prompt you receive is too challenging, click the refresh symbol in the bottom left of the reCAPTCHA window to load an alternative prompt.



Register button

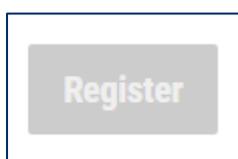
Once you have responded to every field, you should see the 'Register' button change colour to look like the image below.



Click the button to be taken to the 'Review and sign' page.

If the 'Register' button is greyed out

If the 'Register' button is still grey like the image below, this indicates that something in your application is incomplete or incorrect.

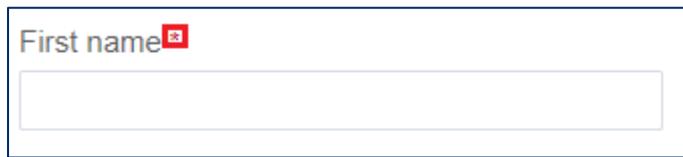


Check to see if you have also received the message below during the registration process and if you have, deal with it as described in the previous sections.



If you have not received this message, ensure you have completed all the mandatory fields in the form. These are marked with a red asterisk (*).

Example:



First name*

Also, ensure you have followed the step 'Residential address where specimens will be held', and that the address is in New South Wales.

If you have followed these steps and the 'Register' button is still grey, follow the step below on requesting further assistance.

Review and sign page

Review your responses

Scroll through the page to ensure that your responses are correct. If everything is correct move on to the signature step.

Making a correction

If you have noticed a mistake in your responses, click 'Make a correction' at the bottom of the page.



You will be taken back to the editable version of the form. Fix the incorrect response(s), redo the reCAPTCHA and click 'Register' to be taken back to the 'Review and sign' page.

Your signature

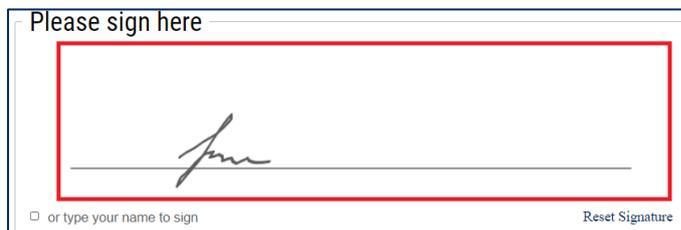
At the bottom of the 'Review and sign' page, you must provide a signature to validate your registration. You can either draw your signature or type your name to sign.

Drawing your signature

If you wish to draw your signature:

- for computer users, press and hold the left mouse button over the signature field and draw your signature
- for mobile phone or tablet users, hold your finger on the touchscreen and draw your signature.

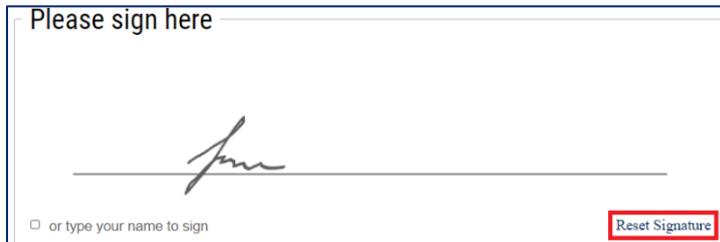
Example:



Reset signature

If you have made a mistake trying to draw your signature, click 'Reset Signature'. This will clear the field so you can draw a new signature.

Example:



Please sign here

or type your name to sign

Reset Signature

Typing your name to sign

If you wish to type your name as a signature instead, click the checkbox to the left of 'or type your name to sign' and type your name into the 'Your Name' field. A drawn version of your name will appear in the signature field.



Please sign here

or type your name to sign

Your Name: * John Smith

Your Email Address: * johnsmith@email.com

Type in your email address

Once you have provided a signature ensure you have entered your name and email address into the appropriate fields.



