

# Registering as the Person in Charge of Animals (PICA) for a new herd

Moving Day

## Be a Mate, Update NAIT

1. Start by getting in contact with OSPRI, either by email ([info@OSPRI.co.nz](mailto:info@OSPRI.co.nz)) or phone call (0800 482 463).
2. Let us know that you're looking to take over an already existing NAIT number (NN), and we'll start the PICA change process.
3. If you're already registered with a PICA profile in the system, great news.
4. If you haven't registered with us before, let us know and we can set you up with a profile. We'll just need some details about you and contact information.
5. Once this is set, we'll send you a "[PICA change form](#)."
6. It is important that the current PICA of the NN fills out the top part and the new PICA fills out the middle part.
7. The **previous PICA must** sign the document at the bottom for the change to take place.
8. Return this form to OSPRI via email ([info@ospri.co.nz](mailto:info@ospri.co.nz)) or post (OSPRI Support Centre, PO Box 3412, Wellington 6140) and we will finalise the transfer.
9. The new PICA must log into the NAIT system and accept the transfer of the NAIT number.
10. All done!