

## Most common mistakes when submitting forms to Dogs Victoria

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### **Incorrect Payment**

One of the most common problems is incorrect payment across all application types. Please be reminded that the current 'Scale of Charges' is printed in the Gazette each month and is also listed on the website. Please be sure to check required payment prior to submission of application forms.

### **Renewals**

Missing signatures – It is a requirement under our AO status that the declaration be signed by all parties to the membership. Before submission, please ensure that your application is signed by everyone involved in the membership.

Domestic Animal Business Declaration (DAB) – if you have a registered DAB with Council, it is a requirement to declare this. For those who do not have a DAB, please ensure that the “NO” box is ticked.

### **Litter Registration**

Ownership – please ensure that the correct owner of the dog at time of service/whelping is recorded accurately. This requires that any transfer of dog is made prior to the dates of service and/or whelping. A common problem is that the signatory on the form is not the current registered owner of the dog at the time.

Signatures – Stud/Semen declaration and dam declaration must be signed by all currently registered owners.

Incorrect Dates/Details – Please double check service and whelping dates and that you have recorded the correct registration details for both Sire and Dam.

Ensure Financial Membership – Please ensure that the membership of both Sire and Dam owner is financial at time of mating/whelping. This relies on checking membership status of Sire owners in some cases.

Semen Not Registered/Insemination Declaration Not Included – for AI litters, please ensure that semen is already registered and that a “Use of Semen” form, signed by a Vet is included upon application.

### **Title Application**

Original Pedigree Omitted – The **original** Pedigree or Certificate of Registration for Associate/Sporting dogs must be submitted at point of application. Please be assured that this will be returned with the new title showing once processed.

Interstate Challenges – Please ensure that any interstate challenge certificates are included. These will be returned to you. Where 3 or more challenges are forwarded with an application these are returned with tracking sticker. However, this is not a guaranteed mail service. To ensure original challenges are returned safely, please include your own Express Post envelope of adequate size.

### **Re-Registration (Imported Dog or Semen)**

Please note that a complete checklist is recorded at the rear of the application form. Please be sure to check this carefully to ensure correct documentation is submitted at point of application.

Ownership – One of the most common problems is ownership. We can only re-register a dog when the Export Pedigree is issued in correct names. For example, if you are the holder of a joint membership, please ensure that the Export Pedigree is issued in both names.

*Thank you for taking the time to read this checklist so we can work together to ensure processing delays are kept to a minimum and registered paperwork is completed and returned in a timely manner.*