Model registration rules

A template of standing rules for a club registry's board

TEMPLATE · VERSION 1.0 · 2026-11-07

This is a template, a starting point for your board to adapt. Every [bracket] is a choice or a blank for your board to fill in. Where options are offered, tick one or write your own wording. Nothing here is the one right rule: each option is a choice some registries make. Not legal advice. Adapt these rules to your club's constitution and take advice where the law applies.

Registry or club: _____

Adopted on: ____ / ____ / _____ **Approved by:** [board / council / committee], minute or motion no. _____

Next review: ____ / ____ / _____ **Rules owner (role, not name):** _____

How to use this template

Choose your words once, then use them throughout.

Birth group: [litter / clutch / lamb crop / kitten crop] _____

The book: [studbook / herd book / flock book / stud register] _____

The governing body: [board / council / committee] _____

Numbers in square brackets after a note, such as [1], point to the Sources section at the end. A note describes how a registry has done something and is not a recommendation. Delete the notes before you adopt the rules.

Purpose and scope

1.1 These rules govern registration in the [book] of [registry name]. They apply to every application, record and certificate issued by the registry.

1.2 The registry records which animals are in its [book], who owns them, and how they are related. Applying these rules is the work of the registrar, who reports to the [board / council / committee].

1.3 Animals covered by these rules:

- ☐ Every animal of [breed or type] born to registered parents.
- ☐ Also animals admitted from outside the [book] under rule 2.4.
- ☐ Other: _____

1.4 ☐ The registry records the owner of record and does not decide legal title to an animal or settle the terms of a private sale. ☐ Other: _____ . (Delete if not adopted; take advice on how this applies where you are.)

> *Note for the board: one registry's published page says its registration "does not equate to legal ownership" [5].*

Registration types

2.1 The registry issues these registration types (tick the ones you use):

- ☐ Option A: one type only. Every registered animal may have its offspring registered.
- ☐ Option B: full registration and limited registration. Offspring of a limited animal are not eligible for registration.
- ☐ Option C: full registration, with an endorsement on the record that makes progeny ineligible until the endorsement is lifted.
- ☐ Other: _____

> *Note for the board: one registry defines limited registration as the animal being registered while no [birth groups] it produces are eligible for registration [1]. Another uses an endorsement that stops progeny being registered unless the endorsement is lifted [2].*

2.2 A limit or endorsement may be placed by: ☐ the breeder of record ☐ the owner of record ☐ the registrar ☐ other: _____ , and only: ☐ when the [birth group] is registered ☐ before the first transfer ☐ at any time.

2.3 A limit or endorsement may be lifted by: ☐ the person who placed it ☐ every party named on the record ☐ the [board / council / committee] ☐ other: _____ . A request needs: ☐ a signed form ☐ written consent of every relevant party ☐ a fee of [amount] ☐ other: _____ .

> *Note for the board: at one registry, limited registration can be changed to full only by the owners of the [birth group] [1]. At another, the people who placed an endorsement apply to remove it, with written consent from all relevant parties [2].*

2.4 An animal from outside the [book] may be admitted: ☐ never (closed [book]) ☐ into the main [book] on these conditions: _____ ☐ into a separate appendix register, with descendants moving to the main [book] after [number] generations.

2.5 A limit or endorsement: ☐ stays with the animal when ownership changes ☐ ends on transfer ☐ other: _____ . It is printed on the certificate: ☐ yes ☐ no.

> *Note for the board: at one registry a limitation continues regardless of any change of ownership [1].*

Numbering

3.1 ☐ The registry, and not the owner, issues every registration number. ☐ A number is unique to one animal in this [book]. ☐ Other: _____ .

3.2 The format of a number is:

- ☐ Option A: a plain sequence, each new registration taking the next number.
- ☐ Option B: a [birth group] number, with a mark after it for each animal.
- ☐ Option C: a serial number followed by a suffix for the year of birth.
- ☐ Option D: a society code, a year and a sequence, for example [CODE]-[YEAR]-[SEQUENCE].
- ☐ Other: _____

> *Note for the board: one registry numbers each animal with a serial number followed by a two-digit suffix for the year of birth [11]. Another encodes breed, colour and sex in the prefix of its numbers [10].*

3.3 ☐ A number encodes only facts the registrar can confirm when the animal is registered, which are: _____ . ☐ A number never encodes: _____ . ☐ Other: _____ .

