



# Completing Your Litter Registration Form

Purebred, pedigree dogs have a long recorded ancestry going back to when their breeds were first developed, and the Stud Books began recording parentage.

One of the things that will set your puppies apart from those of other dog breeders will be the ability to provide each owner with an official Dogs Australia Pedigree Certificate (often referred to as 'papers') identifying their pup and its heritage, and confirming its place on the pedigree register.

The rules relating to the registration of dogs on the national pedigree database form 'Part 6' of the Dogs Australia Regulations and 'Part 4' of the Dogs Victoria Regulations.

It is the breeder's responsibility to submit all the required paperwork for litter registration, so it is important that you understand what you need to do.

## First things first

For a litter to be eligible for registration, both the mother and the father of the litter must be of the same breed and/or variety. Both must be registered on the Main Register (Blue papers).

Where there are mandatory health clearances required for the breed (Dogs Australia Litter Registration Limitations), both parents must have been tested. Results of these tests (showing the individual's microchip number) will need to be submitted with the Litter Registration paperwork.

ALL of the owners of BOTH the mother and the father must be financial members of an Dogs Australia state body (or equivalent), and the breeder of the litter must hold a valid Breeder's Prefix.

The mother of the litter must be registered in the breeder's name.

## When should litter registration occur?

### *Dogs Victoria Regulation 4.1.3.1.3*

*Registration should be applied for within **three (3) calendar months** of the date of whelping.*

Application for registration of a litter cannot take place until all of the pups in the litter have been individually identified with a microchip.

For most puppies, the implanting of a microchip occurs at the 6 week veterinary health check and vaccination visit. However, sometimes pups within a litter are microchipped earlier than this to facilitate early health testing or DNA screening for known breed health issues.

Although registration can occur as soon as the pups have been chipped, most breeders like to wait until they have had the opportunity to evaluate the litter and decide whether or not some of the pups will be registered on the Limited Register rather than the Main register, and which pups they may consider keeping for themselves.

This may mean that the litter registration is not submitted until after the 8 week evaluation. By then, you will have begun allocating puppies, and they will be ready to leave for their new homes. This also means that you can assign any favoured names to the correct pups.

Submitting the litter registration at this time may mean that you do not have the individual pedigree papers to hand to the new owners when they collect their pups, but they should not have to wait very long.



# Completing Your Litter Registration Form

## How long does it take for litter registrations to be processed?

The litter registration process is relatively quick, **providing** all of the required information and documentation is submitted, and the Litter Registration Form is completed correctly.

You can request 'Priority Processing' where you pay an additional fee to have your litter registration 'jump the queue', however this option is not always available.

You can also opt to pay a little more to have your paperwork returned to you by Express Post. Some breeders request these options so that they can have the pedigree papers back in time to hand to the new puppy owners when they collect their pups.

## How do I apply?

Dogs Victoria has an '[Application for Litter Registration](#)' form that needs to be completed. The form can be completed manually, or there is a digital PDF version that can be completed online and then sent via email or printed out.

It is anticipated that completing the entire process online will become available via the Dogs Victoria website's member portal in the near future.

## **Important!**

*Digitally completing your Litter Registration Form can greatly assist with reducing errors due to hard to read handwriting – however, it does not allow you to attach the required microchip stickers. Instead, you will need to attach a copy of the microchipping registration form that your vet filled out when the pups were chipped.*

The 'Application for Litter Registration' form is designed to capture all of the requirements outlined in the regulations. It has a handy checklist to help breeders make sure they have correctly completed the form and attached all of the required supporting documentation. You should take your time filling it out and run through every item on the checklist before sending it in.

The completed form, supporting documentation, and the required fee are then submitted to Dogs Victoria for processing.

## Completing the form correctly

The litter registration form requires several different sections to be completed. Taking time to make sure that you have filled in every section and ensuring you have all of the required signatures and supporting documents means that your litter registration can be processed without delays.

## Breeder details

The first section of the form requires you to complete your details including your member number, your Breeder's Prefix and your email. You will also have to indicate the breed of the litter that you wish to register.

### **Note:**

*You should list the breed exactly as it appears on the Dogs Australia breed listing – check your bitch's Pedigree Certificate if you are not sure.*

## Sire and dam details

Next, you will need to provide the details of the parents of your litter and the date (or dates) of service (when the mating or matings took place) along with the date the puppies were whelped.

For both the Sire and the Dam, you will need to list their full registered name and registration number as they appear on their Pedigree Certificates.



# Completing Your Litter Registration Form

You cannot use pet names, and you do not need to list any titles (either before or after the registered name) as these will already be in the national database, and will be added automatically when the registration papers are printed.

## Note:

- » *The registered name provided for both the Sire and the Dam MUST match the registration number provided.*
- » *When the litter information is entered into the system, a validation process occurs, ensuring that the service and whelping dates reflect the expected length of the canine pregnancy. If the time between the two dates is not correct, the registration will be flagged as incorrect.*

## Signed declaration from the registered owners of both parents

As the breeder of the litter, you are required to sign a declaration stating that the information supplied is true and correct, that the litter was whelped in Victoria, and that each puppy's colour description conforms to the Dogs Australia breed standard accepted/allowed colours for the breed.

