

Completing your online record book

This guideline explains how holders of a standard, specialised or advanced licence can use the online record book in Online Services to keep records of animals held under their licence.

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Purpose

This guideline explains how holders of a standard, specialised or advanced licence can use the online record book in Online Services to keep records of animals held under their licence.

The online record book allows licence holders to record acquisitions, disposals, births, deaths electronically, instead of maintaining a separate paper (hard-copy) record book.

This guide covers how to:

- access your online record book
- record acquisitions and disposals
- record births, deaths and escapes
- view and manage your records.

Background

Record requirements

Under sections 338 and 342 of the Nature Conservation (Animals) Regulation 2020 (the Animals Regulation), holders of a standard, specialised or advanced licence must maintain complete, accurate and legible records in the approved electronic system (Online Services), unless written approval has been granted by the chief executive to use and maintain a hard-copy record book.

This guideline explains how to use Online Services to meet these record keeping requirements.

Section 347 of the Animals Regulation requires licence holders to enter a record within **72 hours** of an event occurring. This means you must update your online record book within **72 hours** of any change to the animals you keep, including:

- buying an animal
- selling an animal
- giving an animal away
- births
- deaths
- escapes.

Note: You must also notify the Department of the Environment, Tourism, Science and Innovation (the department) within **24 hours** if:

- a breeding event results in more animals than authorised under your licence, or
- you keep more animals than your licence allows, including excess dangerous animals.

Licence types

The following outlines what the holder of a standard, specialised or advanced licence can and cannot do under the relevant licence:

Standard Licence

- Can keep up to 10 class 1 animals.
- **Cannot** breed animals held under the licence.

- **Cannot** sell or give away an animal within 6 months of acquiring it unless approved by the department.

Specialised Licence (non-dangerous animals)

- Can keep up to 50 class 1 and class 2 animals (including birds, reptiles and amphibians) and an unlimited number of protected scorpions and spiders.
- **Cannot** keep dangerous animals.
- Can breed animals held under the licence, as long as the maximum number of animals allowed under the licence is **not** exceeded.
- **Cannot** sell or give away an animal within 6 months of acquiring it unless approved by the department.

Specialised Licence (dangerous animals)

- Can keep up to 50 class 1 and class 2 animals (birds, reptiles and amphibians) and an unlimited number of protected scorpions and spiders.
- Can keep up to 50 dangerous animals.
- Can breed animals held under the licence, as long as the maximum number of animals allowed under the licence is **not** exceeded.
- **Cannot** sell or give away an animal within 6 months of acquiring it unless approved by the department.

Advanced Licence (non-dangerous animals)

- Can keep an unlimited number of class 1 and class 2 animals.
- **Cannot** keep dangerous animals.
- Can breed animals held under the licence.
- Can sell or give away an animal within 6 months of acquiring it without approval from the department.

Advanced Licence (dangerous animals)

- Can keep an unlimited number of class 1 and class 2 animals.
- Can keep up to 50 dangerous animals, unless approved for more by the department.
- Can breed animals held under the licence.
- Can sell or give away an animal within 6 months of acquiring it without approval from the department.

Note: If you are unsure which licence best suits your circumstances, use the **What animals can I keep?**

Species licence search tool on the Queensland Government website (<https://www.qld.gov.au/> - search: What animals can I keep?).

Getting started

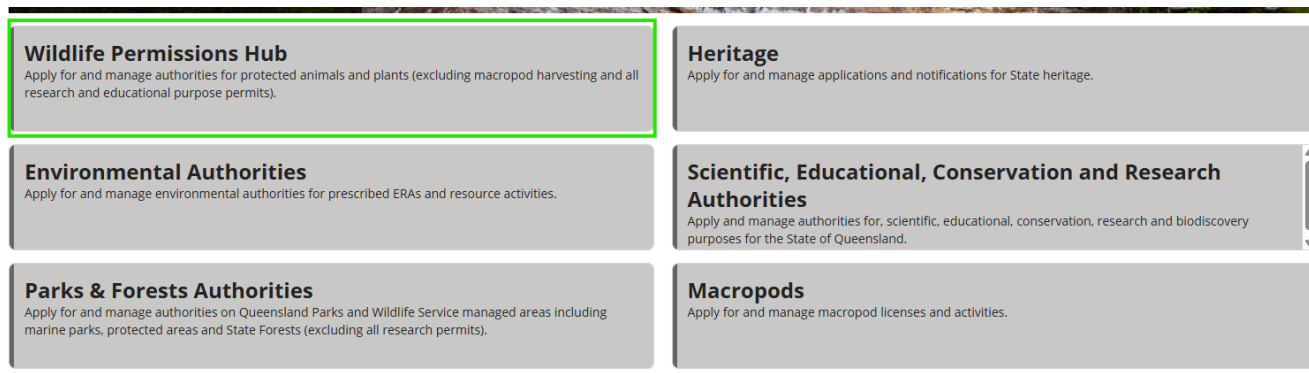
To use an online record book, you must have an Online Services account.