Your Name: * John Smith

Your Email Address: * johnsmith@email.com

Submitting your signed response

Once you have provided your signature, name and email address, you may notice the 'Incomplete Response' box. Instructions on how to verify your signature will be outlined under 'Verify signature' in the next section.



Incomplete Response

Please click the link in the verification email to complete your signature.

Ensure your responses are correct as you will not be able to edit your registration after this step. When you are ready, click the 'Submit Signed Response' button.



Acknowledgement page

After you provide your e-signature, you will be taken to an acknowledgement page. The information in this page has also been sent to you via email. Read the information and instructions in this page carefully. You can note the 'Code Registration Identifier' for your records – you will also receive an email with your Code Registration Identifier following completion of the signature verification step below.

Example:

Code Registration Identifier: PSC159234

Verifying your signature

You will receive an email from 'E-Signature Notification' with the subject 'Verify: Signed Response for Form "Protected Animal Specimens Code of Practice – Registration"'

Click the hyperlink in the email.

Example:

Dear John Smith,

You recently submitted a signed response to the form "Protected Animal Specimens Code of Practice - Registration". You must confirm that you received this verification email before the signed response can be finalised. Your email address can later be used to retrieve the signed response whenever you may need it.

To finalise your signed response, please visit the following URL:
https://nswdpie.tfaforms.net/esignatures/verify_endorsement/d7a3021e-711a-46df-a370-a76ae562e484/450fd56d-ed4e-4a11-b769-a464b323b6ce?access=e9488f63e6fc27fc60c03b7b6c56dcd9f51a43a410f2e5f8593e47474f7

If you have any questions, please contact:
Name: NSW Department of Planning and Environment
Email Address: wildlife.licensing@environment.nsw.gov.au

You will be taken to a webpage with the title 'Signatory Verification'.

Accessing your E-Signature Record

Outlined below are the 2 ways you can access your E-Signature Record.

If you are still on the verification page

Click 'Click here to access your E-Signature Record'.

Signatory Verification

Thank you. You are now verified.

The information you provided when signing the response is verified. You may now access the E-Signature Record associated with your response.

[Click here to access your E-Signature Record.](#)

You can bookmark the URL used to access the E-Signature Record. By doing so, you will have permanent access to the E-Signature Record for your signed response.

Please note that the E-Signature record may still be incomplete. You will receive an email once the E-Signature Record has been sealed and finalized.

You will be taken to a page titled 'E-Signature Record' where you can view your responses and signature.

Signed response email

You will receive an email from 'E-Signature Notification' with the subject 'Sealed: Signed Response for Form "Protected Animal Specimens Code of Practice – Registration"'.

Click the hyperlink in the email.

Dear John Smith,

Your signed response to the form named 'Protected Animal Specimens Code of Practice - Registration' has been accepted and the record has been completed.

To retrieve a record of your endorsement, visit:

<https://nswdpietfaforms.net/esignatures/record/d7a3021e-711a-46df-a370-a76ae562e484?t=1&access=91c66a7276deb0dd7e337dc556ea956cf93fffd3acd73252d11fd87>

Please keep this URL private. This is a secure link generated specifically for your access. If this link is disclosed, anyone may access this record.

If you have any questions, please contact:

Name: NSW Department of Planning and Environment

Email Address: wildlife.licensing@environment.nsw.gov.au

You will be taken to a page titled 'E-Signature Record' where you can view your responses and signature.

Confirmation email

Your confirmation email for the registration form will be sent from a New South Wales departmental email address with the subject 'Registration to the Protected Animal Species Code of Practice – Code Registration Identifier PSCXXXXX'.

Note the 'Code Registration Identifier' for your records, if you haven't already done so, as you will be required to provide it if you wish to make changes to your personal details, specimen information, or report your transactions.

Your registered information will also be included as part of the email body.

Saving progress to resume later

Saving your progress

If you wish to save your progress so you can resume and complete the registration later, you can do this by ticking the box 'Save my progress and resume later' at the top of the form.

Save my progress and resume later [Resume a previously saved form](#)

A box titled 'Resume Later' will appear with fields to enter your information.

