

# How to Make Sure Your Dogs West Application Is Accepted – Avoid Delays and Extra Fees

Submitting forms to Dogs West? Here's everything you need to know to make sure your paperwork gets processed smoothly — and to help you avoid unnecessary fees or delays.

## What Does Regulation 5.10 Say?

To keep everything running efficiently and fairly, Dogs West has a few rules under **Regulation 5.10** that must be followed for all applications (such as transfers, registrations, memberships, etc.). These rules are there to ensure that your paperwork can be processed quickly and accurately.

Here's what Regulation 5.10 requires:

 All applications must:

1. Be **signed by all required parties**
2. Be **completed in full**
3. Be **accompanied by the correct fee**
4. Include **any supporting documents required**
5. Be **lodged with the Administrative Officer** (Dogs West Office)

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## Common Mistakes That Cause Delays

We get it — forms can be tricky! But here are some of the most common errors we see that could result in your paperwork being delayed or declined:

- Missing signatures (e.g., from breeder or buyer)
- No payment included or incorrect fee
- Incomplete dog details or ownership information
- Missing supporting documents (e.g., pedigree, microchip certificate)

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## **What Happens If Something's Missing?**

If we receive an application that's incomplete, we will:

1. **Contact you via email and SMS** asking for the corrections within **2 weeks**
2. If we don't hear back, we'll follow up again by **email, SMS, and phone**
3. If still unresolved after 4 weeks, the application will be **returned or escalated to our Compliance Officer** if it's a serious issue

 Please note: An **Incorrect Paperwork Fee** may apply if your application needs to be corrected after submission.

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## **What You Can Do to Help**

- Double-check** all forms before submitting — have you signed everything? Is the payment included?
- Use the most up-to-date forms** from our website.
- Include all required documents** (pedigree certificates, transfer paperwork, proof of payment, etc.)
- Contact the Dogs West Office** if you're unsure about anything — we're here to help!

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## **Need to Replace a Lost or Damaged Document?**

If you lose or damage a Dogs West-issued document, you'll need to provide a **Statutory Declaration** explaining what happened. A **replacement fee** may also apply.

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## **Questions?**

Our staff are always happy to help. If you have questions about forms, fees, or what documents are required, please get in touch before submitting. This will help avoid delays and extra costs.