To register, manage your applications and records, or log into your account, visit the Online Services webpage (<https://www.business.qld.gov.au/running-business/environment/online-services>).

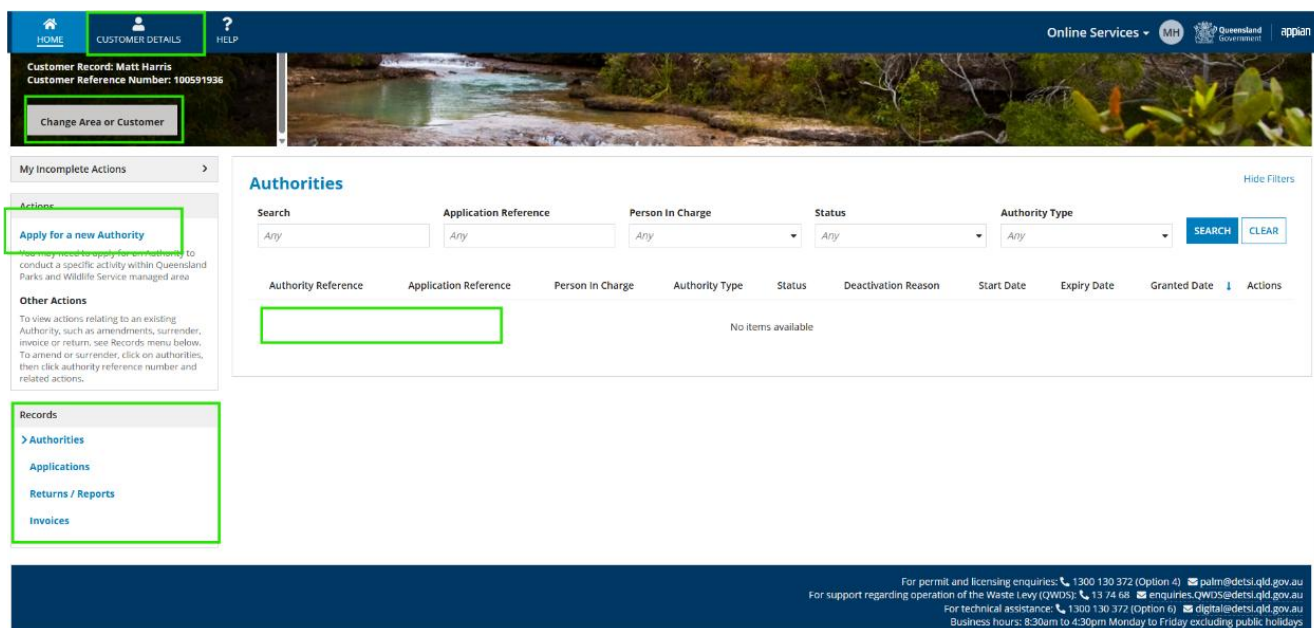
To access user guides, visit the Queensland Government website (<https://www.qld.gov.au/> - search: User guides for Online Services).

Wildlife Permissions Hub

After logging in, select **Wildlife Permissions Hub** from the available options.



Finding your way around the Wildlife Permissions Hub



Customer Details – Update email addresses, phone numbers and contact details. To change information that appears on your licence, you must submit an amendment application. **Note:** You must have a Queensland address to apply for these licences.

Change Area or Customer – Switch to another hub to access information relating to other dealings with the department.

Apply for a new Authority – Start a new application through the Wildlife Permissions Hub.

