

## Exhibited Animals Online Record Guidance

February 2024



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## Quick guide table

The table below will assist exhibitors to identify the action and the relevant page .

Exhibitor Type	Non-prescribed species		Prescribed species	
	Modify <u>existing</u> non-prescribed animal numbers	Acquire <u>new</u> non-prescribed species	Update birth and death of prescribed species	Acquire prescribed species
Fixed-display exhibitor	<b>Page 7</b>	<b>Page 13</b>	<b>Page 10</b>	<b><u>Form F</u></b>
Mobile display exhibitor	<b>Page 7</b>	<b><u>Form E</u></b>	<b>Page 10</b>	<b><u>Form F</u></b>

# How to access the BFS Portal

1. Click on the following link:

<https://www.bfs.dpi.nsw.gov.au/>

2. Select 'Log in'

## NOTE:

If you are an existing user (i.e.: you logged in last year to do your renewal), login.

If you have not used the portal before please create a login and verify your email.

The screenshot shows the login page for the Biosecurity and food safety customer portal. The page has a dark blue background with white text. At the top, it says "Welcome to the Biosecurity and food safety customer portal". Below that is the "Login" section. There are two input fields: "Email or username" with the placeholder "Enter your email" and "Password" with the placeholder "Enter your password". A green circle labeled "1" encompasses both input fields. Below the password field is a "Show Password" checkbox. A yellow "Log in" button is below the password field, circled in green with a label "2". To the right of the input fields is a vertical line with "OR" in the middle. To the right of the "OR" line are two buttons: "Log in with Facebook" and "Log in with Google". Both of these buttons are circled in red with a large red 'X' over them, indicating they are not available. Below the "Log in" button is a link for "Forgot Password?". At the bottom, there is a "Don't have a login?" section with a yellow "Create a login" button.

## NOTE:

The Log in with Facebook or Google is not available to exhibited animal users.

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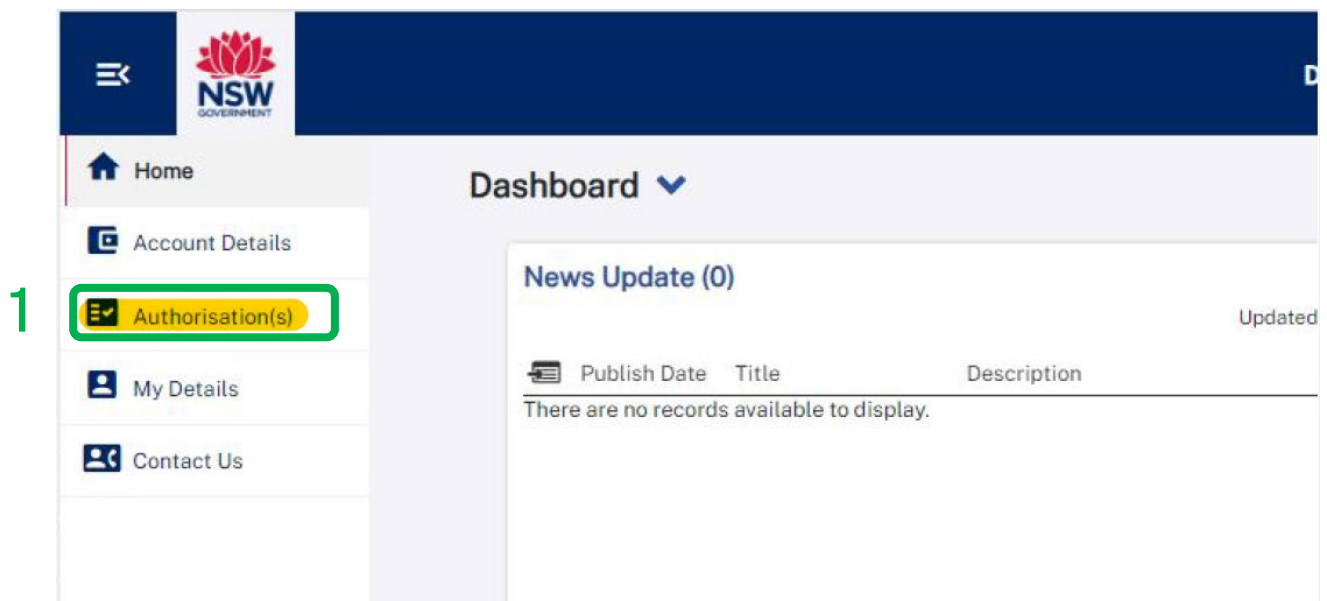
## Access for additional users

Each Authority should have at least one person (individual email address) with access to the Portal. If additional people require access the Portal (for different facilities or to submit animal numbers or renewal documentation) they will need to create a Log in (using a different email address) on the front screen of the Portal and then contact the Licensing Team who will link them to the Authority.