3.4 A number: ☐ stays with the animal for life ☐ is never reused, including numbers from cancelled or rejected applications ☐ may be reused after: _____ .

3.5 A correction: ☐ never changes the number ☐ may change the number, in which case the old number is cross-referenced to the new one in the record.

3.6 A breeder or owner prefix, if the registry uses one, is agreed by the [board / council / committee] and is not duplicated within current registrations.

> *Note for the board: one registry's rule says each breeder's prefix must be agreed by its council and not duplicated within the current registrations [12].*

3.7 If the format changes, every number already issued stays valid, and the new format starts on ____ / ____ / _____ .

Applications and evidence

4.1 An application to register a [birth group] or an individual animal must include: ☐ the registered numbers of both parents ☐ the date of birth ☐ the sex ☐ the signature of every owner of the [dam / female parent] at the time of birth ☐ the signature of the owner of the [sire / male parent] at the time of [mating / breeding] ☐ the fee of [amount] ☐ other: _____ .

4.2 The registrar checks each application against the record. An incomplete application is: ☐ returned with a written list of what is missing within [number] days ☐ held for [number] days ☐ other: _____ .

4.3 Evidence the registrar may ask for, by kind of claim:

☐ Parentage: a DNA result, or [other evidence].

☐ Date of birth: a breeder's record, or [other evidence].

☐ Identification: a [microchip / tag / tattoo / ring] number, or [other identifier].

☐ Imported animals: a certified pedigree from the exporting registry, recorded to [number] generations.

4.4 The registrar approves an application when every check is met. Where it is not met, the registrar: ☐ refuses and records the reason ☐ refers the application to the [board / council / committee].

4.5 The generations of ancestry printed on a certificate are: [number]. An ancestor the registry has not recorded is: ☐ printed as "Unknown" and never filled in from memory or from an unofficial source ☐ other: _____ .

DNA and parentage

5.1 The registry requires a DNA profile for: ☐ no animal ☐ every parent used for registered offspring ☐ these categories only: ☐ a [sire / male parent] passing [number] [birth groups] in a lifetime or [number] in a calendar year ☐ donors of [semen / sperm] or embryos ☐ imported breeding animals ☐ other: _____ .

> *Note for the board: one registry requires a profile for a [sire / male parent] after seven litters in a lifetime or more than three in a year [14].*

5.2 Parentage is verified: ☐ for every registration ☐ for named breedings, such as a [birth group] with more than one possible sire ☐ when the [board / council / committee] asks.

> *Note for the board: at one registry the board reserves the right to require DNA profiles for the parents or the offspring, or to have a [birth group] verified by parentage testing [8].*

5.3 The registry accepts profiles from: ☐ one named laboratory ☐ any laboratory that meets this standard: _____ . A profile from any other source is: ☐ not accepted ☐ accepted on the registrar's decision.

> *Note for the board: the International Society for Animal Genetics describes its comparison tests as meant to help laboratories obtain comparable genotypes that can be shared between laboratories [9].*

5.4 A sample must be received by the laboratory: ☐ before registration ☐ before the first [birth group] is registered ☐ other: _____ .

5.5 Where a test excludes a recorded parent, the registry: ☐ corrects the record where the evidence allows ☐ cancels the registration where it cannot be corrected ☐ marks the record restricted until a pedigree is established ☐ refers the case to the [board / council / committee]. Offspring of the animal are: ☐ cancelled ☐ corrected ☐ reviewed one by one.

> *Note for the board: at one registry, [birth groups] that cannot be corrected are cancelled, and when a registration is cancelled all progeny of that animal are also cancelled [3].*

5.6 The cost of a required test is paid by: ☐ the owner ☐ the registry ☐ shared as follows: _____ . A complaint about parentage needs a deposit of [amount]: ☐ yes, returned if upheld ☐ no.

Corrections

6.1 Requests to change a record are sorted into three kinds, and each has its own rule:

☐ A clerical error by the registry.

☐ An error or change on the owner's side, such as a name, colour or sex.

☐ A change to parentage or date of birth.

6.2 A clerical error by the registry is corrected at no charge. An owner-requested correction costs [amount] ☐ or has no charge within [number] months of registration.