Authorities – View authorities that have been issued to you.

Records – Access copies of your applications, authorities, receipts and, where applicable, return records.

Accessing your Online Record Book

Under the **Records** section on the left-hand side of the screen, select **Authorities**.

Locate the relevant licence using the **Authority Reference** column, then select the corresponding **Authority Reference** number.

The screenshot shows the Wildlife Permissions Hub interface. On the left, there's a sidebar with 'My Incomplete Actions' and 'Actions'. The 'Actions' section has a link to 'Apply for a new Authority'. Below that, there's a 'Records' section with a link to 'Authorities'. The main area displays a table of 'Authorities' with columns: Search, Application Reference, Person In Charge, Status, Authority Type, Deactivation Reason, Start Date, Expiry Date, Granted Date, and Actions. The first row is highlighted with a green box, showing 'P-SPEC-100872096-1' as the Authority Reference, 'A-SPEC-AMDU-100872102' as the Application Reference, 'Matt Harris' as the Person In Charge, 'Specialised Licence' as the Authority Type, 'Granted' as the Status, and '19/08/2026' as the Start Date. At the bottom right, there's a footer with contact information for permit and licensing enquiries.

Select Record Book.

Wildlife Authority Permits: Specialised Licence, Authority Reference: P-SPEC-100872096-1

The screenshot shows the 'Wildlife Authority Permits: Specialised Licence, Authority Reference: P-SPEC-100872096-1' page. The left sidebar has 'Summary' and 'Related Actions' tabs. The main area has a 'General Information' section with a 'Record Book' link highlighted in green. The 'Record Book' section shows a table with columns: Application Reference, Authority Reference, Status, Outcome, Legal Entity, Authority Type, Application Type, Application Date, Lodgement Date, Start Date, Expiry Date, and Deactivation Reason. The table contains one row with the following data: Application Reference: A-SPEC-AMDU-100872102, Authority Reference: P-SPEC-100872096-1, Status: Granted, Outcome: Approved, Legal Entity: 100591596, Authority Type: Specialised Licence, Application Type: Amend Upgrade, Application Date: 19 Aug 2026, Lodgement Date: 19 Aug 2026, Start Date: 19 Aug 2026, Expiry Date: 18 Aug 2027, Deactivation Reason: No record book entries have been submitted for this authority.

Add Record Book Entry

Select Add Record Book Entry.

Wildlife Authority Permits: Specialised Licence, Authority Reference: P-SPEC-100872096-1

The screenshot shows the 'Wildlife Authority Permits: Specialised Licence, Authority Reference: P-SPEC-100872096-1' page. The left sidebar has 'Summary' and 'Related Actions' tabs. The main area has a 'General Information' section with a 'Record Book' link highlighted in green. The 'Record Book' section shows a table with columns: Application Reference, Authority Reference, Status, Outcome, Legal Entity, Authority Type, Application Type, Application Date, Lodgement Date, Start Date, Expiry Date, and Deactivation Reason. The table contains one row with the following data: Application Reference: A-SPEC-AMDU-100872102, Authority Reference: P-SPEC-100872096-1, Status: Granted, Outcome: Approved, Legal Entity: 100591596, Authority Type: Specialised Licence, Application Type: Amend Upgrade, Application Date: 19 Aug 2026, Lodgement Date: 19 Aug 2026, Start Date: 19 Aug 2026, Expiry Date: 18 Aug 2027, Deactivation Reason: No record book entries have been submitted for this authority.

Enter the date, time and transaction type.

The screenshot shows the 'New Record Book Entry' form. It has a 'Transaction Date Time' field with a date of '21/08/2026' and a time of '09:30'. There is a 'Transaction Type' dropdown menu with 'Purchased/Received' selected. Below these fields is a 'Species' field.

Available **Transaction Types** include:

- Death
- Loss through escape
- Loss through theft
- Natural increase
- Purchased / Received
- Sale / Donation

Add a species by entering the scientific name, family name or common name. Select the correct species and enter the quantity.

Completing your online record book

Note: It is the responsibility of the licence holder to ensure the species selected is authorised under their licence.

Add Record Book Entry

Complete each entry and click Add Entry. Entries appear in the list below. Review all before submitting.