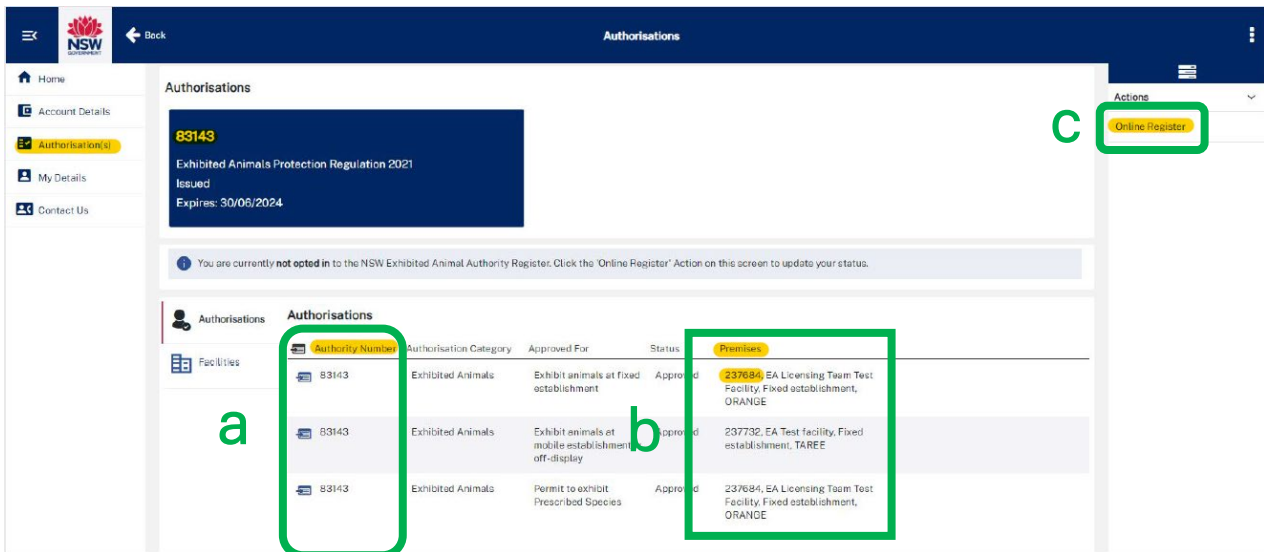
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## Exhibited animals online register

