

**DEALER'S RECORD
OF
TRANSACTIONS IN DOGS**

Prepared and Distributed by THE AMERICAN KENNEL CLUB, INC.

DEALER AND PET SHOP RECORDS

This book provides a means of keeping the records required by The American Kennel Club® to be kept for *five years* to support registration applications filed or to be filed with AKC.

Each person or firm who buys or sells dogs or who transfers ownership or possession of dogs that are registered or to be registered with AKC must keep these records, whether he acts as principal or agent, or sells on consignment.

The records must clearly identify each dog as it appears or will appear in AKC records, and must show full name and address of persons from whom bought or acquired, and to whom sold or given away, as well as dates of receipt and sale.

You are also required to establish a system for identification of each dog when you receive it and while it is in your possession, which will avoid any possibility of error in identification of any particular dog. It would be wise to record any such special identification in each case.

HOW TO USE THIS BOOK

A separate page must be used to record each litter, whether you purchase one or more dogs from that particular litter.

When you receive the dogs you immediately fill in the first three lines on the page, and enter the “sex” and “color and markings” of each puppy in the litter in the first two columns of the lower part of the page.

Name and address in first line must be those of the person with whom you dealt in buying the dogs and from whom you *directly* received them.

If registration papers are not available when you receive the dogs, you will have to enter the “litter number” later, but the person from whom you receive the dogs must give you the “date of birth” and the names of “sire” and “dam” in writing when he delivers the dogs to you. You, in turn, must immediately record this information, and you must give the same information to your customers in writing when you sell each dog.

If a dog is already registered with AKC when you acquire it for resale, you enter the registered name and registration number in the special space provided in the fourth line.

When each dog is sold you enter on the corresponding line in the lower part of the page, the date of sale and the complete name and address of the person to whom you actually delivered or shipped the dog. If a dog should die, enter the date of death in the appropriate space. Take care that each of these entries is made on the line which describes the particular puppy by sex, color and markings.

For your convenience spaces are provided to enter the dates when registration papers are received and when given to your customers, and for recording inoculations and medical treatments.

These records must be available for inspection by AKC representatives. The required information may be kept on other forms if you prefer, but your records must be complete, accurate, consecutive and up-to-date.

If you breed dogs, inquire about our books for keeping “Dog Ownership and Breeding Records.”

Regulations for Record Keeping and Identification of Dogs

Amended to February 2019

Also applies to Foundation Stock Service.

The regulations contained herein have been promulgated by the Board of Directors of the American Kennel Club® (AKC) under the provisions of Chapter 4 of the *Rules Applying to Registration and Discipline* for dog owners, breeders, distributors, pet stores, and all persons or firms that sell, give away, or sell on consignment dogs that are registered or represented to be registrable with the AKC.

The owner of a dog is not required to keep any records other than the registration certificate issued to them by AKC, unless they choose to breed their dog or transfer/change the AKC ownership records of their dog.

1. GENERAL PRACTICES

Each person covered by these regulations must follow such practices as, consistent with the number of dogs involved, will preclude any possibility of error in identification of any individual dog or doubt as to the parentage of any particular dog or litter. Thus, if more than one dog is shipped to a new owner or if a number of similar dogs are kept in a kennel or pet shop, **a system must be used, such as marking, tagging, tattooing, or microchipping each dog**, which will preclude any possible error, and a record of the identifying information must be kept. If there are more than twenty (20) dogs over six (6) months of age on the premises and microchips are used as the primary means of identification, a working microchip scanner must be present at all times. Dogs sold at auction must permanently be identified with a microchip or tattoo. Bitches in season must be so segregated from males that there can be no doubt as to the identity of the sire of any litter. Puppies from different litters must be so segregated, marked, or identified such that there can be no doubt as to the parents or age of a particular puppy, and the identifying information must be recorded.

2. RECORDS

To provide a source of reference for registration or transfer applications which have been made or may later be made to the AKC, and to assure the accuracy of such applications, certain minimum records must be maintained. Records can be kept on paper and/or electronically. Electronic records must be kept in an industry standard format, such as Microsoft Word, Excel, Adobe PDF or Open Document format, that is easily accessible and printable immediately upon AKC's request. Electronic records must be backed up on a consistent basis and the back-up copy kept in a secure location, such as a cloud-based service, external hard drive, DVD, or other properly secured dependable service.