Entries Ready to Submit (0)

No entries yet. Complete the form below and click Save Entry.

New Record Book Entry

Transaction Date Time: 22/08/2026 09:30 Transaction Type: Purchased/Received

Species: Search Wildnet species Q King Parrot SEARCH

Taxon Id	Scientific Name	Accepted Common Name	Kingdom Name	Class Name	Family Name	NCA Status	EPBC Status
01180	Alisterus scapularis	Australian King-parrot	Animals	Birds	Parrots, Lorikeets And Rosellas	Least concern	-

Quantity: 5

Enter the **Supplier / Receiver Details**. This is the person or organisation you bought or received the animal(s) from, or gave, sold or transferred the animal(s) to. **Note:** Only enter your own details here for Death, Loss through escape, Loss through theft and Natural increase. In all other transactions **do not** enter your own details.

Add Record Book Entry

Complete each entry and click Add Entry. Entries appear in the list below. Review all before submitting.

Entries Ready to Submit (0)

No entries yet. Complete the form below and click Save Entry.

New Record Book Entry

Transaction Date Time: 22/08/2026 09:30 Transaction Type: Purchased/Received

Species: Search Wildnet species Q King Parrot SEARCH

Taxon Id	Scientific Name	Accepted Common Name	Kingdom Name	Class Name	Family Name	NCA Status	EPBC Status
01180	Alisterus scapularis	Australian King-parrot	Animals	Birds	Parrots, Lorikeets And Rosellas	Least concern	-

Quantity: 5

Supplier / Receiver Details

Supplier * person you acquired from. Receiver * person you sold or donated to. Do not enter your own details.

Name: Tag Wildlife Licence No. WMS729

Supplier / Receiver Address: 1 William St BRISBANE CITY QLD 4000 Change

Once you have clicked **Save Entry**, the transaction details will appear at the top of the screen. You can then **View**, **Copy** or **Remove** the entry.

Add Record Book Entry

Complete each entry and click Add Entry. Entries appear in the list below. Review all before submitting.

Entries Ready to Submit (1)

#	Date	Type	Species	Qty	Actions
1	22/08/2026 09:30	Purchased/Received	Australian King-parrot - Alisterus scapularis	5	View Copy Remove

New Record Book Entry

Review the entry. If it is correct, click **Submit Entry** in the bottom right corner

Add Record Book Entry

Complete each entry and click Add Entry. Entries appear in the list below. Review all before submitting.

Entries Ready to Submit (1)

#	Date	Type	Species	Qty	Actions
1	22/08/2026 09:30	Purchased/Received	Australian King-parrot - Alisterus scapularis	5	View Copy Remove

New Record Book Entry

Transaction Date Time: addmm/yyyy Information Transaction Type: -- Select Type --

Species: Search Wildnet species Q Search Species SEARCH

Taxon Id	Scientific Name	Accepted Common Name	Kingdom Name	Class Name	Family Name	NCA Status	EPBC Status
42740	-	-	Animals	Ray-finned Fishes	Gudgeons And Sleepers	-	-
42744	-	-	Animals	Reptiles	Side-necked Turtles	-	-
42745	-	-	Animals	Mammals	Dasyurids	-	-
42746	-	-	Animals	Reptiles	Gekkonid Geckos	-	-
42748	-	-	Animals	Reptiles	Eaglid Snakes	-	-

Quantity: Whole number

Supplier / Receiver Details

Supplier * person you acquired from. Receiver * person you sold or donated to. Do not enter your own details.

Name: Full name Licence No. Wildlife licence number

Address: Please enter a partial address then click the 'Search Address' button

SEARCH ADDRESS ENTER ADDRESS MANUALLY

Tag / Implant No. Optional Movement Permit Number Optional

Remarks: Optional

CANCEL SUBMIT ENTRY

Guideline

Completing your online record book

After submitting your entry, it will appear in your record book and should look similar to the screenshot below.