1. Click 'Authorisation(s)'

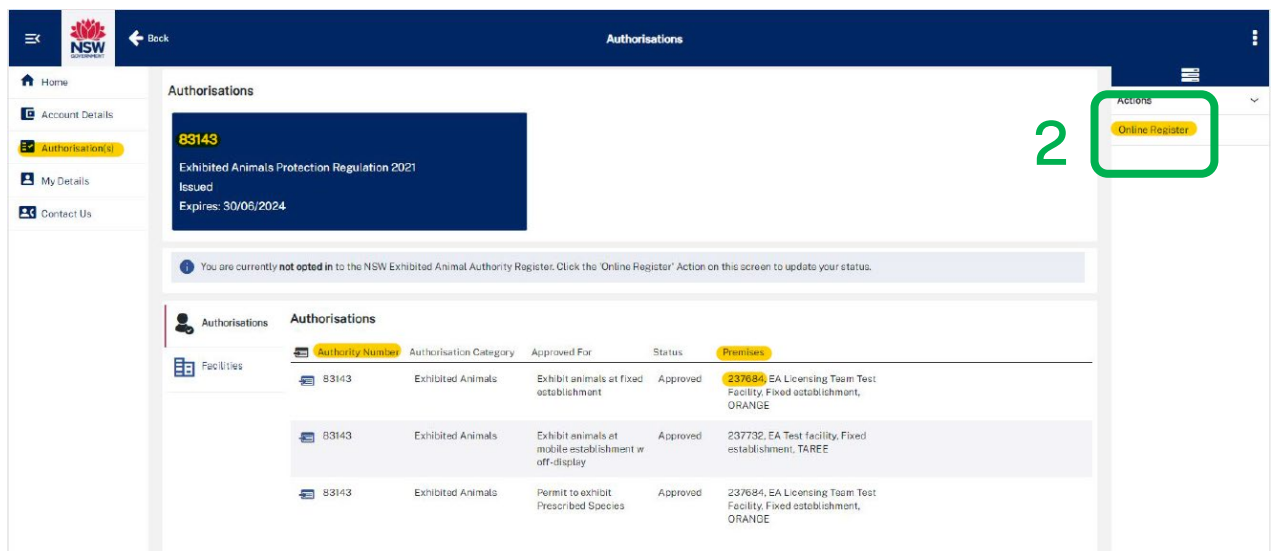


This page will show your license and any license permissions (authorised activities) underneath it.



- a. Your Authority number
- b. Each facility has also been assigned a specific identification number which can also be seen on this page.
- c. On the right hand side of the page under actions you will see 'Online Register'.
  - o The NSW Exhibited Animals Authority register is comprised of both fixed and mobile animal display establishments who have agreed to disclose their authority information and licensing status. The register is voluntary.

## 2. Click on 'Online Register'



3. Select 'Yes' I agree or 'No' if you do not consent to your details being displayed on the register
4. Click 'OK'

**Online Register**

This NSW Exhibited Animal Authority register is comprised of both fixed and mobile animal display establishments who have agreed to disclose their authority information and licensing status.

The register is voluntary, and as such, respects the privacy rights of exhibitors who have chosen not to disclose information.

[NSW Exhibited Animal Authority Register](#)

**Consent**

YES, I give consent for the NSW DPI to display the details of my authority, as listed above on the NSW DPI Exhibited Animals public register.

