

# Wildlife Permit System

## How to submit your online stock return

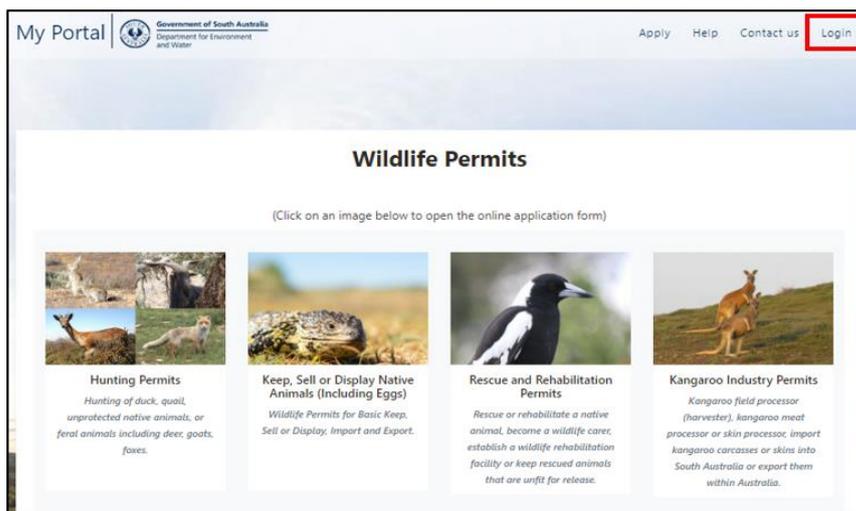
### Before you begin

These instructions are only for people who currently use the online record book.

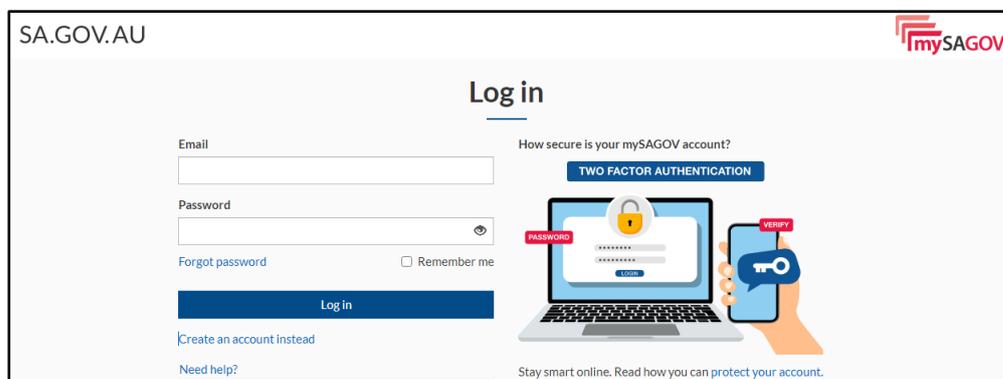
If you have switched to manual record keeping, please contact the Fauna Permits Unit on (08) 8124 4972 for information on how to complete your return.

### Completing your return:

1. Please make sure that your online record book is up to date and that the numbers are right before starting your return. If your online record book is incorrect, your stock return will be incorrect so its important to make sure that your record book is accurate before moving to the next step.
2. To begin your stock return, go to the online Wildlife Permit System: <https://myportal.environment.sa.gov.au/>
3. Log in to your account
  - a. From the home page, select 'login' from the top right-hand corner of the screen.