Wildlife Authority Permits: Specialised Licence, Authority Reference: P-SPEC-100872096-1

Summary Related Actions

General Information
Activities & Location Details
Documents
Record Book

RECORD BOOK

Add Record Book Entry
Correct Record Book Entry
EXPORT RECORD BOOK TO CSV

Totals by Species

Filter by species Name

Animal Species Name

Quantity

Alouatta palliata 8
bearded dragon - Pogona barbata 3
red-tailed black-cockatoo - Calyptrornychus bennetti 3

Record Book Entries

Transaction From Transaction To Transaction Type Species Status

19/08/2026 19:30 Purchased Received bearded dragon - Pogona barbata 3 Reg Wildlife Active
21/08/2026 21:30 Purchased Received Alouatta palliata 5 Reg Wildlife Active
22/08/2026 12:00 Purchased Received red-tailed black-cockatoo - Calyptrornychus bennetti 3 Reg Wildlife Active
24/08/2026 15:30 Natural Increase Alouatta palliata 3 Matt Harris Active

Showing 1-4 of 4 Page 1 of 1

Note: When updating your record book to record the following transaction types, enter your name and current licence number, regardless of the help text displayed on the screen:

- Death
- Loss through escape
- Loss through theft
- Natural increase

Errors Ready to Submit (0)

No entries yet. Complete the form below and click Save Entry.

New Record Book Entry

Transaction Date Time: dd/mm/yyyy

Transaction Type: Select Type

Species: Search Wildlife species

Taxon Id	Scientific Name	Accepted Common Name	Kingdom Name	Class Name	Family Name	NCA Status	EPBC Status
42740	-	-	Animals	Ray-finned Fishes	Gudgeons And Sleepers	-	-
42744	-	-	Animals	Reptiles	Side-necked Turtles	-	-
42745	-	-	Animals	Mammals	Dasyurids	-	-
42746	-	-	Animals	Reptiles	Gekkonid Geckos	-	-
42748	-	-	Animals	Reptiles	Eupodid Snakes	-	-

Quantity: Whole number

Supplier / Receiver Details

Name: Full name

Address: Please enter a partial address then click the 'Search Address' button

SEARCH ADDRESS ENTER ADDRESS MANUALLY

Correct a Record Book Entry

To correct a submitted record, select **Correct Record Book Entry**.

Wildlife Authority Permits: Specialised Licence, Authority Reference: P-SPEC-100872096-1

Summary Related Actions

General Information
Activities & Location Details
Documents
Record Book

RECORD BOOK

Add Record Book Entry
Correct Record Book Entry
EXPORT RECORD BOOK TO CSV

Totals by Species

Filter by species Name

Animal Species Name

Quantity

Alouatta palliata 7
bearded dragon - Pogona barbata 3
red-tailed black-cockatoo - Calyptrornychus bennetti 3

Record Book Entries

Transaction From Transaction To Transaction Type Species Status

19/08/2026 19:30 Purchased Received bearded dragon - Pogona barbata 3 Reg Wildlife Active
21/08/2026 21:30 Purchased Received Alouatta palliata 5 Reg Wildlife Active
22/08/2026 12:00 Purchased Received red-tailed black-cockatoo - Calyptrornychus bennetti 3 Reg Wildlife Active
24/08/2026 15:30 Natural Increase Alouatta palliata 3 Matt Harris Active
24/08/2026 19:30 Death Alouatta palliata 1 Matt Harris Active

Showing 1-4 of 5 Page 1 of 1

A list of your record book entries will be displayed. To make a correction, select the **Edit** icon.

Correct Record Book Entries

Click the edit icon on any record to correct its details. Review carefully before submitting.

Transaction From	Transaction To	Transaction Type	Species						
dd/mm/yyyy	dd/mm/yyyy	Filter By Transaction Type	Filter By Species	Clear					
Transaction Date Time	Transaction Type	Animal Species	Quantity	Supplier / Receiver Name	Supplier / Receiver Licence No.	View	Edit	Save	
19/08/2026	Purchased/Received	bearded dragon - Pogona barbata	3	Rag Wildlife	WA123456				
21/08/2026	Purchased/Received	Alisterus scapularis	5	Rag Wildlife	WA456789				
22/08/2026	Purchased/Received	red-tailed black-cockatoo - Calyptrornis banyani	3	Rag Wildlife	WA123456				
24/08/2026	Natural Increase	Alisterus scapularis	3	Matt Harris	P-SPEC-100872096-1				
24/08/2026	Death	Alisterus scapularis	1	Matt Harris	P-SPEC-100872096-1				

The record details will be displayed. Update the required fields and select **Save Changes**.