Resume Later

In order to be able to resume this form later, please enter your email and choose a password.

Your Email:

Password:

Confirm Password:

SAVE

Enter your email address in the 'Your Email' field.

In the 'Password' field, you will create a password that you will use to retrieve your responses and complete the rest of the form.

Re-enter the password you have created in the 'Confirm Password' field.

Click 'Save'.

Resume Later

In order to be able to resume this form later, please enter your email and choose a password.

Your Email:

Password:

Confirm Password:

SAVE

A new page will open with clickable options to ‘Resume this form now’ or ‘Start a new form’.

Thank you. Your response has been saved.

Do not use your browser's back button. If you need to return to the form, please use one of the links provided below.

- **Resume this form now**
- Start a new form

You can resume this form at any time. **Make sure you can remember the email and password you just provided.** You will need them to resume your form.

You will receive an email from ‘Form Notification’ with the subject ‘Thank you. Your response to “Protected Animal Specimens Code of Practice – Registration” has been saved’.

Resuming a previously saved form

Before resuming a previously saved form, ensure you have not entered any information into a new form page, as this will be lost when you resume your previous version.

You can resume your previously saved form in one of the following 2 ways.

Open the email from ‘Form Notification’ with the subject ‘Thank you. Your response to “Protected Animal Specimens Code of Practice – Registration” has been saved’ and click the hyperlink in the email to be taken to your saved form.

You can resume this form at any time by going to <https://nswdpietfaforms.net/forms/resume/601>.

Return to the ‘Registration Form’ webpage and click ‘Resume a previously saved form’ at the top of the form.

Save my progress and resume later [Resume a previously saved form](#)

Whichever method you choose to resume your saved form, a dialog box will appear at the top of your browser warning you that any information you have entered into the current page will be discarded. This dialog box will appear whether there is new information in the fields or they are empty. Once you click ‘OK’ any information on the current page will be lost because it will be replaced with the information from your saved form.

An embedded page at nswdpietfaforms.net says

Are you sure you want to resume a previous response? Any information you just entered on this page will be discarded.

OK Cancel

Enter your email address and the password you created when you saved your form and click the 'Resume this form' button.

Identity check

Please enter your email and password to resume this form.

Your Email:

Your Password:

[Forgot your password?](#) | [Need assistance with this form?](#)

You will be taken to the page you saved with all your responses.

Example:

Personal details

You must be over the age of 16 years to register to this code.

First name *

Last name *

Date of birth * You can also free type your date of birth instead of using the calendar

Email address *

Phone number *

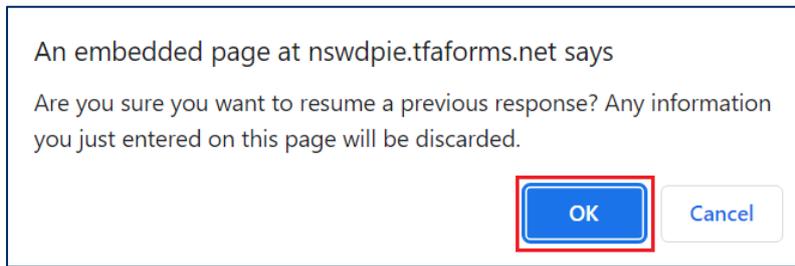
Forgotten password for your saved form

If you have forgotten the password you created for your saved responses, follow the steps below.

Return to the 'Registration Form' webpage and click 'Resume a previously saved form' at the top of the form.

Save my progress and resume later

As described in the previous section, a dialog box will appear warning you that any information you have entered into the current page will be lost. Click 'OK' to proceed to retrieval of your saved form.

