



Confirm Identity Quick Reference Guide

Confirm Identity

Why do you need to Confirm your Identity?

For new Brands Portal users, you will need to Confirm your Identity for each type of registration you hold.

When do you confirm your identity?

- If you are a first-time user of the Brands Portal, you must first Confirm your Identity before you can process Renewals or APC Payments.
- If you have multiple registrations (Beekeeper, Buyer Identification Code, Livestock, Non-Farming Property Operator), following your login, DPIRD requires you to confirm your identify for each registration you hold..

For example, if you have registered as a livestock owner and this is the first-time you have used the portal, after logging on, complete the Confirm Identity process using information relevant to that registration. If you hold other registration types with DPIRD, (e.g. as a Beekeeper), you must perform Confirm Identity using information relevant to each Registration.

When are you not required to Confirm your Identity?

If you are a new registrant, having no previous registrations with DPIRD, you will not need to confirm your identity after you have logged on. You can simply apply for your new registration.

Prerequisite to Confirming your Identity

Please have the following documents with you when you log into the Brands Portal for the first time for online Renewals or APC payments.

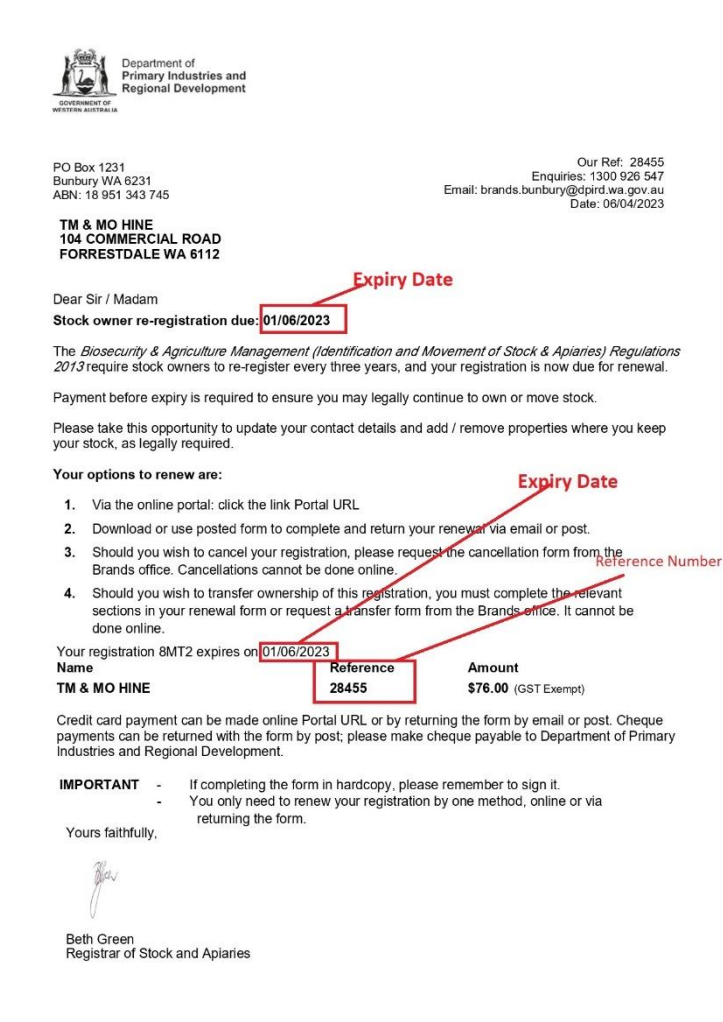


- 1st Notice received via email or post.
- PIC Card/ HIV Card

The following three pieces of information are required to complete the Confirm Identity steps.

- Reference Number
- Expiry Date
- Certificate Number

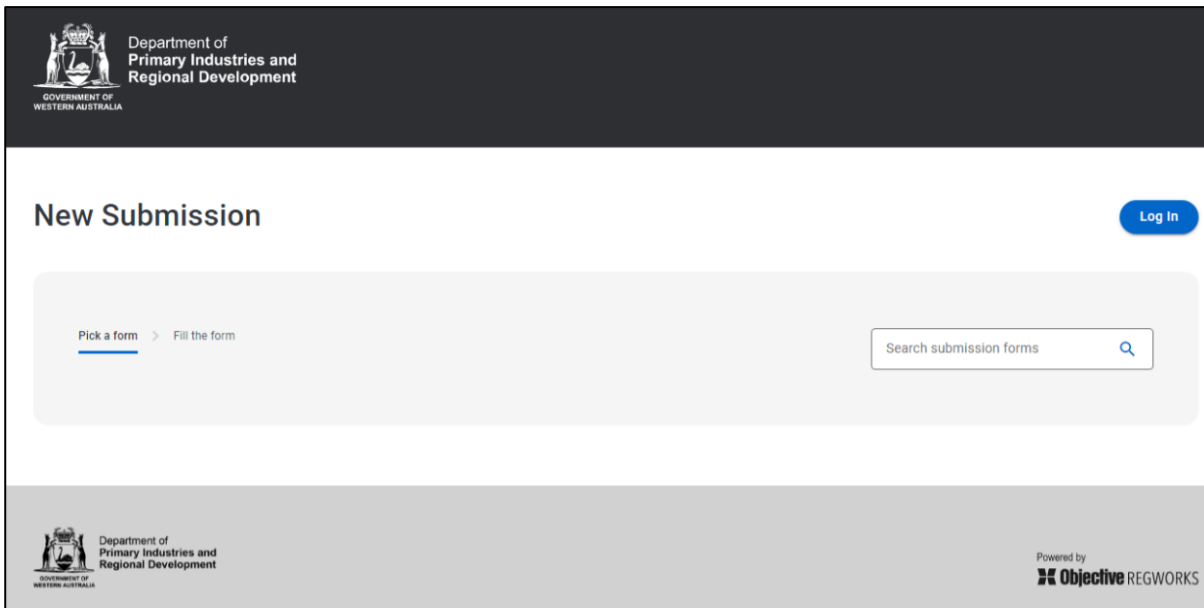
See further information in Table 1.

