



# VETERINARY SURGEONS BOARD OF SOUTH AUSTRALIA

GPO BOX 11020  
ADELAIDE SA 5001

P: 08 8359 3334  
W: vsbsa.org.au  
E: admin@vsb.sa.gov.au

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

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For use by applicants who have not previously been registered as a veterinary surgeon in any jurisdiction

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: .....

Postal Address: .....

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

Email: .....

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

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***



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1. Are you now (or have you ever been) the subject of an investigation by an employer, registration, professional body, educational institution or any other authority in respect of any matter that was or may be the subject of disciplinary proceedings?

YES  NO

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

YES  NO

3. 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 [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.

4. 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 certified copy of International Police Check (IPC) results. It is your responsibility to request and pay for the IPC through Australia Post: [www.auspost.com.au/police-checks/international](http://www.auspost.com.au/police-checks/international). Your Australia Post IPC will be processed by Equifax fit2work. The IPC must have been issued within the last 12 months.

5. 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.



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6. Section 44(1) of the *Veterinary Practice Act 2003* requires that all veterinary surgeons providing veterinary treatment for fee or reward in South Australia 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: [www.vbsa.org.au](http://www.vbsa.org.au)

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 – Instructions for Applicants](#)'
- A copy of the degree certificate by which the applicant claims eligibility for registration
  - 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 – Instructions for Applicants](#)'
  - if you do not have your degree certificate at the time you apply for registration, you may provide an original official academic transcript (that transcript must contain a conferral statement which reflects that you have qualified for the award)
  - if you do not have an original official academic transcript, you may provide a certified copy of a printed version of a digital academic transcript (that digital transcript must contain a conferral statement which reflects that you have qualified for the award)
  - the printed version of the digital academic transcript 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 – Instructions for Applicants](#)'
- 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 – Instructions for Applicants](#)'



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- 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 – Instructions for Applicants](#)'
  - the certificate or check must have been issued within the last 12 months

New graduates must also attach the following:

- Original copies of two references (using Form 2A) attesting to your character and suitability for registration. At least one reference must be from a veterinary surgeon registered in an Australian jurisdiction.

Further information relating to new graduates can be found on the [New Graduate](#) page of the website.

## PRESCRIBED FEES

\$252.00 application for registration - general register

**PLUS**

\$732.00 annual practice fee - general register

I wish to start practising as a veterinary surgeon on .....

***Please allow up to 10 business days for processing your application following receipt of all required information and documentation.***

*A 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: / CVV 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***



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## 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 ensure that you have:

- Completed all sections – **page 1**
- Ticked all boxes – **pages 1 to 2**
- Attached separate pages if required by questions 3, 4 or 5 – **page 2**
- Signed and dated the declaration - **page 4**
- Provided valid payment details for payment of prescribed fees – **page 5**
- Attached a *colour* copy of your current photographic identification which has been certified by a person authorised to do so – see **page 3** for the requirements pertaining to this document
- Attached a certified copy of your degree certificate or a certified copy of your official academic transcript which states that your qualification has been conferred (awarded) by the university – see **page 3** for the requirements pertaining to these documents
- 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 3** 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 certified copy of International Police Check results issued within the last 12 months – **page 2**

If you are a graduate, please also ensure that you have:

- Attached *original* copies of two references (using Form 2A) – see **page 3** for the requirements pertaining to this document