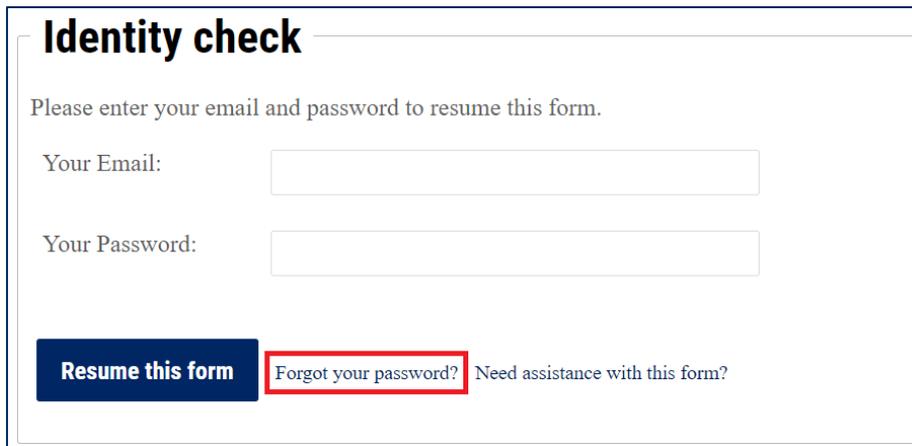


An embedded page at nswdpietfaforms.net says

Are you sure you want to resume a previous response? Any information you just entered on this page will be discarded.

OK Cancel

In the 'Identity check' box, click 'Forgot your password?'.



Identity check

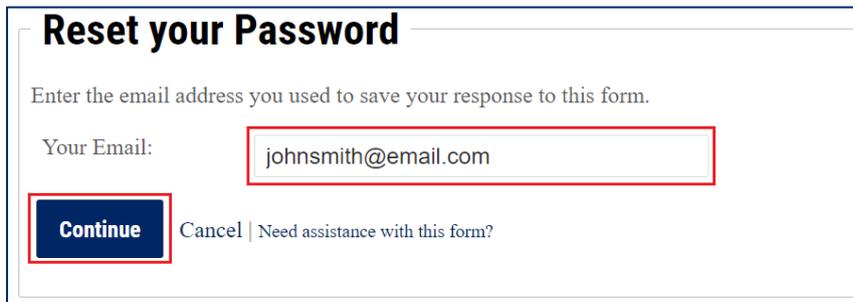
Please enter your email and password to resume this form.

Your Email:

Your Password:

Resume this form **Forgot your password?** Need assistance with this form?

A 'Reset your Password' box will appear. Enter the email address you used to save your previous responses and click 'Continue'.



Reset your Password

Enter the email address you used to save your response to this form.

Your Email:

Continue Cancel | Need assistance with this form?

A message will appear below the email field saying, 'Your password reset link has been emailed to you'.

You will receive an email from 'no-reply@formassembly.com' with the email subject 'Reset Password for "Protected Animal Specimens Code of Practice – Registration"'. Click on the hyperlink to update your password.

We have received a request to reset the password for resuming Protected Animal Specimens Code of Practice - Registration with this email address.

[Click here to update password](#)

If you did not submit this request, you can ignore this email. Your password won't change until you access the link above and create a new password.

Please note: This link is only valid for 24 hours. Afterwards, a new request will be required.

A webpage will open. Enter your new password in the 'New Password' field and click 'Update password'.

Reset your Password

Enter your new password.

New Password:

Update password | [Cancel](#) | [Need assistance with this form?](#)

The page will change and a message under the password field will say, 'Your password has been updated. Please log in with your new password'.

Enter your email address and your new password and click 'Resume this form' and you will be taken to the page you saved with all your responses.

Identity check

Please enter your email and password to resume this form.

Your Email:

Your Password:

Resume this form | [Forgot your password?](#) | [Need assistance with this form?](#)

Further assistance

If you require further assistance with your registration, please contact the Wildlife Team at wildlife.licensing@environment.nsw.gov.au or 02 9585 6406 (select the option for Wildlife Team) for more information.

More information

- [Protected Animal Specimens Code of Practice 2023](#)
- [Protected Animal Specimens Code of Practice Registration Form](#)