



Regulating the veterinary profession  
In the public interest

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## APPLICATION FOR REGISTRATION AS A VETERINARY SURGEON IN SOUTH AUSTRALIA

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This form must be used by persons who are or have been registered as a veterinary surgeon in another Australian jurisdiction.

This form is not to be used by registered veterinary surgeons for the purpose of renewing registration.

Please ensure that all sections are *completed in blue ball point pen* and if not applicable, mark N/A.

Full Name: .....

Date of Birth: \_\_\_ / \_\_\_ / \_\_\_\_ Gender: Male  Female  Unspecified

Residential Address: .....

Suburb: ..... State: ..... Postcode: .....

Place of Employment: .....

Business Address: .....

Suburb:..... State:..... Postcode: .....

*(please note that your business address will be recorded on the general register which is accessible to the public)*

Postal Address: .....

Suburb: ..... State: ..... Postcode: .....

Email: .....

*(please provide a personal email address to which only you have access for confidential correspondence)*

Phone: ..... *(mobile preferred)*

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1. Are you currently registered to practise as a veterinary surgeon in any Australian State/Territory or overseas jurisdiction?

YES  NO

**If YES**, please indicate the jurisdiction of current registration and also arrange for a letter of good/professional standing to be sent to us directly by the registering body in that jurisdiction.

Jurisdiction.....

**If NO**, please state the year and jurisdiction in which you most recently practised as a veterinary surgeon. Please also arrange for a letter of good/professional standing to be sent to us directly by the registering body in that jurisdiction.

Year and jurisdiction of recent practice: .....

2. Pursuant to section 43 of the *Veterinary Practice Act 2003*, a veterinary surgeon must not provide veterinary treatment for fee or reward without first obtaining the approval of the Board if the veterinary surgeon has not provided veterinary treatment for a period of 3 years or more.

Do you require the approval of the Board under section 43?

YES  NO

**If YES**, please provide details of all period(s) during which you provided veterinary treatment since your first registration as a veterinary surgeon (attach a separate page) and provide a copy of your curriculum vitae.

3. Have you ever been the subject of an investigation under the *Veterinary Practice Act 2003* or corresponding legislation of another jurisdiction?

YES  NO

4. Are you currently residing in Australia or have you ever resided in Australia?

YES  NO

**If YES**, you are required to provide either an original or certified copy of a National Police Certificate (NPC). It is your responsibility to request and pay for an NPC through an Australian Police Agency (Australian Federal Police or a State/Territory Police Agency such as [South Australia Police](#)) or any of the organisations accredited by the [Australian Criminal Intelligence Commission](#). The certificate must have been issued within the last 12 months.

You must specify on the application form that you will have unsupervised access to vulnerable groups. **Vulnerable groups** are defined to include:

- (a) an adult who is disadvantaged or in need of special care, support or protection because of age, disability or risk of abuse or neglect; and
- (b) a child under 18 years.

5. Have you lived or primarily been based in a country other than Australia for six consecutive months or longer when aged 18 years or more?

YES  NO

**If YES**, you are required to provide a printed copy of International Police Check (IPC) results. It is your responsibility to request and pay for the IPC through [Australia Post](#).

Your Australia Post IPC will be processed by Equifax fit2work. The IPC must have been issued within the last 12 months.

6. Do you have an impairment that detrimentally affects or may detrimentally affect your capacity to practise as a veterinary surgeon?

YES  NO

***Impairment** means a physical or mental impairment, disability, condition or disorder (including substance abuse or dependence) that detrimentally affects or is likely to detrimentally affect your capacity to practise the profession.*

**If YES**, you must attach to this application a separate page providing details of the impairment and how it is managed.

7. Pursuant to section 44(1) of the *Veterinary Practice Act 2003*, a veterinary surgeon providing veterinary treatment for fee or reward in South Australia must be covered by a professional indemnity insurance arrangement unless exempted by the Board. Veterinary surgeons in Government employment are exempt from this requirement.

The Board's [Professional Indemnity Insurance Requirements](#) are published on the 'Registration' page of its website.

Are you covered by a professional indemnity insurance arrangement which meets the Board's requirements?

YES  NO

*Failure of a veterinary surgeon to be covered by a professional indemnity insurance arrangement which meets the Board's requirements is an offence under section 44 of the *Veterinary Practice Act 2003*. Maximum penalty: \$10,000.*

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## ATTACHMENTS

All applicants must attach the following:

- Current photographic identification such as a passport or the front and back of a driver's licence
  - the copy must be in colour and certified as being a true and correct copy of the original document and that the photograph is a true likeness of the person presenting the document by a person authorised to do so. For certification instructions, please refer to the document entitled '[Certifying Documents](#)'
  
- Documentary evidence of any legal change of name if the applicant's name differs from that shown on the degree certificate
  - the copy must be certified as being a true copy of the original document by a person authorised to do so. For certification instructions, please refer to the document entitled '[Certifying Documents](#)'
  
- National Police Certificate and/or International Police Check results
  - a copy must be certified as being a true copy of the original document by a person authorised to do so. For certification instructions, please refer to the document entitled '[Certifying Documents](#)'
  - the certificate or check must have been issued within the last 12 months



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**PRESCRIBED FEES**

\$275.00	application for registration - general register
<b><u>PLUS</u></b>	
\$798.00	annual practice fee - general register

***Please allow up to 21 business days for processing your application following receipt of all required information and documentation.***

***Processing time may be longer if approval of the Veterinary Surgeons Board of South Australia is required because you have not provided veterinary treatment for fee or reward for three years or more and you wish to resume practising***

*Your tax invoice receipt will be provided to you as soon as possible after processing*

*GST is not payable on statutory fees*

**DECLARATION**

I,..... declare that the above particulars are true in every respect to the best of my knowledge, information and belief.

Signature: .....

Date: .....



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**REMITTANCE ADVICE**

***(please circle payment type)***

Cheque / Money Order \$.....

MasterCard / Visa \$.....

Card No:

Expiry No:   /        CCV Number:

Name on Card:.....

Signature: .....      Date: .....

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**POST TO:** VETERINARY SURGEONS BOARD OF SOUTH AUSTRALIA  
GPO BOX 11020  
ADELAIDE SA 5001

***Please note that we are unable to process applications received electronically***

## CHECKLIST

To avoid delays in processing your application, please ensure that you have provided, **all required information and documentation**. Once complete, post your application to the Board's mailing address:

Veterinary Surgeons Board of South Australia  
GPO Box 11020  
ADELAIDE SA 5001

It is recommended that you use Australia Post's registered post service with tracking. Please note that we are unable to process applications received electronically.

Please ensure that you have:

- Completed all sections – **page 1**
- Ticked all boxes – **pages 1 to 3**
- Attached separate pages if required by questions 2, 3, 4, 5 and/or 6 – **page 2 and 3**
- Signed and dated the declaration - **page 5**
- Provided valid payment details for payment of prescribed fees – **page 6**
- Arranged for a letter of good/professional standing to be sent to us directly by the registering body in that jurisdiction – **page 1**
- Attached a *colour* copy of your current photographic identification which has been certified by a person authorised to do so – see **page 4** for the requirements pertaining to this document
- Attached a certified copy of documentary evidence of any legal change of name if your name differs from that shown on your degree certificate or official academic transcript – see **page 4** for the requirements pertaining to this document
- Attached an original or certified copy of a National Police Certificate issued within the last 12 months and/or printed copy of International Police Check results issued within the last 12 months – **page 2 and 4**