APPLICATION FOR
REGISTRATION
MUTUAL
(Form VS802)

Use this form to apply for registration as a Veterinary Surgeon/Specialist in the ACT if you already hold registration in another Australian jurisdiction or New Zealand.

Do not use this form if you are registering in the ACT for the first time – use Form VS801 – Application for Registration - Initial.

General

Consideration of applications by the Board

The Board considers applications received at its monthly meeting (usually the last Friday of the month). It is the applicants’ responsibility to ensure their application, correctly completed and with all of the necessary supporting documentation (also correctly certified), is received at least 10 days prior to the Board meeting. Applications that are incomplete or do not have the required supporting documentation will not be considered by the Board. The Board will assess the applicant’s suitability and general competence to practise requirements.

Applicants may request their application be considered out-of-session. Applicants should allow up to 10 working days for the Board to consider out-of-session applications. An additional fee applies for this service.

In considering applications the Board is bound by the following legislation:

- Mutual Recognition Act 1992 (Cth)
- Trans-Tasman Mutual Recognition Act 1997 (Cth)
- Veterinary Surgeons Act 2015
- Veterinary Surgeons Regulation 2015

Conditional Registration

After considering an application for registration, the Board may register the applicant unconditionally or with conditions. The Board may impose conditions on a registrant if satisfied on reasonable grounds that it is in the public interest to do so, or if the applicant’s registration is subject to conditions in another jurisdiction. If the Board registers an applicant with conditions, these will be notified to the applicant in writing.

Refusal of Registration

The Board may refuse to register an applicant as a veterinary surgeon/specialist if the individual’s registration has been suspended or cancelled in another jurisdiction, whether before or after the person applies for registration in the ACT.

Change of details

Applicants are advised that under the Veterinary Surgeons Act 2015, changes in the details provided in this application are required to be notified in writing to the Board within 30 days of the change. Form VS804 – Amendment to the Register (Veterinary Surgeons) is to be used to update details held on the Register.

Standards Statement

The Board issues standards in the form of the Standards Statement. The Standards Statement is designed to raise awareness of the standards of practice required from veterinary surgeons (including veterinary specialists) for the veterinary surgeon to be competent to practise or to help the veterinary surgeon improve his or her suitability to practise. Registrants are required to be conversant with the Standards Statement as issued by the Board.
Privacy

Your privacy is important to us. The Board will only retain information about you that is required under legislation to maintain the Register of Veterinary Surgeons or the Register of Veterinary Premises. Credit card details provided with your application will be destroyed after the relevant transaction has been made.

The Veterinary Surgeons Act 2015 requires elements of the Register to be made available to the public. The Board Secretariat will provide information relating to your employment only, that would ordinarily be publicly available.

Instructions

- All questions must be answered.
- Where a question is not applicable, write ‘N/A’.
- If there is insufficient space to complete your answer, please provide the details on a separate sheet of paper and attach it with your application.
- The information provided will be used by the Board to determine whether the applicant meets the legislative requirements for mutual registration as a veterinary surgeon or veterinary specialist in the ACT.
- Do not submit your application unless all information has been provided and the required supporting documents are available and have been attached to your application.
- Supporting documentation provided with your application will be retained by the Board. Only use certified copies when providing supporting documentation. Do not send originals.
- Please contact the Board Secretariat if you need assistance completing this form.

The Applicant

<table>
<thead>
<tr>
<th>Title</th>
<th>Given Name/s</th>
<th>Last Name</th>
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<table>
<thead>
<tr>
<th>Preferred Name</th>
<th>Previous Name (if known by another name)</th>
<th>Gender (tick)</th>
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<tr>
<td></td>
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<td>Male ☐ Female ☐</td>
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<tr>
<th>Date of Birth</th>
<th>Place of Birth</th>
<th>Country of Birth</th>
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Photograph

Please provide a recent (within the last 12 months) passport size photograph of yourself:

Note: the rear of the photograph must be signed by a person before whom a statutory declaration may be made.

Applicants contact details in the ACT

<table>
<thead>
<tr>
<th>Street No and name/ PO Box</th>
<th>Suburb:</th>
<th>Territory:</th>
<th>ACT</th>
<th>Postcode:</th>
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<tr>
<th>Telephone:</th>
<th>Fax:</th>
<th>Mobile:</th>
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<th>Email:</th>
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### Employment Details

#### Employment history

If applicable, detail your employment history for the last five (5) years:

<table>
<thead>
<tr>
<th>Employer:</th>
<th>State/Country:</th>
<th>From: (MMM/YY)</th>
<th>To: (MMM/YY)</th>
<th>Position held:</th>
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### Intended employer in the ACT

Name of intended employer (business not the individual)

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<thead>
<tr>
<th>Provide the business where you will undertake the bulk of your work if you intend to undertake employment at a number of different veterinary premises</th>
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<tr>
<th>Is the business a mobile veterinary service?</th>
<th>YES</th>
<th>NO</th>
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Street No and name/ PO Box

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<thead>
<tr>
<th>Suburb:</th>
<th>Territory:</th>
<th>Postcode:</th>
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Telephone: Mobile:

Email:

### Mutual Recognition

#### Your existing Registration

Mutual Recognition allows the Board to accept elements required for registration if they have been accepted by a Board in another jurisdiction in Australia or New Zealand for the purposes of registration as a veterinary surgeon/specialist.

Please provide the details regarding your current registration.