The owner of the Sire (or the Semen in the case of a frozen semen mating) must also sign a declaration. The Sire declaration states that the service or insemination did occur on the dates listed on the form, that the Sire is entire and has two normal testicles descended into the scrotum.

## Note:

*If you are also the stud dog's owner, you will sign as both the breeder of the litter and the owner of the Sire.*

Both of these declarations state that the person or persons signing understand that making a false declaration is punishable under state laws.

## Important!

*One of the most common reasons for delaying the processing of a Litter Registration is where signatures are missing from the form.*

*Before submitting your Litter Registration, you need to double check the form is signed by both you AND the owner of the sire and, where the sire (or the dam) is in joint names or syndicated ownership, that ALL owners have signed the form.*

*All owners must be current financial members of their state controlling body.*

It is strongly recommended that you ask the Sire Owner(s) to sign the Litter Registration form **at the time of the service**.

However, they MUST sign the Stud Dog Declaration as soon as the agreed conditions (such as payment of a stud fee) are met.

## Dogs Victoria Regulation 4.1.3.16

*The service declaration on the Litter Registration application form is to be signed by the owner/s of the sire/semen and provided to the registered owner of the bitch immediately upon satisfaction on the agreed conditions of use of the sire/semen.*

*The signed Litter Registration application form is to be held by the registered owner of the bitch pending registration of the litter.*

If your litter was the result of a frozen semen insemination, you will need to attach a 'Use of Frozen Semen' form signed by the implanting veterinarian, as well as have the owner of the Sire complete the declaration.



# Completing Your Litter Registration Form

Frozen semen needs to be registered on the Dogs Australia database before it can be allocated to a litter registration. Ideally, this semen registration will have been completed well ahead of time, especially if you have used semen from an overseas dog as the registration process is a little more complicated.

If the frozen semen has not yet been registered, the registration paperwork can be submitted at the same time as the litter, but the litter registration may be delayed.

## Individual puppy details

The next section of the form is where you list each puppy whelped in the litter individually.

All puppies that are still living at the time of registration must be included – you cannot choose to register one or two pups from a litter and not the others. All of the pups must be registered at the same time, and on the same form - you cannot submit another request for registration at a later date.

Your breeder prefix will form the first part of each puppy's name, but you will need to select a name for each puppy. Names (including the breeder prefix) have a limit of 30 characters (including spaces).

### **Important!**

*Before selecting names for your puppies, you should read the rules that relate to naming. These are found in the Dogs Australia Regulations Part 6 – Section 6.1 and the Dogs Victoria Regulations Part 4.1.3.*

Because there are quite a few rules surrounding appropriate and eligible names, you are also asked to provide a second choice name for each puppy if the first is not deemed suitable.

If you do not provide an alternate name, the regulations allow for the pups to be named by the Chief Executive.

You must indicate the sex of each puppy, and provide the individual microchip details in the form of the official sticker/barcode, which needs to be attached to the form. The barcode itself is not currently scanned, but the sticker must clearly show the microchip number.

### **Note:**

*Handwritten microchip numbers are not acceptable. If you are completing the digital form online, you will need to send a copy of the microchip registration form that your veterinarian completed at the time of chipping your pups.*

For each puppy, you need to indicate their colour, and when doing so, it is important that you only use the colours and colour terminology allowed and described in the Dogs Australia Breed Standard for your breed.

Incorrect or missing colours will mean that your litter registration is delayed, and in some cases force your pups to be registered on the Limited Register.

Finally, you need to indicate for each puppy whether you are registering it on the Main Register, or the Limited Register.

Main register puppies have the ability to compete in all disciplines and to be used for the purposes of breeding. Limited Register puppies cannot be used for breeding, and cannot compete in Conformation shows. Limited Register papers are orange in colour rather than blue.

Many breeders use the Limited Register for puppies that are going to pet homes where they will be desexed, or where the puppy has one or more faults that the breeder feels makes it unsuitable for breeding.

You will notice that next to each puppy on the Litter Registration Form, there is the option to also request a Dogs Victoria Puppy Pack – this consists of a variety of information pamphlets and brochures, along with information about becoming a member.

Puppy packs are free to breeders, but there is a small fee to cover postage. Please refer to the most current [Schedule of Fees](#) for all of the costs associated with litter registration.



# Completing Your Litter Registration Form

## Dogs Australia Litter Registration Limitations

There are a number of breeds who are subject to national Litter Registration Limitations (or LRL's).

*Dogs Australia defines a Litter Registration Limitation as:*

*“..... mandatory requirements that are applied to the sire and dam of a litter of puppies prior to being able to register that litter. The “limitation” is some form of disease screening process that has been voted on and agreed to by the particular breed community, through the input of registered owners and/or breeders, State Breed Clubs and National Breed Councils.”*

A list of breeds with Litter Registration Limitations can be found in the [Dogs Australia Regulations Part 6-Section 8](#) and currently affect the following breeds:

Bedlington Terrier	Australian Shepherd
Flat Coated Retriever	German Shepherd Dog
Golden Retriever	Bullmastiff
Labrador Retriever	Rottweiler
Afghan Hound	

If you are registering a litter of pups of one of these breeds, you will also need to submit proof that the parents of the litter have met the testing requirements outlined in the Dogs Australia regulations. Any test results should clearly show the name of the animal tested and their unique 15 digit microchip number.