



# Application for Licensed Agility Trial Secretary (Principal)

Fee Schedule: \$100 per year License Fee  
\$10 per event for all trials over twelve (12) per year  
\$25 per year per associate/employee - additional application(s) required  
Fees are non-refundable

For calendar year ending Dec 31, \_\_\_\_\_  
Is this a renewal?  Yes  No

Business Name \_\_\_\_\_

Principal's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Home Address (if different from above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Are your electronic results reporting capabilities in compliance with AKC requirements?  Yes  No

If no, when do you expect to become compliant? Date \_\_\_\_\_

Licensed Trial Secretaries are required to have one of the insurance/bonding coverages listed below:

1. Do you rent a facility and/or equipment to others?  No  Yes
  - a. If yes, you must have \$1 million in verifiable General Liability Insurance; please attach evidence of insurance.
2. If you do not rent a facility and/or equipment to others, do you have professional liability insurance (commonly known as Errors and Omissions coverage), or are you (and your employees) bonded for up to \$100,000 per event?  No  Yes (Attach evidence of liability insurance or bonding.)

Have you ever been suspended by the American Kennel Club?  No  Yes (If yes, attach a written explanation.)

I hereby make application for license as an **Agility Trial Secretary (Principal)** for the calendar year indicated above. I represent that I am familiar with the Rules Applying to Dog Shows, the Regulations for Agility Trials, the AKC Agility Trial Manual, Dealing with Misconduct at AKC Events, the Trial Secretary Newsletter and the Requirements for Licensed Agility Secretaries, and that I will keep informed of all changes, modifications and additions to them. I certify that all information in this application is true. I acknowledge that any falsification of information in this application could result in the application being denied or the license terminated.

If license is granted, I understand and agree to the following conditions:

1. I will at all times abide by and be governed by all requirements, policies, rules and regulations of the American Kennel Club now in force and which may at any time hereafter be adopted;
2. Any license issued to me shall expire on December 31<sup>st</sup> of the calendar year indicated above unless sooner revoked, terminated or suspended by the American Kennel Club;
3. Renewal of this license is not automatic, but I may apply for renewal to the American Kennel Club under the terms and conditions as specified by The American Kennel Club on that date;
4. Any license issued to me is revocable at any time by the AKC with or without cause.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Remit fees payable to: American Kennel Club, Inc.  
Attn: Companion Events Dept.  
PO Box 900068  
Raleigh, NC 27675-9068

Appl. Rec'd Date: \_\_\_\_\_  
Fees Rec'd Date: \_\_\_\_\_  
Liability Ins./Bonding Rec'd Date: \_\_\_\_\_  
Approved: Yes \_\_\_ No \_\_\_

Please attach evidence of Liability Insurance/Bonding and a brief description of your experience as an Agility Trial Secretary.



Application for
Licensed Agility Trial Secretary
Secretary - Associate

Fee Schedule: \$25 per year
Fees are non-refundable

Associate's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Have you ever been suspended by the American Kennel Club? [ ] No [ ] Yes (If yes, attach a written explanation.)

Please attach a brief description of your experience as an Agility Trial Secretary if you are a new applicant.

Information on Licensed Agility Trial Secretary for which trial secretary services will be performed:
Business Name - Licensed Agility Trial Secretary (Principal) \_\_\_\_\_
Principal's Name \_\_\_\_\_
Principal's Address \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_
I authorize the above named applicant to perform services as an Agility Trial Secretary - Associate in association with myself and/or my organization.
Signature - Licensed Agility Trial Secretary (Principal) \_\_\_\_\_
Print Name \_\_\_\_\_ Date \_\_\_\_\_

List additional Agility Trial Secretaries for whom you provide trial secretary services: \_\_\_\_\_

I hereby make application for license as an Agility Trial Secretary - Associate in association with the Licensed Agility Trial Secretary (Principal) named above, for the calendar year indicated above. I represent that I am familiar with the Rules Applying to Dog Shows, the Regulations for Agility Trials, the AKC Agility Trial Manual, Dealing with Misconduct at AKC Events, the Trial Secretary Newsletter and the Requirements for Licensed Agility Secretaries, and that I will keep informed of all changes, modifications and additions to them. I certify that all information in this application is true. I acknowledge that any falsification of information in this application could result in the application being denied or the license terminated.
If license is granted, I understand and agree to the following conditions:
1. I will at all times abide by and be governed by all requirements, policies, rules and regulations of the American Kennel Club now in force and which may at any time hereafter be adopted;
2. Any license issued to me shall expire on December 31st of the calendar year indicated above unless sooner revoked, terminated or suspended by the American Kennel Club;
3. Renewal of this license is not automatic, but I may apply for renewal to the American Kennel Club under the terms and conditions as specified by The American Kennel Club on that date;
4. Any license issued to me is revocable at any time by the AKC with or without cause;
5. Any license issued to me shall automatically be terminated should my employment or association with the Licensed Agility Trial Secretary (Principal) end;
6. I understand that should the license of the Licensed Agility Trial Secretary (Principal) be revoked, terminated or suspended by the American Kennel Club, my license shall also be revoked, terminated or suspend automatically.
Signed \_\_\_\_\_ Date \_\_\_\_\_
Print Name \_\_\_\_\_

Please mail the following items: Application, Fees and a brief description of your experience as an Agility Trial Secretary to:

American Kennel Club, Inc.
Attn: Companion Events Dept.
PO Box 900068
Raleigh, NC 27675-9068

