



ACT
Government

VETERINARY SURGEONS BOARD
Australian Capital Territory

APPLICATION FOR REGISTRATION INITIAL

(Form VSB)

Telephone: 02 6207 0012
Fax: 02 6205 0489
Email: TCCS.vetboard@act.gov.au
Mail: GPO Box 158
CANBERRA ACT 2601

Use this form to apply for first time registration as a Veterinary Surgeon/Specialist in the ACT.

Do not use this form if you are registered as a veterinary surgeon/specialist in another Australian State or Territory, or New Zealand – complete Form VSB02 – Application for Registration - Mutual.

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.

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 *Veterinary Surgeons Act 2015* and the *Veterinary Surgeons Regulation 2015*. The Board will assess the applicant's suitability and general competence to practise requirements.

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 VSB04 – Notification of Change of Details – 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

- Do not submit your application unless all information has been provided and the required supporting documents are available and have been attached to this application.
- 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 registration as a veterinary surgeon or veterinary specialist in the ACT.
- Supporting documentation 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

Title	Given Name/s	Last Name	
Preferred Name	Previous Name (if known by another name):	Gender (tick)	
		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Date of Birth	Place of Birth	Country of Birth	
/ /			
Photograph		 Attach photo here	
Please provide a recent (within the last 12 months) passport size photograph of yourself <i>Note: <u>the rear of the photograph must be signed by a person before whom a statutory declaration may be made.</u></i>			

Applicants contact details in the ACT

Street No and name/ PO Box					
Suburb:		Territory:	ACT	Postcode:	
Telephone:		Mobile:			
Email:					

Employment Details

Employment history

If applicable, detail your employment history for the last five (5) years. If you are a new graduate tick here

Employer	State/Country	From (MMM/YY)	To (MMM/YY)	Position held

Intended employer in the ACT

Name of intended employer (business not the individual)	
<i>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</i>	
Is the business a mobile veterinary service?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Your qualifications

Qualification/s to practice as a veterinary surgeon

Qualification	
University / Institution	
Year Awarded	
Qualification	
University / Institution	
Year Awarded	
<i>Please attach certified copies of documents that support your academic qualification/s.</i>	

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.

Speciality	Speciality Registration No	Date of award
<i>Please attach certified copies of documents that support your specialist qualification.</i>		

Your current Registration

Please attach to your application a certified copy of your current registration certificate or registration card issued by the regulatory authority responsible for the registration of veterinary surgeons/specialists. This is required **ONLY** if you are registered outside Australia or New Zealand.

Specific Requirements

Continuing Professional Development

Yes No

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.

Registration History

Yes No

Has your registration as a veterinary surgeon/specialist ever been suspended or cancelled in Australia or overseas?

If 'yes', please provide details below.

Have you ever been refused registration as a veterinary surgeon/specialist in Australia or overseas?

If 'yes', please provide details below.

Have you ever had conditions or restrictions placed on your registration as a veterinary surgeon/specialist in Australia or overseas?

Yes

No

If 'yes', please provide details below.

Criminal History

Yes No

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

If 'yes', please provide details below.

Drugs of Addiction

Yes No

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.

Physical and Mental Capacity

Yes No

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.

Rabies

Yes No

Have you been vaccinated against the rabies virus?

Required in the event the AUSVETPLAN is activated

Insurance

Professional insurance is mandatory for all veterinary surgeons/specialists in the ACT. Insurance may be obtained in your own right or provided by your employer.

Insurance Provider	Policy No	Date of expiry

Proof of Identity

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

- | | | | |
|--|--------------------------|-----------------------------------|--------------------------|
| Passport (75 points) | <input type="checkbox"/> | Social Security Card (40 points) | <input type="checkbox"/> |
| Birth Certificate (70 points) | <input type="checkbox"/> | Tertiary Education ID (40 points) | <input type="checkbox"/> |
| Australian Citizenship Certificate (70 points) | <input type="checkbox"/> | Credit or Debit card (25 points) | <input type="checkbox"/> |
| Australian Driver's Licence (40 points) | <input type="checkbox"/> | Medicare card (25 points) | <input type="checkbox"/> |
| Public Service Identification (40 points) | <input type="checkbox"/> | | |

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

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

I,¹

make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs*

²That my right to practise as a veterinary surgeon or veterinary specialist in the Australian Capital Territory or anywhere else is not suspended and has not been cancelled.

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*

Declared at ⁴ on ⁵ of ⁶

5 *Day*

6 *Month and year*

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
 - Holder of a statutory office not specified in another item in this list
 - 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: \$

Method of Payment

Cheque

Credit card

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

Signature	Printed Name

Name on Card				Type	
Expiry Date	/	CVN		VISA <input type="checkbox"/>	MASTERCARD <input type="checkbox"/>
Card No					

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. Included the following documents:
 - a. Academic/tertiary/specialist qualifications
 - b. Documents to meet the Proof of Identity requirements
 - c. Current registration certificate or card (if applicable)
4. Supporting documents have been correctly certified as true copies by an eligible person
5. Completed the Statutory Declaration
6. 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 5
Macarthur House
12 Wattle Street
LYNEHAM ACT 2602

Fax: 02 6205 0489

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.

Signature	Printed Name	Date