

## Procedure to register an animal identification mark

- Complete full names and surname on the application form (nr 1 & 2)
- Make sure your identity number is written down correctly on the application form. (nr3 3)
- only complete this part if u own a company and want the animal identification to be registered on the name of the company (nr 4 & 5)
- The street address is the address where the animals are being kept and the postal address must be a working address where the certificate can be posted to. U will pay again if u gave us the wrong address. (nr 6)
- The name of farm is where the animals are kept (also can be the name of the village) (nr 7)
- The Magisterial district is where the nearest court is to your animals. (nr 8)
- The province is where the animals are kept (nr 9)

## Further Information

- Application and proof of payment **MUST** be send together.
- Please note that the brand mark section email address for applications has changed to a permanent email [animalid@dalrrd.gov.za](mailto:animalid@dalrrd.gov.za). **DO NOT SEND IT TO ANY OTHER EMAIL**
- **The mark is allocated by the system.** As there is countless marks on the system as from 1962 choices is not possible anymore.
- **Please note:** it takes 30 workdays (under normal circumstances) inside the Department to finalize.
- After the certificate was finalized, it will be posted back to you. No certificates will be emailed
- In addition, we do not know how long the post take as the post office is not part of our section.
- We work according to a very strict **first come first serve** principle **NO EXCEPTIONS WILL BE MADE.**
- Your local Kooperasie sells equipment. (for example BKB)
- As soon as certificate has been received, you must mark your animals immediately.
- If you make an enquiry about your Animal Identification mark please use your identity number as a reference unless u have applied under a company or trust, then please use the name of the company and the company number.
- It is very important to give a **POSTAL ADDRESS**, as we cannot send out the certificate without it and the police will **NOT** accept copies.
- **Enquiries without the above information will not be attended too.**
- If no certificate was received by u after 3 Months, please enquire if u fail to do so you will have to re-apply.
- **If you visit the office, make sure to bring along the hard copies of the application and proof of payment.**

○ **THIS FORM IS ONLY VALID UNTIL 31 MARCH 2024**