Correct Record Book Entries

Click the edit icon on any record to correct its details. Review carefully before submitting.

Transaction From	Transaction To	Transaction Type	Species						
dd/mm/yyyy	dd/mm/yyyy	Filter By Transaction Type	Filter By Species	Clear					
19/08/2026	Purchased/Received	bearded dragon - Pogona barbata	3	Rag Wildlife	WA123456				
21/08/2026	Purchased/Received	Alisterus scapularis	5	Rag Wildlife	WA456789				
22/08/2026	Purchased/Received	red-tailed black-cockatoo - Calyptrornis banyani	3	Rag Wildlife	WA123456				
24/08/2026	Natural Increase	Alisterus scapularis	3	Matt Harris	P-SPEC-100872096-1				

Transaction Date Time	Transaction Type	Species Picker	Quantity
24/08/2026 15:30	Natural Increase	Australian King-parrot - Alisterus scapularis Change	4

Supplier / Receiver Name	Supplier / Receiver Licence No.	Tag / Implant No.
Matt Harris	P-SPEC-100872096-1	

Supplier / Receiver Address	Remarks
Level 1 400 George St. BRISBANE CITY QLD 4000 Change	My King Parrots had 4 chicks, first count only saw 3

SAVE CHANGES

Note: When correcting a record book entry, include a remark explaining why the correction was made. Changes are updated automatically in the department's records once the corrected entry is saved.

An example of the view available to department officers is shown below.

P-SPEC-100872096-1 - Saved

Authority

General

Activities / Locations

Details

Conditions / Definitions

Legislation

Parties / Contacts

Returns / Reports

Record Book

Documents

Fee Schedule / Payments

History

Related

Matt Harris

Holder

Granted

Status Reason

MWH

Matthew W Harris

Owner

Wildlife Permits Team (WPT)

Responsible Team

Record Book

PS

Q68-100872096

Species 1

Alisterus scapularis

bearded dragon - Pogona barbata

red-tailed black-cockatoo - Calyptrornis banyani

8

3

3

Rows: 3

Record Book

Transaction Date

Transaction Type

Species

Quantity

Submitted By

Submission Date

Q68-100872096

20/08/2026 7:30 AM

Purchased/Received

bearded dragon - Pogona barbata

3

mattuat@mailinator.com

25/08/2026 10:22 AM

Q68-100872096

22/08/2026 9:30 AM

Purchased/Received

Alisterus scapularis

5

mattuat@mailinator.com

25/08/2026 8:55 AM

Q68-100872096

22/08/2026 12:00 PM

Purchased/Received

red-tailed black-cockatoo - Calyptrornis banyani

3

mattuat@mailinator.com

25/08/2026 10:07 AM

Q68-100872096

24/08/2026 3:30 PM

Natural Increase

Alisterus scapularis

4

mattuat@mailinator.com

25/08/2026 10:18 AM

Q68-100872096

25/08/2026 7:30 AM

Death

Alisterus scapularis

1

mattuat@mailinator.com

25/08/2026 10:31 AM

Rows: 5

Completing your online record book

Export Record Book to CSV

To export a copy of your current records, select **Export Record Book to CSV**.

Wildlife Authority Permits: Specialised Licence, Authority Reference: P-SPEC-100872096-1

Summary Related Actions

General Information

Activities & Location Details

Documents

Record Book

RECORD BOOK

Add Record Book Entry

Correct Record Book Entry

EXPORT RECORD BOOK TO CSV

Totals by Species

Animal Species Name

Quantity

Alisterus scapularis 8

bearded dragon - Pogona barbata 3

red-tailed black-cockatoo - Calyptrornis banksii 3

Record Book Entries

Transaction From

Transaction To

Transaction Type

Species

Status

Clear

Filter by Species Name

Filter by Transaction Type

Filter by Species

Filter by Active

Date	Transaction Type	Species	Qty	Supplier / Receiver	Status
19/08/2026 19:30	Purchased/Received	bearded dragon - Pogona barbata	3	Reg Wildlife	Active
21/08/2026 21:30	Purchased/Received	Alisterus scapularis	5	Reg Wildlife	Active
22/08/2026 12:00	Purchased/Received	red-tailed black-cockatoo - Calyptrornis banksii	3	Reg Wildlife	Active
24/08/2026 19:30	Natural Increase	Alisterus scapularis	4	Matt Harris	Active
24/08/2026 19:30	Death	Alisterus scapularis	1	Matt Harris	Active

Showing 1-5 of 5 < Page 1 of 1 >

The button will change to **Download CSV**. Select **Download CSV** to download a copy of your current record book entries.