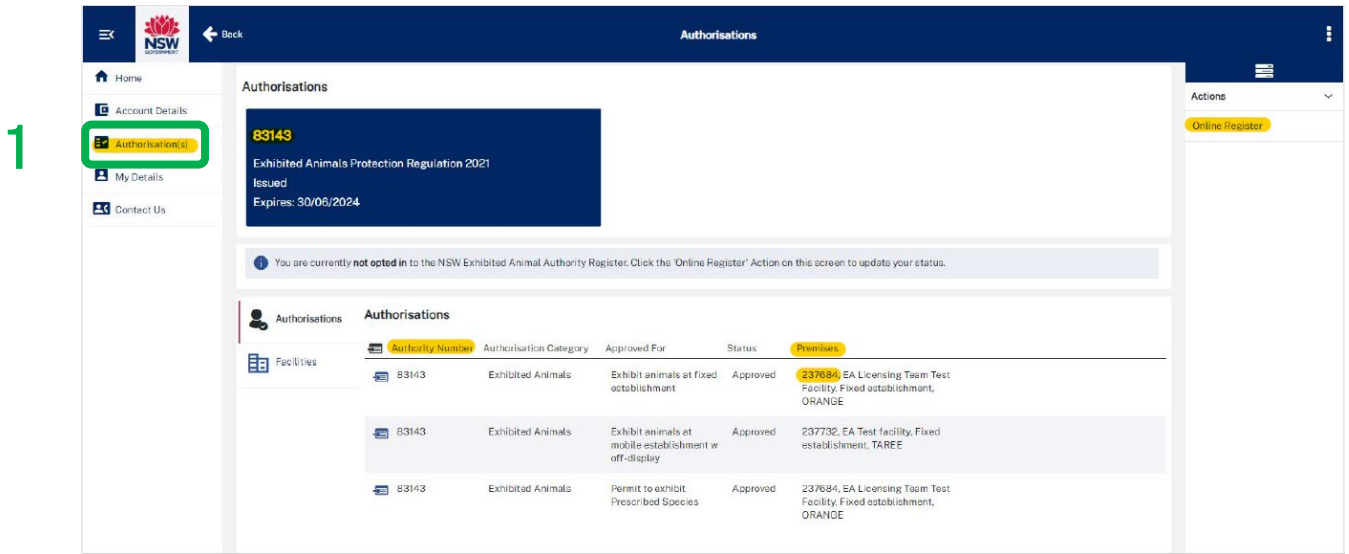
Yes, I agree

No

**OK** **Cancel**

# Modifying animal numbers for non-permit species

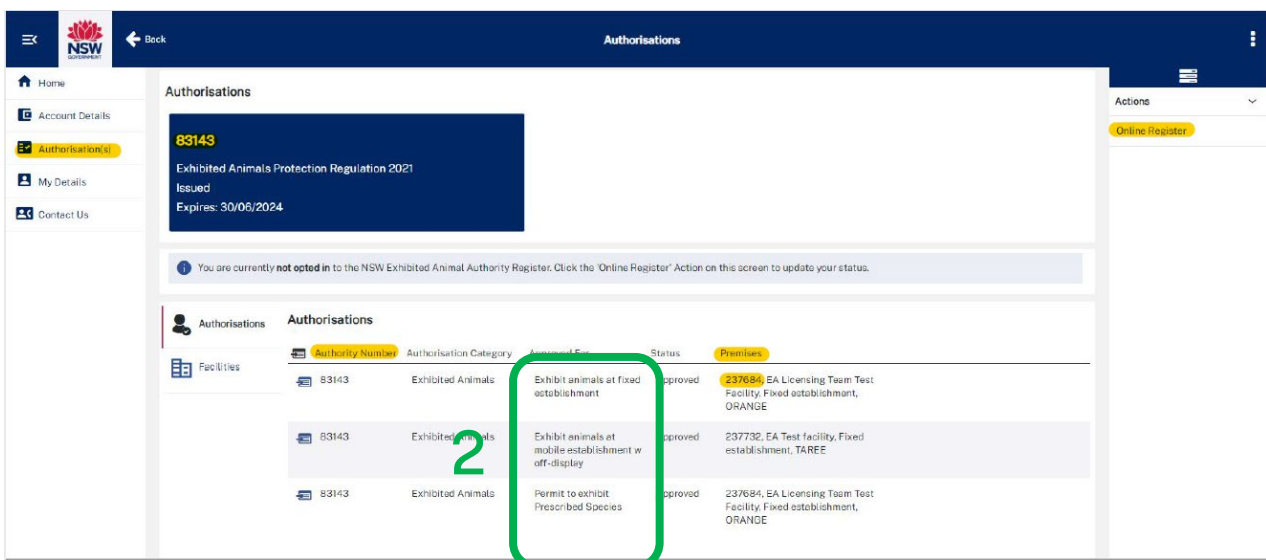
1. Select 'Authorisation'



2. Select relevant 'Approved for' row.

a. Exhibit Animals at a .....

- a. Fixed Establishment
- b. Mobile establishment with an off-display
- c. Mobile establishment with an interstate off-display
- d. Circus with off-display
- e. Circus in NSW with interstate off-display



- To modify numbers for an existing animal recorded on an authority first you need to select the animal that you wish to update by clicking on the blue box to the left of the species name.

**Animals**

The total number of animals is the sum of all Male (M), Female (F) and Unknown (U) numbers recorded. Please ensure that any Unknown (U) numbers recorded are updated as soon as possible to reflect Male (M) or Female (F) status of the animals held.

Common Name	Scientific Name	M	F	U	Total
Guinea Pig	Cavia porcellus	11	20	0	31

- Click 'Modify Animal Numbers'

**NOTE:**

The next screen will provide all the details currently recorded about that chosen species including information:

- Males,
- Females,
- Unknown
- Total held.

This screen will also provide details of any previous modifications that have occurred during the previous 2-year period.

**83143 Guinea Pig Active**

**Animal Information**

Common Name: Guinea Pig  
Scientific Name: Cavia porcellus

a Male(M) 11  
b Female(F) 20  
c Unknown(U) 0  
d Total 31

4 Actions  
Modify Animal Numbers

**Acquire/Dispose**

Records displayed are for the last 2 years. For older records please see the 'Contact Us' page for contact details, in 'Pending' records will not affect totals until the modification is approved.

