

Litter Registration

What is involved in processing a litter and why does it take so long?

The process of creating a litter and putting it onto the database takes little time if all goes well. Once a significant number of litters have been entered a print queue is then run, one for the main register certificates and one for the limited register certificates. These are then matched with the original paperwork and checked for accuracy by a second person. Finally, they are put into an envelope along with any necessary accompanying paperwork, franked and posted out to the breeder.

When problems arise in the first step, the whole process slows considerably. The processor may need to ring the member and then wait for them to return a call or to fax or email through additional information.

How can I help speed up the process?

Filling out a litter registration form to place your next generation of purebred puppies onto the ANKC database can seem daunting to new breeders or those who have not bred in a while. But even seasoned and knowledgeable breeders should always take a second look over the paperwork to make sure everything is in order.

Common problems met while processing a litter

Service & Whelping Dates - The service date and whelping date must be within a reasonable time period of one another. Everyone makes mistakes, but when you write the month instead of the date or vice versa and suddenly your dam was serviced two days before she whelped the office has no way of knowing which date is actually correct – the service date or the whelping date?

Signatures – Is the dog owned by more than one person? Do you need multiple signatures or is there one nominee? Has the owner of the stud or semen signed the top section of the form? Has the owner of the dam signed the bottom of the form? Before you drop the form in the post, check to make sure that everyone who is required to sign the document has done so.

Financial Members – All owners must have current financial memberships with DOGS Victoria at the time of registering the litter. The owner/s of the sire must be the owner/s at the time of mating. The owner/s of the dam must be the owner/s at the time of whelping.

Prefix – If you began breeding after April 2004 then you must pass an open book exam to obtain a breeding prefix. This should be done before you begin planning any litters or mating any animals. Your prefix needs to be renewed annually along with your membership. Your prefix must be current and paid at the time of registering the litter.

Registration Numbers – Double check that you have down the right name and number for the dam and sire as this can add considerable time to the processing as the staff try and determine which dog you actually meant to write down (our crystal balls are often fuzzy on this information).

Genetic Tests – Several breeds require genetic testing, such as hip or elbow scores, prior to registering a litter. The office cannot process a litter for these breeds without the *certified* results of the dam and the sire, so make sure you are familiar with your breed's restriction and conduct these tests prior to breeding.

Number Now Living - All puppies that you breed that are alive at the time you fill out the litter registration form must be registered. There are no exceptions to this. If you don't feel a puppy should be shown or bred from then ensure you place it on the limited register.

Names – You do not need to write your prefix in the name section. The prefix written at the top of the form is automatically applied to every puppy listed.

There is space for a first choice and second choice for each puppy and it is recommended you always use both. Make sure you are not using a name that you have used previously, no matter how long ago. Every dog's name must be unique even if they are of different breeds. It is a good idea to keep well-organised breeding records to avoid using duplicate puppy names. DOGS Victoria recommends that breeders scan or photocopy all certificates before giving them to the puppies' new owners so you can reference them in future.

The most common reason a name is rejected is because it is already in use as a prefix. Keep this in mind when choosing your first and second puppy name choices.

If Diamond is a prefix, then your puppy name cannot contain that word. If your first choice is Diamond Roxy, this will be rejected. If your second choice is Roxy Diamond, this will do you no good as this name will also be rejected. Reversing the order of the words does nothing as it is the individual word being rejected, regardless of order. Sometimes combining two or more words into one or changing the spelling can make the difference. For example Roxydiamond or Roxy Dyamondnd.

Again, if you have Diamond as a first choice for one puppy, do not put it as the second choice for another puppy. If the name is acceptable for the first one, then it can not be used on any other dog under your prefix. If it is rejected as the first one then it will be rejected for any other dog.

Colour – Processors are limited to a pre-set list of words from which they are able to select. If the colour you have put down is not on this list, staff will either choose the closest option (e.g. Gold instead of Golden) or have to pause the processing to ring you (adding time again). Please check your breed standard if you are unsure of the acceptable colours.

Identification Number – This is not required by DOGS Victoria, but if a puppy is chipped or tattooed it is recommended you submit this information so it can be printed onto the certificate of registration. A microchip number should be a 15-digit number (not the tag number). Handwritten microchip details are no longer accepted. You must provide either a copy of the microchip paperwork or attached the individual bar code stickers to the applications.