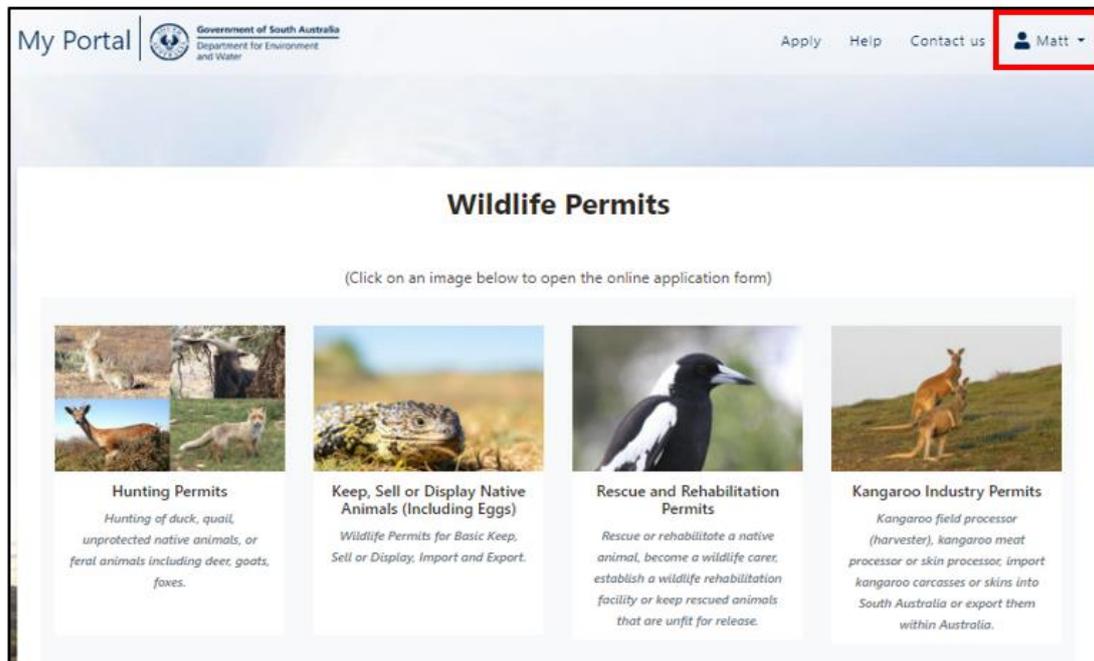


- b. Log into your account\*

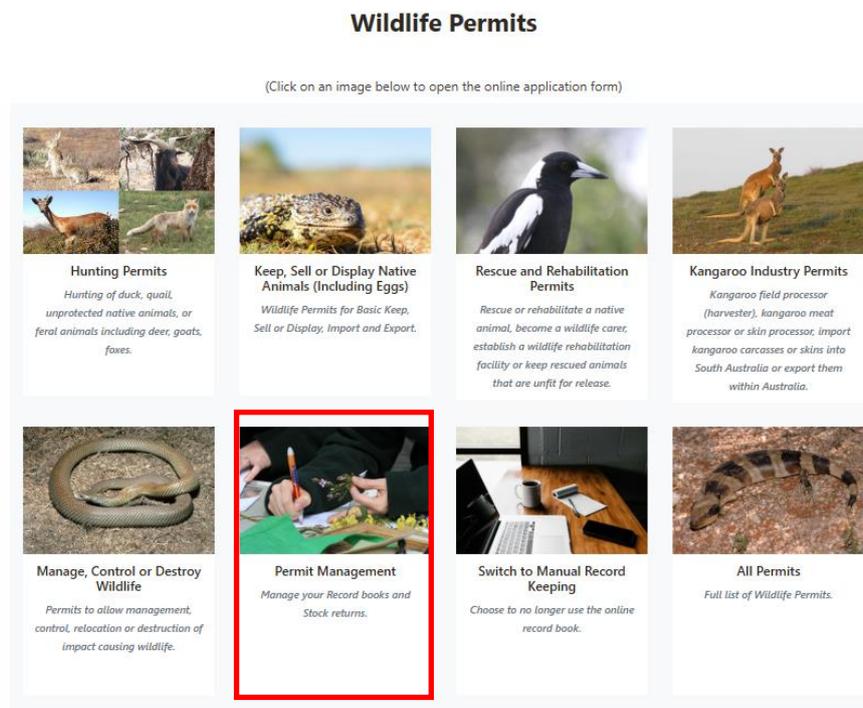


**\*Please note:** if you have forgotten your email and/or password and need assistance with the login process, please contact Service SA on 1300 450 422 (Monday to Friday) during business hours. The Fauna Permits Unit is unable to re-set your password or assist with this process.

c. You will know that you are logged in if your name appears on the top right-hand side of the screen.



4. Click on the 'Permit Management' tile



- Go to the 'My stock returns' section and click 'Verify'.

Home > My Account > Permit Management

### Permit Management

**My online record books**

Note your record book will not be available to view until your permit application has been approved. Please wait until you have received confirmation of your approved permit via email prior to accessing your record book. All entries entered into your previous financial year's stock return (if applicable) will then prefill the starting balance of your online record book.