Date Received	Modification Type	M	F	U	Total	Supplier/Recipient
12/10/2023	Acquire   Purchased from- Interstate	1	5	0	6	Supplier Name: David Haslett Supplier Add
12/10/2023	Acquire   Birth	10	15	0	25	N/A



5. Select 'Acquire' or 'Dispose'.

- a. Acquire – Increase animal number
- b. Dispose – Decrease animal number

- **Death** – death of an animal(s)
- **Birth** – birth of animal(s)
- **From/To \_ Interstate** – Transfer of animal from/to an interstate authority holder (interstate exhibitor or interstate private keeper)
- **From/To \_ Licenced Exhibitor** - Transfer of animal from/to a NSW exhibited animal authority holder.
- **From/To \_ Overseas** - Transfer of animal from/to an international authority holder (example Auckland Zoo).
- **From/To Scientific Licence** - Transfer of animal from/to a NSW Animal Research Licence or Biodiversity Conservation Licence.

The screenshot shows a web form titled 'Acquire/Dispose' for a Guinea Pig. The form is divided into several sections, each highlighted with a green box and a number:

- 5:** The 'Modification Type' section, which includes two dropdown menus. The first is set to 'Acquire' and the second is set to 'Acquire | Purchased from - Private keeper'.
- 6:** The 'Modification Details' section, which contains three input fields for 'M' (Male), 'F' (Female), and 'U' (Unknown), each with a '0' entered, and a 'Total' field with '0'.
- 7:** The 'Support Detail Private Keeper' section, which includes two text input fields for 'Private Keeper Name\*' and 'Private Keeper Address\*'.
- 8:** The 'Identification Information' section, which has a text input field for providing identification details.
- 9:** The 'Close' button at the bottom left of the form.

6. Enter the number of Male (M), Females (F) or Unknown (U)

- a. You must enter a value in each box. If the value is nil enter '0'.

7. Enter the details of where the animals are coming from or going to

8. Provide animal identification

9. Then once all the required details have been completed you can click 'Submit'.

# Modifying animal numbers for permit species

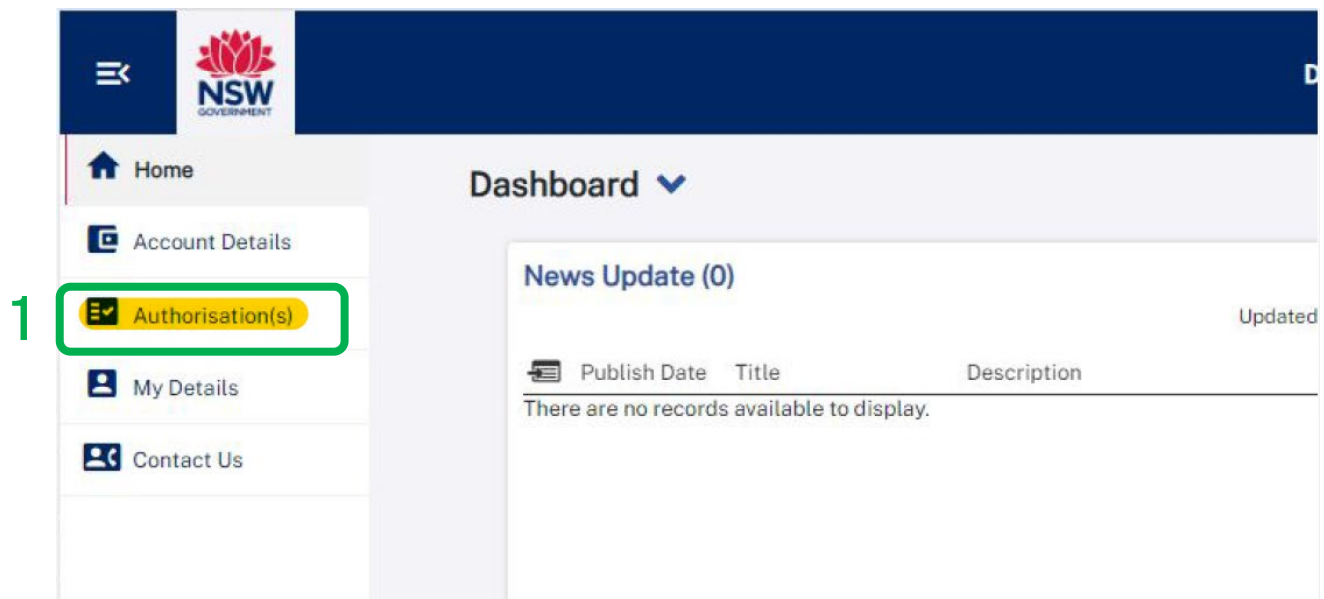
The only modifications that can be completed in the portal for permit species are:

