



## Digital cattle tick Record of Movement form

### Frequently Asked Questions

The DPI Cattle Tick Program is streamlining the 5 Record of Movement (ROM) forms into one digital form from 29 May 2020. One digital ROM form enables livestock owners moving cattle tick carriers to complete and submit anywhere and anytime from their phone, tablet or computer.

#### **Who needs to complete the form?**

Livestock owners who are entering NSW or moving off a restricted holding in NSW.

#### **How do I complete and submit a digital ROM form?**

There is only one link to click to start and complete the form. Once submitted a copy and reference number will be sent to your nominated email address.

You can save and close the form at any time. A link back to the form will be emailed to you so it can be completed at a later time.

It's recommended you save the form and review before submitting.

#### **What information is required to complete the digital ROM form?**

The digital ROM form requires the same information as the paper-based version. This includes, but not limited to:

1. Movement dates
2. Description of livestock
3. Vehicle registration numbers
4. Property Identification Code (PIC) and address of origin and destination
5. Phone and email contacts

Certain movements will still require an authorised officer or an accredited certifier to examine and/or treat livestock, and issue a carrier certificate before stock are permitted to move.

#### **If I have the ROM on my phone, do I need to have a paper copy?**

No. A digital completed copy of your ROM can be presented to an authorised officer. You can also present hard copies of the ROM to authorised officers up to 30 June 2021.

### **Where does my form go when I submit it?**

Your completed ROM form is automatically sent to a central mailbox for storage. If your ROM doesn't need to be sent to directly to an authorised officer for declaration, it can be searched by an authorised officer using your confirmation number.

A digital or hard copy of the ROM must accompany the animals to their destination and be presented to an authorised officer at the border, or 24 hours before movement.

### **What do I do with my biosecurity certificate?**

You can upload a photo or scanned image of your completed carrier biosecurity certificate when you complete the ROM.

### **What should I do when I've submitted my ROM but need to add more livestock?**

You will need to complete a new ROM for the additional livestock, ensuring you complete the form with the same contact and travel details as the form you already submitted.

You can submit a ROM form with details of more than one breed or species, however you will need to submit a separate ROM for horses. It's recommended you save the form and review all the breeds you have entered before submitting.

Currently, the ROM can't be edited once it has been submitted. Future updates to the form will allow applicants to edit their form after submission.

### **Can I continue to use the paper form?**

The paper-based ROM forms are still accessible after 29 May, but will be phased out by 30 June 2021.

### **Who do I contact with questions about the digital ROM?**

Restricted holding owners please contact Kyogle Cattle Tick Office 02 6632 6900, or email [kyoglecattletick@dpi.nsw.gov.au](mailto:kyoglecattletick@dpi.nsw.gov.au)

Livestock owners moving animals into NSW please contact Wollongbar Office 02 6626 1201, or email [cattletick@dpi.nsw.gov.au](mailto:cattletick@dpi.nsw.gov.au)

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