



Primarily, use the electronic service to report a change of keeper: <https://koirarekisteri.ruokavirasto.fi>.

**The previous keeper initiates the change of keeper in the electronic service.**

You may also report the change of keeper by submitting this form with attachments, **signed** by both parties, to the Dog Registry customer service. Please note that regular email is not secure.

If you send the form electronically, use secured email service, e.g. <https://turvaviesti.ruokavirasto.fi>/

- Email: [koirarekisteri@ruokavirasto.fi](mailto:koirarekisteri@ruokavirasto.fi)
- Postal address: Dog Registry, Finnish Food Authority, Mustialankatu 3, 00790 HELSINKI

**Mandatory fields are marked with an asterisk (\*). If you fill in the form by hand, please use BLOCK CAPITALS.**

**NOTE! If you submit the form without the mandatory information, we will not be able to save the data in the register.**

## 1. The dog, whose keeper changes and the date of the change

Dog's name	ID code (number of microchip, 15 numbers)*	Dog's date of birth
Dog's name given by the breeder		Date of the change of keeper*

## 2. Information of the dog's previous keeper

Please provide at least one contact detail so we can reach the previous holder if necessary.

Name*	Social security number or business ID / certificate number*
Telephone	Email

## 3. Information of the dog's new keeper

I have a non-disclosure for personal safety granted by Digital and Population Data Services Agency (see more information from instructions).

Name*	Social security number or business ID*
Address	Type of business ID <input type="checkbox"/> Association <input type="checkbox"/> Private entrepreneur (give also social security number) <input type="checkbox"/> Other business <input type="checkbox"/> Municipality <input type="checkbox"/> Government office or institution
Postal code and city	
Telephone*	
Email*	Company e-invoicing address

## 4. Signatures (the person signing on behalf of the business ID must have authorization to sign)\*

Date and place	
Signature of the previous keeper or their representative	Signature of the new keeper or their representative



## Registration fee

When a dog changes keeper, the new keeper is responsible for paying the registration fee. For those submitting the notification via form, the Finnish Food Authority will invoice afterwards based on the notification. The invoice will be sent either by post or electronically, depending on the delivery method you have personally selected in the suomi.fi service.

The fee for submitting the form is €20 per dog, and the form can be sent by (secure) email or by post. If submitted through the electronic service, the fee is €10 and will be charged via e-invoice.

## FORM FILLING INSTRUCTIONS

### **The dog, whose keeper changes and the date of the change**

This section is for entering the basic details of the dog whose change of keeper is being reported.

You must also indicate the date on which the dog is transferred from the previous keeper to the new keeper.

### **Information of the dog's previous keeper**

Enter the details of the previous keeper who is already registered in the dog registry.

If the previous keeper has initiated the change of keeper via the electronic service, and the new keeper is unable to use the electronic service for any reason, they may complete this form and include the certificate number (12 numbers) received from the previous keeper in the designated field. In this case, the previous keeper's signature may not be required on the form.

Please provide at least one contact detail so our customer service can reach the previous keeper if any issues arise during the change of keeper process.

### **Information of the dog's new keeper**

Enter the details of the new keeper of the dog. The personal identity code or business ID of the keeper is used as the unique identifier.

For invoicing purposes, the type of business ID must also be specified. Private entrepreneurs must also provide the personal identity code of the responsible person.

Do not submit any information subject to a non-disclosure for personal safety. However, please provide your contact address or e-invoice address for invoicing the registration fee.

Provide all contact information that the dog's new keeper has available.

**Providing contact details (phone number, email address) is not mandatory, but in the event the dog goes missing, the fastest way to reach you is if your contact information is up to date in the dog registry.**

### **Signatures**

Both parties must sign the form before submitting it to the dog registry's customer service.

If one party is unable to sign, an authorized person may sign on their behalf. The power of attorney must be submitted as an attachment to this form.