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<tr>
<th>Jurisdiction</th>
<th>Registration No</th>
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_Please provide a certified copy of your Registration Certificate or Practising Card_

<table>
<thead>
<tr>
<th>Have you ever held registration as a veterinary practitioner in the ACT?</th>
<th>YES</th>
<th>NO</th>
<th>Reg No (if known)</th>
<th>VET</th>
</tr>
</thead>
</table>
Your qualifications

Qualification/s to practice as a veterinary surgeon

<table>
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<tr>
<th>Qualification</th>
<th>University / Institution</th>
<th>Year Awarded</th>
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Your Speciality as a veterinary specialist

Only required if you are applying for registration as a veterinary specialist (as recognised by the Australasian Veterinary Boards Council). Note an additional fee applies for registration as a veterinary specialist.

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<tr>
<th>Speciality</th>
<th>Speciality Registration No</th>
<th>Date of award</th>
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Letter of Professional Standing

A Letter of Professional Standing (or similar) allows the Board where you currently hold registration to provide details about your registration to the ACT. You are required to apply to the Board/Authority where your current registration is held, for a Letter of Professional Standing requesting it be forwarded to the ACT Veterinary Surgeons Board.

Please complete the Statutory Declaration regarding the Letter of Professional Standing and submit it with your application.

Specific Requirements

Continuing Professional Development

Have you undertaken Continuing Professional Development (CPD) activities to maintain your level of competence in the last three years?

If ‘yes’, you are required to maintain these details and provide them to the Board if requested.

If ‘no’, please provide details below as to how you have maintained your level of competence.

Criminal History

Have you ever been convicted of a criminal or civil offence (excluding traffic offences)?

If ‘yes’, please provide details below.
Drugs of Addiction

Have you ever been or are you currently addicted to a substance (including alcohol, a medicine, a prohibited substance or another substance)?

If ‘yes’, please provide details below.

Rabies

Have you been vaccinated against the rabies virus?

Required in the event the AUSVETPLAN is activated

Physical and Mental Capacity

Are you aware of any physical or mental disability, impairment, condition or disorder which has impaired, or likely to impair, your efficiency and competence as a veterinary surgeon/specialist?

If ‘yes’, please provide details below.

Insurance

Professional indemnity insurance is mandatory for all veterinary surgeons/specialists in the ACT. Insurance may be obtained in your own right or provided by your employer. The Board may request you provide a certificate of currency of your professional indemnity insurance. If requested by the Board you must provide this within seven (7) days of the request being made.

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<tr>
<th>Insurance Provider:</th>
<th>Policy Number:</th>
<th>Date of expiry:</th>
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Proof of identity

Applicants are required to provide 100 points of current identification, as defined by the Financial Transaction Reports Regulation 1990 (Cth), for general verification. In addition change of name must be evidenced. This may be established through the inclusion of certified copies of the following documents (totalling 100 points).

- Passport (75 points)
- Birth Certificate (70 points)
- Australian Citizenship Certificate (70 points)
- Australian Drivers Licence (40 points)
- Public Service Identification (40 points)
- Social Security Card (40 points)
- Tertiary Education ID (40 points)
- Credit or Debit Card (25 points)
- Medicare Card (25 points)
- Marriage certificate (change of name)
Commonwealth of Australia  
STATUTORY DECLARATION  
Statutory Declarations Act 1959

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

1

make the following declaration under the Statutory Declarations Act 1959:

2 Set out matter declared to in numbered paragraphs

2 A certificate/letter of standing (or similar) has been requested to be provided to the ACT Veterinary Surgeons Board by the Board/Authority where my current registration as a veterinary surgeon/specialist is held.

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
   - 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
PAYMENT FORM

General

Registration is granted to individuals who meet the criteria established in the Veterinary Surgeons Act 2015 and the Veterinary Surgeons Regulation 2015. Fees apply to registration and all registrations expire on 30 June each year. Fees are outlined in the ACT Veterinary Surgeons Board Fee Schedule which is located on the Board’s website.

Fee Structure

Individuals applying for first time registration as a veterinary surgeon will pay the applicable registration fee (as detailed in the Fee Schedule).

Individuals applying for first time registration as a veterinary specialist will pay the first time registration fee plus an additional fee for veterinary specialists (as detailed in the Fee Schedule).

Payment Options

Payment of the relevant registration fee can be made in one of two ways:

– Credit card (preferred)
– Cheque (made payable to: Veterinary Surgeons Board of the ACT)

Payment must accompany your application. Payment must be in Australian currency.

Total amount to be paid: $

☐ Cheque

☐ Credit card

I authorise the Veterinary Surgeons Board of the Australian Capital Territory to debit my credit card the applicable registration fee.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Printed Name</th>
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| Name on Card: | | Type: |
|---------------|--------------|
| Expiry Date:  | / | CVN: |
| Card No.:     | | |

VISA □ | MASTERCARD □

This portion of the Payment Form will be detached and destroyed after the transaction has been completed.
Checklist

Before submitting your application, please ensure you have:

1. Completed all sections of the application
2. Included a current passport size photograph of the applicant (correctly certified on the reverse side)
3. Supporting documents have been correctly certified as true copies by an eligible person
4. The Statutory Declaration has been completed correctly and attached
5. Completed the Payment Form

Submitting your Application

Submit your application in one (only) of the following ways:

Mail: Executive Officer
ACT Veterinary Surgeons Board
GPO Box 158
CANBERRA ACT 2601

In Person: ACT Veterinary Surgeons Board
Level 3
496 Northbourne Avenue
DICKSON ACT 2601

Email: TCCS.vetboard@act.gov.au

Declaration by Applicant

I declare that I am the applicant and that all of the information provided in this application is true and correct.

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Printed Name:</th>
<th>Date:</th>
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