- a. Births
- b. Deaths
- c. Reallocation
  - a. Gender data correction
  - b. Species reallocation

Other than births and deaths, all other transactions for the acquisition or disposal of permit species will need to be requested using the current online 'Form F - Application to acquire or dispose of animals of Prescribed Species' process. If you want to add a new permit species to your authority you will need to complete the online 'Form D - Application for a permit to exhibit a prescribed species'.

The following example is how to update an animal record for the **death** of a prescribed animal.

1. Select 'Authorisation'



2. Select relevant 'Approved for' row.

- a. **Permit to exhibit Prescribed species** - this is where all species listed on Schedule 2 of the *Exhibited Animals Protection Regulation 2021* can be found.

The screenshot shows the 'Authorisations' page in the NSW Exhibited Animal Authority Register. A blue header bar contains the NSW logo and a 'Back' button. Below the header, there's a navigation menu on the left with options like 'Home', 'Account Details', 'Authorisations', 'My Details', and 'Contact Us'. The main content area displays a card for authorisation 83143, issued under the Exhibited Animals Protection Regulation 2021, with an expiry date of 30/06/2024. Below this, a message states the user is not opted in to the register. The main section is a table of authorisations with columns: Authority Number, Authorisation Category, Approved For, Status, and Premises. A green box highlights the row for 'Permit to exhibit Prescribed Species'.

Authority Number	Authorisation Category	Approved For	Status	Premises
83143	Exhibited Animals	Exhibit animals at fixed establishment	Approved	237694, EA Licensing Team Test Facility, Fixed establishment, ORANGE
83143	Exhibited Animals	Exhibit animals at mobile establishment w off-display	Approved	237732, EA Test facility, Fixed establishment, TAREE
83143	Exhibited Animals	Permit to exhibit Prescribed Species	Approved	237694, EA Licensing Team Test Facility, Fixed establishment, ORANGE

3. Select the animal species

The screenshot shows the 'Animals' section of the NSW Exhibited Animal Authority Register. A left-hand navigation menu includes 'Animals' and 'Animals Change History'. The main content area features an information message about animal counts and a table with columns: Common Name, Scientific Name, M, F, U, and Total. A green box highlights the row for 'Guinea Pig'.

Common Name	Scientific Name	M	F	U	Total
Guinea Pig	Cavia porcellus	11	20	0	31

4. Select 'Acquire/ Dispose' and then 'Modification Type'
  - a. **Acquire** – Increase animal number (Example: Death, escape)
  - b. **Dispose** – Decrease animal number (Example: Birth)
5. Enter the number of Male (M), Females (F) or Unknown (U)
6. Enter all the requested Supporting Details
7. Provide Animal Identification
8. Then once all the required details have been completed you can click 'Submit'.

**Animal Information**

Common Name **Chimpanzee** Scientific Name **Pan troglodytes** 4

Prescribed

**Modification Type**

Acquire/Dispose\*

Modification Type\*

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**Current Animal Numbers**

*Your current animal numbers for the animal you are modifying are:*

Male(M)	0	Female(F)	1	Unknown(U)	0	Total	1
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**Modification Details**

*Your current animal numbers for the animal you are modifying are:*

M	<input type="text" value="0"/>	F	<input type="text" value="1"/>	U	<input type="text" value="0"/>	Total	1
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**Support Detail Cause of Death**