Once your record book is available you can then continue to record any transactions that have occurred since the closing balance of your fauna return (i.e. all transactions that have occurred under your new permit).

Keep and Sell — for Permit Classes 1,2,3,4,5,6, Emu Farming Permit, Keep Eggs (Class 10), Keep/Sell Eggs, (Class 11)	<a href="#">View</a>
Wildlife Carer and Rehabilitation — for Wildlife Carer and Wildlife Rehabilitation Facility permits, Protected Animals Rescue, Protected Animal Rescue – rescue and relocation	<a href="#">View</a>
Retain Protected Animals Unfit for Release — for Retain Protected Animals Unfit for Release permits	<a href="#">View</a>
<b>My stock returns</b> Annual Stock Returns <span style="color: red; font-weight: bold;">due now</span> — for submitting my annual stock returns (permit summaries) at the end of your permit period	<a href="#">Verify</a>
Fauna Stock Return for Sell Protected Animal Permit - Class 9 — for submitting my stock return at the end of my permit period	<a href="#">Submit</a>
Native Plant Collection Stock Return — for submitting my native plant collection stock return at the end of my permit period	<a href="#">Submit</a>

- You should now see a list of annual stock returns that are due. Note you will need to complete a stock return for each premises (location where animals are kept) listed on your permit and for each permit type that you hold.
- Click 'Verify' to begin your permit return.

Home > Permit Management > Stock Return

### Annual Stock Returns - 1 July 2022 to 30 June 2023

**Return under Section 58 of the National Parks and Wildlife Act 1972 and National Parks and Wildlife (Wildlife) Regulations 2019 regulation 13**

Permit holder:  
Residential address:

**Basic Permit to Keep and Sell Protected Animals (Hobbyist/Recreational) - Class 1**

Permit Number	Approved Premises	Status	Action
BH0000000T	81 Waymouth Street	Open	<a href="#">Verify</a>
BH0000001T	95 Waymouth Street	Open	<a href="#">Verify</a>

8. Read the information displayed on the screen.
  - a. Ensure that the numbers in each column are right.
  - b. Check to make sure that the closing balance is the same as the number of animals you currently have.

Stock Returns > Stock Return Entries

**Wildlife Carer Permit - Stock return for period ending: 30/06/2023**

Please examine the entries below to ensure that they are a true and accurate representation of your Record book for the period.

Once you have reviewed the information please indicate below whether you believe this to be a true and accurate listing of your records. If you believe that it is incorrect then you will be required to enter a comment to explain why it is not accurate.

Please note that not all columns may apply to your permit type. If that is the case then the column will display a zero value.

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W01275 - Red Kangaroo (*Macropus rufus*)  
23 Diosma Drive Coromandel Valley SA 5051

Opening Balance	Bred	Sold	Acquired	Acquired Carer	Purchased	Imported	Exported	Other Gains	Released	Rescued	Deaths	Escapes	Other Disposals	Closing Balance
0	0	0	0	0	0	0	0	0	6	25	0	0	2	17

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E01162 - Koala (*Phascolarctos cinereus*)  
23 Diosma Drive Coromandel Valley SA 5051

Opening Balance	Bred	Sold	Acquired	Acquired Carer	Purchased	Imported	Exported	Other Gains	Released	Rescued	Deaths	Escapes	Other Disposals	Closing Balance
0	0	0	0	5	0	0	0	0	0	0	0	0	0	5

9. If the numbers in any of the columns aren't right you will need to:
  - a. Exit your permit return; and
  - b. Go to your online record book; and
  - c. edit the entries in your online record book to make sure that the numbers are right; and
  - d. Once your online record book has been updated and all entries are correct, repeat steps 2-8.
10. Click 'Yes' to indicate that the entries are correct then click 'Submit'.

\* Please indicate whether the above entries are correct.

Yes

No

 **By clicking the 'Submit' button, the above entries will be recorded as your permit return. You will be unable to make any further changes to your response.**

11. If you have more than one stock return to complete you will be taken back to the Annual Stock return page so that you can complete all remaining permit returns.
12. Once all permit returns have been completed you will be advised that you do not have any further outstanding returns to action.

Permit Management > Stock Return

**You do not have any outstanding stock returns to action.**

[back to Permit Management](#)

13. You will receive a confirmation email to the email address nominated on your mySAGOV account once you have submitted your permit return (please check your junk/spam mail folders if this has not been received).