All required records must be made immediately when a dog is acquired and delivered, and at the time of mating, whelping, or death. Records must be kept on forms devoted to that exclusive purpose and must be consecutive, accurate, up-to-date, and maintained for at least five (5) years after the dog has died, has been sold, or has been given away. AKC registration certificates and applications, while a source for records, are not in themselves considered records.

Regulations for Record Keeping and Identification of Dogs

A. Records to be kept by owners and breeders.

1. All owners of a dog (and the lessee if a dog is leased) shall keep a record of each dog owned (or leased) which will show:

- Breed
- Registered name and number (or litter number if not registered)
- Sex, color and markings
- Date of birth
- Names and numbers of sire and dam
- Name of breeder
- Name and address of person from whom **directly** acquired
- Date of acquisition
- Date and duration of lease, if any, and when dog is sold, is given away, or dies:
 - Name and address of person to whom **directly** sold or delivered
 - Date sold or delivered or date of death
 - Date and type of registration papers given

In addition, all owners of a dog (or lessee, if dog is leased at that time) shall keep the following breeding records:

2. Whenever dog is mated to another dog:

- Date and place of mating
- Names of persons handling mating
- Registered name and number of dog to which mated
- Name and address of its owner

3. And (if a female) when resulting litter is whelped:

- Date of whelping
- Number of puppies whelped by sex, and by color and markings
- Litter registration number
- Date of sale, gift, or death of each puppy so described
- Name and address of person acquiring each puppy so described
- Date and type of papers given when puppy is sold or given away
- Registered name and number of each puppy registered by breeder

B. Records to be kept by persons or firms who sell or give away dogs bred by others, including distributors, pet shops, and persons acting as agents or distributors, or selling on consignments:

For Each Unregistered Dog

- Breed
- Sex, and color and markings
- Date of birth
- Litter number (when available)
- Names and numbers of sire and dam
- Name of breeder

Regulations for Record Keeping and Identification of Dogs

For Each Registered Dog

- Breed
- Registered name
- Registration number

And for All Dogs

- Name and address of person from whom **directly** acquired
- Date of acquisition
- Name and address of person to whom **directly** sold or given
- Date sold or delivered, or date of death
- Date and type of papers given when sold or given away

3. IDENTIFYING DOGS AT TIME OF DELIVERY

If properly completed AKC registration papers are not supplied with the dog when it is shipped or delivered to someone else, the person delivering or shipping the dog must furnish with the dog to the person acquiring it a bill of sale, or other signed memorandum giving all of the identifying information listed below. A promise of later identification is not acceptable.

For a Dog Not Yet Individually Registered

- Breed
- Sex, and color and markings
- Date of birth
- Litter number (when available)
- Names and numbers of sire and dam
- Name of breeder
- Date sold or delivered

For a Registered Dog

- Breed
- Registered name
- Registration number
- Date sold or delivered

This identifying information must be supplied with the dog even though AKC papers are not yet available, and even to a person who takes the dog only for resale as an agent or on consignment. The same information must be passed on by them when they transfer/change the AKC ownership records of their dog. (The only exception to this requirement is when there is a written agreement made between the parties when the dog is delivered specifying that registration papers are never to be given.)

Regulations for Record Keeping and Identification of Dogs

4. INSPECTION

The rules provide that the AKC or its duly authorized representatives shall have the right to inspect the required records and the required practices to be followed by these regulations, and to examine any dog registered or to be registered with the AKC. Such examination may include saliva, urine, hair, blood, and examination by a veterinarian or other tests or procedures at the discretion of the AKC.

The AKC will also refuse registration to any dog where conditions of these dogs and/or kennels do not meet the minimum standards, as set forth by the AKC. The AKC will also report these conditions to the appropriate governmental agencies.

5. FREQUENTLY USED SIRES

Every sire producing seven or more litters in his lifetime, or producing more than three litters in the calendar year, must be "AKC DNA profiled."

6. PENALTIES

The rules provide that the AKC may refuse to register any dog or litter or to record the transfer of any dog for the sole reason that the application is not supported by the records required by these regulations.

The rules also provide that the Board of Directors of the AKC may suspend from all privileges of the AKC any person who fails to observe the above regulations.