*Please select the cause of death category and enter additional details.*

Cause of Death\*

Age of Animal\*

**Identification Information**

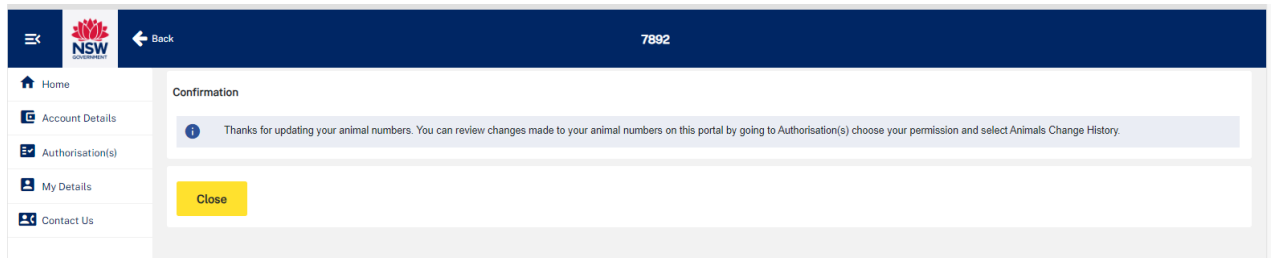
*Provide identification information for the animals. If there are multiple animals with different sexes the information must specify which sex applies to each identifier. (If no identification is possible or not applicable, enter 'N/A'.)*

8

Submit

Close

9. The following message will then confirm the animal number has been updated.

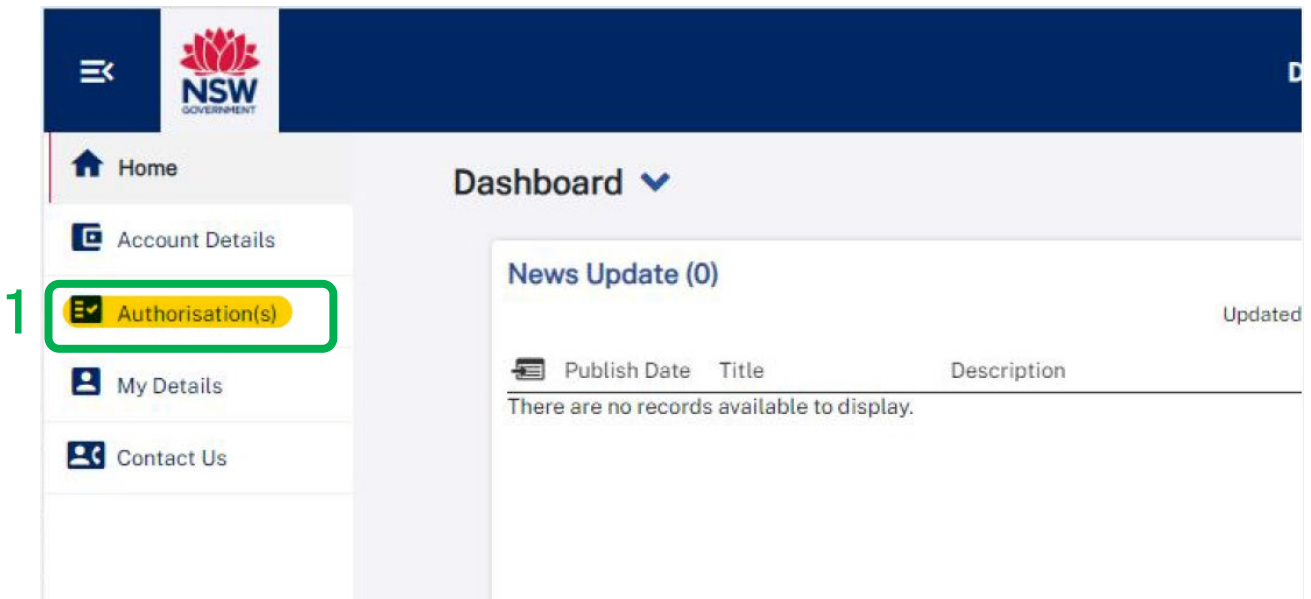


## Adding a new non-prescribed species to an authority (fixed-display exhibitors only)

If you are a fixed establishment and you have a suitable approved enclosure to house a new species in, you can add a record for that species by clicking on “Add New non-Prescribed Species” from the action menu on the right hand side of the page

Once the transaction has been reviewed by the licensing team, the transaction will be visible on the acquire/dispose history for the animal.

1. Select 'Authorisation'



## 2. Select 'Exhibit Animals at a Fixed Establishment'.

### NOTE:

Only fixed display exhibitors can add non-prescribed species. Mobile exhibitors must submit a Form E - Application for a variation to an authority to add a species.