Wildlife Authority Permits: Specialised Licence, Authority Reference: P-SPEC-100872096-1

Summary Related Actions

General Information

Activities & Location Details

Documents

Record Book

RECORD BOOK

Add Record Book Entry

Correct Record Book Entry

Download CSV Open file

Totals by Species

Animal Species Name

Quantity

Alisterus scapularis 8

bearded dragon - Pogona barbata 3

red-tailed black-cockatoo - Calyptrornis banksii 3

Record Book Entries

Transaction From

Transaction To

Transaction Type

Species

Status

Clear

Filter by Species Name

Filter by Transaction Type

Filter by Species

Filter by Active

Date	Transaction Type	Species	Qty	Supplier / Receiver	Status
19/08/2026 19:30	Purchased/Received	bearded dragon - Pogona barbata	3	Reg Wildlife	Active
21/08/2026 21:30	Purchased/Received	Alisterus scapularis	5	Reg Wildlife	Active
22/08/2026 12:00	Purchased/Received	red-tailed black-cockatoo - Calyptrornis banksii	3	Reg Wildlife	Active
24/08/2026 19:30	Natural Increase	Alisterus scapularis	4	Matt Harris	Active
24/08/2026 19:30	Death	Alisterus scapularis	1	Matt Harris	Active

Showing 1-5 of 5 < Page 1 of 1 >

The file will download as a CSV spreadsheet, which you can save to your device for your records.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Transaction Date	Transaction Type	Species Common Name	Species Scientific Name	Quantity	Supplier/Receiver Name	Supplier/Receiver Licence No	Supplier/Receiver Address	Tag/Implant Movement	Remarks		
2	19/08/2026	Purchased/Received	bearded dragon	Pogona barbata	3	Reg Wildlife	WA123456	Shop 1 Ground Floor 1 William St BRISBANE CITY QLD 4000				Active
3	21/08/2026	Purchased/Received	Alisterus scapularis		5	Reg Wildlife	WA45789	1 William St BRISBANE CITY QLD 4000				Active
4	22/08/2026	Purchased/Received	red-tailed black-cockatoo	Calyptrornis banksii	3	Reg Wildlife	WA123456	Shop 1 Ground Floor 1 William St BRISBANE CITY QLD 4000				Active
5	24/08/2026	Natural Increase	Alisterus scapularis		4	Matt Harris	P-SPEC-100872096-1	Level 1 400 George St BRISBANE CITY QLD 4000		My King Parrots had 4 chicks, first count I only saw 3		Active
6	24/08/2026	Death	Alisterus scapularis		1	Matt Harris	P-SPEC-100872096-1	400 George St BRISBANE CITY QLD 4000				Active
7												

Support

To learn more about Online Services and how to register, visit the Queensland Government website (<https://www.qld.gov.au/> - search: How to register for Online Services).

For information about applying for new licences or renewals, please contact the Permits and Licensing team:

General Enquiries: 1300 130 372 (option 4)

Email: palm@detsi.qld.gov.au

For technical support and access issues, please contact the Technical Support team:

Technical Support: 1300 130 372 (option 6)

Email: digital@detsi.qld.gov.au

For more information about the record book or record book entries, please email the Wildlife Operations team:

Email: wildlife.operations@detsi.qld.gov.au

For more information about keeping native animals, visit the Queensland Government website (<https://www.qld.gov.au/> - search: Keeping native animals).

Human Rights Act 2019 compatibility

The department is committed to respecting, protecting and promoting human rights. Under the [Human Rights Act 2019](#), the department has an obligation to act and make decisions in a way that is compatible with human rights and, when making a decision, to give proper consideration to human rights. When acting or making a decision under this guideline, officers must comply with that obligation (refer to [Comply with Human Rights Act](#)).