Getting Started
Registering with PigPass

**BEFORE YOU REGISTER**

Before you can register, you will need to obtain a Property Identification Code (PIC) and a tattoo/brand number*. The table below outlines the appropriate contact points to obtain a PIC and tattoo/brand number.

<table>
<thead>
<tr>
<th>State</th>
<th>Authority</th>
<th>Phone number</th>
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<tbody>
<tr>
<td>QLD</td>
<td>Department of Agriculture and Fisheries</td>
<td>13 25 23</td>
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<tr>
<td>NSW</td>
<td>Local Land Services</td>
<td>1300 795 299</td>
</tr>
<tr>
<td>VIC</td>
<td>Department of Economic Development, Jobs, Transport and Resources</td>
<td>1800 678 779</td>
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<tr>
<td>TAS</td>
<td>Department of Primary Industries, Parks, Water and Environment</td>
<td>03 6165 3240</td>
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<tr>
<td>SA</td>
<td>Department of Primary Industries and Regions</td>
<td>08 8207 7919</td>
</tr>
<tr>
<td>WA</td>
<td>Department of Agriculture and Food</td>
<td>08 9753 0302</td>
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Registration is done online at [www.pigpass.com.au](http://www.pigpass.com.au). Click on ‘Register’ for a link to the registration page.

If you have any questions or need assistance please contact the PigPass Helpdesk.

✉️ helpdesk@pigpass.com.au  📞 1800 001 458

Monday to Friday 8:30am to 5pm EST

*Some exceptions apply in NSW and QLD. Please contact your relevant state authority for more information.

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**SUBMITTING YOUR REGISTRATION**

Once you have successfully submitted your PigPass registration you will receive an email within two business days informing you of the outcome of the registration. If the registration has been approved, you will be able to log on using your username and password to create free electronic PigPass NVDs, order a PigPass book (at a cost), and report Property-to-Property Movements.

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**During the registration process you will be asked to provide the following information:**

**Contact Details**

Here you will need to provide an email address and a password. Your email will be your username for all future logins. You will be able to change your password at a later date, if required.

You will also need to provide at least one phone number. If possible, please provide a property phone number, a mobile phone number, and a fax number (if applicable).

**Producer details**

You will need to indicate the number of sows (female breeding pigs) and growers (other pigs) currently on the property. Indicate the number of pigs currently on the property, and not how many may be moved in the near future.

You will also be asked for your Property Identification Code (PIC) and a registered tattoo/brand number. These numbers are issued by your relevant state authority, so if you do not have a PIC or tattoo/brand number, then please obtain one before registering for PigPass.

You must provide the PIC which corresponds to the address where the pigs are kept – you cannot use someone else’s PIC. PICs are verified by PigPass for all registrations.

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**If you have one pig, 20 pigs, a pet pig or a Christmas pig, the PigPass system applies to you.**
Electronic PigPass NVDs are created online through the PigPass website.

Creating an electronic PigPass NVD is free. They are valid for a single movement of pigs, for up to five days after creation. They are emailed to you after completion, so you will need a valid email address.

The questions on the electronic PigPass NVD are identical to the book. You can complete all the questions online or enter them by hand once the document has been printed. Questions marked with an asterisk* must be answered before the form can be submitted.

When completing your PigPass NVD, ensure that all information is correct, whether typed in or handwritten after printing.

1. Property certified Quality Assurance (QA) program

If you have already indicated to PigPass that you are part of a quality assurance program, this section will be pre-filled. Details of any current APIQ® Certification are automatically filled in.

2. Time of pigs’ residence

If the pigs were born on the property selected in Part A, select “since birth”. Otherwise, indicate how long the pigs have resided on this property.

3. Special conditions

Declare if any of the pigs in the consignment are within a Withholding Period or Export Slaughter Interval.

4. Approved feed QA program

Indicate if the pigs were fed under an approved feed QA program (such as Feedsafe®).

5. Removal of pigs

Indicating the time off food and water allows the transporter and receiver to manage their welfare obligations. This can be filled in by hand at the time of loading, if preferred.

Once you have completed the form, scroll to the bottom of the page and click the “Submit” button. If the PigPass has been successfully completed, you will receive a success message. You will then be emailed a PDF copy of your electronic PigPass NVD.

Note: that if you are also the transporter of the pigs then Part D can be completed ahead of time.