Table 1 - Information about confirming your identity

Sample 1 st Notice Letter (received via email or post)	Sample PIC Card/Beehive Card						
 <p>Department of Primary Industries and Regional Development</p> <p>PO Box 1231 Bunbury WA 6231 ABN: 18 951 343 745</p> <p>Our Ref: 28455 Enquiries: 1300 926 547 Email: brands.bunbury@dpird.wa.gov.au Date: 06/04/2023</p> <p>TM & MO HINE 104 COMMERCIAL ROAD FORRESTDALE WA 6112</p> <p>Dear Sir / Madam</p> <p>Stock owner re-registration due: 01/06/2023 (Expiry Date)</p> <p>The <i>Biosecurity & Agriculture Management (Identification and Movement of Stock & Apiaries) Regulations 2013</i> require stock owners to re-register every three years, and your registration is now due for renewal.</p> <p>Payment before expiry is required to ensure you may legally continue to own or move stock.</p> <p>Please take this opportunity to update your contact details and add / remove properties where you keep your stock, as legally required.</p> <p>Your options to renew are:</p> <ol style="list-style-type: none"> 1. Via the online portal: click the link Portal URL 2. Download or use posted form to complete and return your renewal via email or post. 3. Should you wish to cancel your registration, please request the cancellation form from the Brands office. Cancellations cannot be done online. 4. Should you wish to transfer ownership of this registration, you must complete the relevant sections in your renewal form or request a transfer form from the Brands office. It cannot be done online. <p>Your registration 8MT2 expires on 01/06/2023 (Expiry Date)</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Reference</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>TM & MO HINE</td> <td>28455 (Reference Number)</td> <td>\$76.00 (GST Exempt)</td> </tr> </tbody> </table> <p>Credit card payment can be made online Portal URL or by returning the form by email or post. Cheque payments can be returned with the form by post; please make cheque payable to Department of Primary Industries and Regional Development.</p> <p>IMPORTANT</p> <ul style="list-style-type: none"> - If completing the form in hardcopy, please remember to sign it. - You only need to renew your registration by one method, online or via returning the form. <p>Yours faithfully,</p>  <p>Beth Green Registrar of Stock and Apiaries</p>	Name	Reference	Amount	TM & MO HINE	28455 (Reference Number)	\$76.00 (GST Exempt)	 <p>Department of Primary Industries and Regional Development</p> <p>EXPIRY: 07-May-2023 (Expiry Date)</p> <p>Certificate Number: WEGH0616 (Certificate Number)</p> <p>NO: WEGH0616</p>
Name	Reference	Amount					
TM & MO HINE	28455 (Reference Number)	\$76.00 (GST Exempt)					