The screenshot shows the 'Authorisations' page in the NSW system. A blue header bar contains the NSW logo and a 'Back' button. The main content area has a sidebar on the left with navigation options: Home, Account Details, Authorisation(s), My Details, and Contact Us. The main area displays a card for authorisation 83143, 'Exhibited Animals Protection Regulation 2021', issued and expiring on 30/06/2024. Below this is a notification: 'You are currently not opted in to the NSW Exhibited Animal Authority Register. Click the 'Online Register' Action on this screen to update your status.' The main table lists authorisations with columns: Facilities, Authority Number, Authorisation Category, Approved For, Status, and Premises. A green box highlights the first row, and a green number '2' is placed to its left.

Facilities	Authority Number	Authorisation Category	Approved For	Status	Premises
	83143	Exhibited Animals	Exhibit animals at fixed establishment	Approved	237684, EA Licensing Team Test Facility, Fixed establishment, ORANGE
	83143	Exhibited Animals	Exhibit animals at mobile establishment w off-display	Approved	237732, EA Test facility, Fixed establishment, TAREE
	83143	Exhibited Animals	Permit to exhibit Prescribed Species	Approved	237684, EA Licensing Team Test Facility, Fixed establishment, ORANGE

## 3. Select 'Add New Non-prescribed Species'

The screenshot shows the 'Authorisation Info' page. The left sidebar has navigation options: Home, Account Details, Authorisation(s), My Details, and Contact Us. The main area displays 'Authorisation Info' for authority 83143, held by 'EA Licensing Team Test Company'. It shows the first issued on date as 12/09/23 and expires on 30/06/24. The authorisation is for 'Exhibition of animals at a fixed establishment' at '237684, EA Licensing Team Test Facility, Fixed establishment, OR'. A notification states: 'Your exhibited animals authority at this primary location currently has a total of 2 authorisation/s for a total of 4 animal species and 58 individual animals'. Below this is the 'Animals' section, which includes a table of animal records. A green box highlights the 'Add New Non-Prescribed Species' button in the Actions menu on the right, and a green number '3' is placed to its left.

Common Name	Scientific Name	M	F	U	Total
Guinea Pig	Cavia porcellus	3	12	2	17
Rabbit	Oryctolagus cuniculus (domestic)	17	9	0	26

4. Select 'Modification Type'

4

The screenshot shows the 'Add Species' form with the 'Acquire Type' dropdown menu open. The dropdown menu is highlighted with a green border. The form includes fields for 'Taxon Species/Sub Species Filter', 'Taxon Species', and 'Taxon Sub Species', along with input fields for 'M', 'F', and 'U' counts, and a 'Total' field. The 'Add' and 'Cancel' buttons are visible at the bottom.

5. Select option from drop down.

5

The screenshot shows the 'Add Species' form with the 'Acquire Type' dropdown menu open. The dropdown menu is highlighted with a green border. The options listed in the dropdown are: 'Acquire | Purchased from - Interstate', 'Acquire | Purchased from - Licensed exhibitor', 'Acquire | Purchased from - Overseas', 'Acquire | Purchased from - Private keeper', and 'Acquire | Transfer from scientific licence'. The 'Add' and 'Cancel' buttons are visible at the bottom.

- **From/To \_ Interstate** – Transfer of animal from/to an interstate authority holder (interstate exhibitor or interstate private keeper)
- **From /To \_ Licenced Exhibitor** - Transfer of animal from/to a NSW exhibited animal authority holder.
- **From/To \_ Overseas** - Transfer of animal from/to an international authority holder (example Auckland Zoo).
- **From/To \_ Private keeper** – Transfer of animal from/to private keeper in NSW.
- **From/To Scientific Licence** - Transfer of animal from/to a NSW Animal Research Licence or Biodiversity Conservation Licence.

6. Enter the number of Male (M), Females (F) or Unknown (U)  
 ○ You must enter a value in each box. If the value is nil enter '0'.

7. Select 'Add'

The screenshot shows the 'Add Species' form. The 'Acquire Type' section has a 'Modification Type\*' dropdown menu. The 'Acquire Details' section, highlighted with a green border, contains three dropdown menus: 'Taxon Species/Sub Species Filter', 'Taxon Species', and 'Taxon Sub Species'. Below these are three input fields for 'M', 'F', and 'U', each containing the number '0', and a 'Total 0' label. At the bottom, there are 'Cancel' and 'Add' buttons. A green number '6' is positioned to the left of the 'Acquire Details' section, and a green number '7' is positioned to the left of the 'Add' button.