REQUIREMENTS FOR COMPLETING REGISTRATION FORMS

The system of registering individual dogs from registered litters is based on a separate certification to AKC from each person or firm through whose hands the dog passes, whether as owner, distributor, pet store, agent, on consignment, or otherwise, certifying that the dog delivered by them is the same one described on the application, and that the dog was delivered by them directly to a named person, or firm on a specified date.

AKC permits the online registration of litters, dogs and transfers of recorded ownership. For information relating to the online registration services provided by the AKC, please visit our website at: <https://www.akc.org/register/>.

IMPORTANT NOTICE: If you co-own a dog or litter and want to use AKC's online services, you must have written permission from the co-owner(s) providing you permission to complete the application online on their behalf. This permission can be in any written form, provided the dog or litter is specifically identified. You can also complete an Electronic Certification Form as written permission. This form is available on AKC's website in the Downloadable forms. This written permission must be maintained in your records for a period of five years and be made available to AKC upon its request.

When submitting a paper application, please use the following information:

When the person who owns a litter at birth transfers ownership or possession of one of the unregistered dogs in the litter to some other person, they must complete the Blue sections on the Dog Registration Application form issued to them by AKC for the particular litter. **These forms are invalid if signed in blank** by the litter owner. The litter owner must enter the name of the person to whom they *directly* transfers ownership or possession and the date of transfer before signing the transfer certification. Even when requested to do so, **they must never enter the name of anyone other than the person to whom they directly sell or deliver the dog. They must also enter the color, markings and sex of the individual dog on the front of the application.**

Regulations for Record Keeping and Identification of Dogs

When a dog changes hands more than once before it is individually registered, each person through whose hands the dog passes must sign a separate certification, *completing* the Transfer Information section on a Supplemental Transfer Statement form (obtainable on request without charge from AKC) and attaching it to the Dog Registration Application. **These forms, too, are invalid if signed in blank or if not fully and accurately completed.**

The owner who wishes to register the dog and have the Registration Certificate issued to them, *completes the red sections on the Dog Registration Application and*, enters their choice of name on the front of the dog application. If they bought directly from the original owner of the litter, they then sign as the New Owner(s). If they bought from anyone else they complete the New Owner(s) Signature(s) section on the final Supplemental Transfer Statement form on which the Transfer Information and Former Owner(s) Signature(s) sections have been completed by the person from whom they **directly** obtained the dog. The new owner then submits both or all of the forms, attached together, to AKC with the required fee.

Transfer of a registered dog.

AKC permits the online transfers of recorded ownership. For information relating to the online registration services provided by the AKC, please visit our website at: <https://www.akc.org/register/>.

IMPORTANT NOTICE: If you co-own a dog and want to transfer recorded ownership using AKC's online services, you must have written permission from the co-owner(s) providing you permission to complete the application online on their behalf. This permission can be in any written form, provided the dog is specifically identified. You can also complete an Electronic Certification Form as written permission. This form is available on AKC's website in the Downloadable forms. This written permission must be maintained in your records for a period of five years and be made available to AKC upon its request.

When submitting a paper Registration Certificate of transfer, please use the following information:

The owner named on AKC records and on the front of the Registration Certificate, must complete the transfer application on the back of the certificate, entering the name of the person to whom they *directly* transfer ownership or possession, and the date of transfer, before they sign the form. If the dog again changes hands before the application is filed to record the change of ownership, each person through whose hands it passes must complete a separate Supplemental Transfer Statement form and attach the form to the Registration Certificate. The final owner who wants ownership to be recorded in their name signs in the New Owner(s) Signature(s) section on the last Supplemental Transfer Statement form and submits both or all the forms, attached together, to the AKC with the required fee.

NOTE: No special forms are necessary for keeping the records, provided they meet all of the requirements enumerated in Section 2 of this pamphlet. The AKC, however, has prepared special blank forms in book form for keeping these records: **Dog Ownership and Breeding Records and Dealer's Record of Transactions in Dogs**. These books can be found on the AKC's website under Downloadable forms.

Persons who buy and sell dogs and who also keep and breed dogs will need both types of records. The keeping of such records as are provided for in these AKC forms will be considered sufficient under these regulations.

AKC Mission Statement

The American Kennel Club is dedicated to upholding the integrity of its Registry, promoting the sport of purebred dogs and breeding for type and function. Founded in 1884, the AKC and its affiliated organizations advocate for the purebred dog as a family companion, advance canine health and well-being, work to protect the rights of all dog owners and promote responsible dog ownership.



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