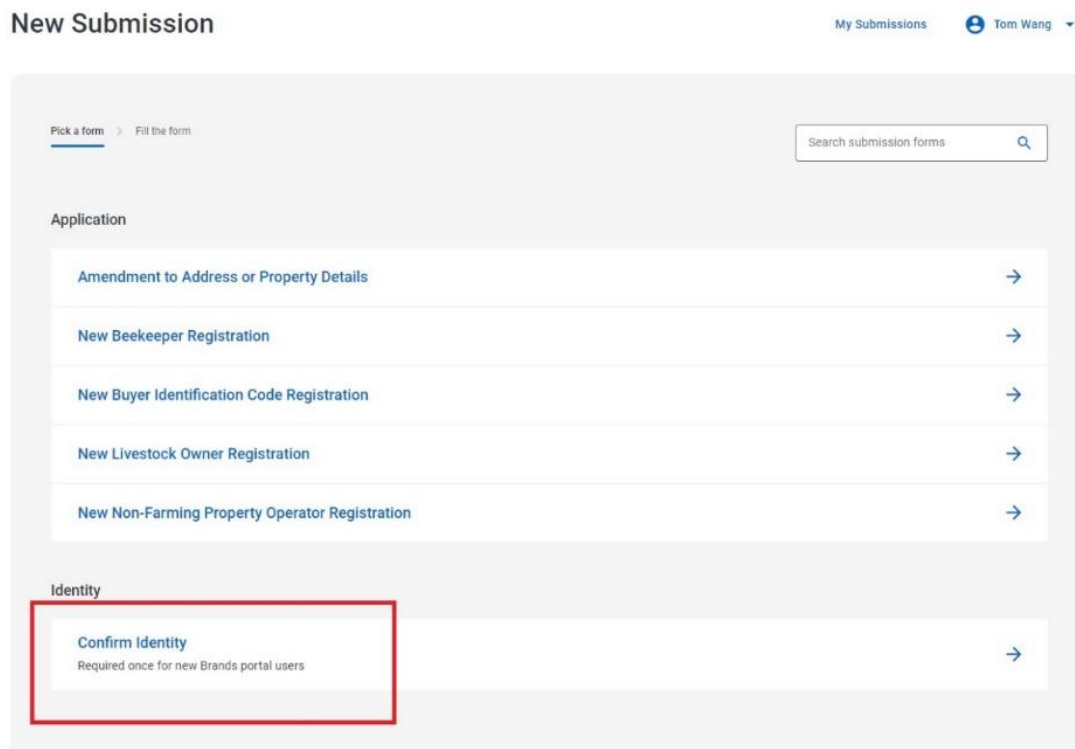
Step 1

- Navigate to the Brands Portal
- Select the blue **Login** button on the New Submission screen.



The login procedure will use your myGovID and requires you to use the myGovID app on your smartphone to receive the 4-digit code you will need to login.

- Enter your email address on the myGovID login screen.
- The four-digit code will now appear on the screen.
- Login to your myGovID app. You will then be prompted to enter or accept the 4-digit code into your myGovID app.
- Following a successful login to myGovID, select **Confirm Identify** as shown below.



Step 2

On the next screen fill in the following information based on the documents you kept with you during the Prerequisite stage.

Pick a form > Confirm Identity > Summary

BRANDS Identity Confirmation

Please complete the following information, as required. *

I am a owner of stock
 I am a beekeeper
 I am a livestock buyer or non-farming property operator

Select all that apply.

What is the Reference from your current Re-registration notice? *


The **Reference** is located on the first page of the Re-registration notice.

What is the Expiry Date from your current Re-registration notice? *

The **Expiry Date** is located on the first page of the renewal notice.

What is the Certificate Number from your current PIC Card? *

The **Certificate Number** is located in the top of your most recent PIC Card.



If you are renewing your livestock application, tick this
If you are renewing your Beekeeper application, tick this
If you are renewing your Buyer Identification code (BIC) application or Non-Farming Property Operator (NFOP), click this

I am a owner of stock
 I am a beekeeper
 I am a livestock buyer or non-farming property operator

Select all that apply.

What is the Reference from your current Re-registration notice? *

The **Reference** is located on the first page of the Re-registration notice.

What is the Expiry Date from your current Re-registration notice? *

The **Expiry Date** is located on the first page of the renewal notice.

What is the Certificate Number from your current PIC Card? *

The **Certificate Number** is located in the top of your most recent PIC Card.


If you have provided the details correctly based on Step 1 and Step 2, Your name will appear in the **“Confirm the Owner of the registration”**, **highlighted in Red below.**

If you cannot see the correct Owner please confirm the previous values supplied before contacting the Brands Office.
Note: There may be a short delay before values are available.


I declare that I am 18 years of age or over, or that I fully understand and accept the legal responsibilities for livestock ownership as contained in the Biosecurity and Agriculture Management (Identification and Movement of Stock and Apiaries) regulations 2013 *

Now select the declaration ticket box and Click **Next**

What is the Expiry Date from your current Re-registration notice? *

  The **Expiry Date** is located on the first page of the renewal notice.

What is the Certificate Number from your current PIC Card? *

 The **Certificate Number** is located in the top of your most recent PIC Card.

Confirm the Owner of the Registration? *

 If you cannot see the correct Owner please confirm the previous values supplied before contacting the Brands Office.
Note: There may be a short delay before values are available.

I declare that I am 18 years of age or over, or that I fully understand and accept the legal responsibilities for livestock ownership as contained in the Biosecurity and Agriculture Management (Identification and Movement of Stock and Apiaries) regulations 2013 *

NEXT →

The identity Confirmation page will display.

Note - Please make sure your information is correct before clicking the **Submit Now** button.

Confirm Identity is now complete.

Important Disclaimer

The Chief Executive Officer of the Department of Primary Industries and Regional Development and the State of Western Australia accept no liability whatsoever by reason of negligence or otherwise arising from the use or release of this information or any part of it.

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