> *Note for the board: at one registry all corrections require a fee unless the mistake was the registry's own [7].*

6.3 A request may be made by: ☐ the owner of record, returning the certificate ☐ the breeder, where the breeder registered the animal ☐ every owner in the chain ☐ other: _____ . It needs the written consent of the breeder or of anyone else the change affects: ☐ yes ☐ no.

> *Note for the board: at one registry, where the [birth group] owners first registered the animal individually, their written consent is required for a name change [7]. At another, a colour or sex correction is made by returning the certificate marked with the new value, and a corrected certificate is issued [13].*

6.4 A registered name can no longer be changed once: ☐ the animal has registered offspring ☐ it has earned a title or award ☐ it has appeared on a breeding document ☐ other: _____ .

> *Note for the board: one registry records no name change once the animal has produced a registered litter or received an award [7]. Another allows no change once the animal has appeared on any breeding document submitted to it [6].*

6.5 A parentage or date of birth change is decided by: ☐ the registrar ☐ the [board / council / committee]. The record keeps the original value, the new value, the reason, the evidence, the approver, the fee and the date. The owners of registered offspring are told by: _____ .

6.6 The old certificate: ☐ must be returned before a corrected one is issued ☐ is marked superseded in the record. The corrected certificate shows the date of correction.

6.7 The registry never changes: _____ . A refusal, with its reason, is recorded in the record.

Revocation

7.1 The registry may revoke or cancel a registration only on these grounds: ☐ false or inaccurate information in an application ☐ fraud ☐ parentage shown to be wrong and not correctable ☐ refusing a required test ☐ breaking a named registration rule ☐ other: _____ .

> *Note for the board: one registry gives its board a general power to cancel or suspend any registration [8], and another reserves the right to cancel an inaccurate entry discovered at any future date [12].*

7.2 ☐ Where a record can be corrected, correction comes before revocation. ☐ Other: _____ . (Delete if not adopted.)

7.3 The decision is made by: ☐ the whole [board / council / committee] ☐ a named committee ☐ other: _____ . The registrar investigates and prepares the file. Anyone with an interest in the animal as owner, breeder or buyer does not take part in the decision.

7.4 Before a decision the registered owner receives: ☐ written notice naming the animal, the ground and the evidence ☐ [number] days to respond ☐ a chance to be heard in writing or at a meeting. The decision is given in writing with its reasons. While a case is open, the registration: ☐ stands ☐ is suspended.

7.5 The registry tells: ☐ the registered owner ☐ the breeder ☐ owners of registered offspring whose records change ☐ a buyer with a pending transfer ☐ other registries holding the animal. The public record shows: ☐ that the registration is revoked ☐ the ground ☐ nothing further.

7.6 Registered offspring of a revoked animal are: ☐ revoked with it ☐ restricted until parentage is established ☐ unaffected where their own parentage is sound. Buyers who did nothing wrong: ☐ keep their registrations where parentage is not in question ☐ other: _____ .

> *Note for the board: one registry's policy states that buyers from someone who obtained registrations by circumventing a suspension will not have their registrations cancelled if the parentage of their animals is not in question [3].*

Transfers

8.1 ☐ A change of ownership is recorded against the existing record. ☐ The registration number stays with the animal. ☐ Other: _____ .

8.2 Before recording a transfer, the registrar checks that: ☐ the animal is on the [book] and the record is not cancelled ☐ the seller is the owner of record ☐ the signatures required by rule 8.3 are present ☐ the date of transfer is on the application ☐ the fee of [amount] is paid ☐ any limit or endorsement on the record is carried forward.

8.3 The signatures required are: ☐ every registered owner ☐ one owner on behalf of all ☐ the new owner as well ☐ other: _____ . The most owners of record the [book] allows is: [number].

> *Note for the board: one registry records joint ownership as long as every new owner agrees to its terms and conditions and code of ethics [5].*

8.4 The date of transfer is: ☐ the date of sale ☐ the date the animal passed into the new owner's possession ☐ the date the registrar receives the application ☐ other: _____ . A transfer is filed within [number] days: ☐ no deadline ☐ a late fee of [amount] applies.

8.5 Where the owner has died, the registrar accepts: ☐ a document showing the signer's authority, such as an executor's ☐ proof of death ☐ other: _____ . Where a seller will not sign, the buyer may apply: ☐ by sworn statement with proof of sale and payment ☐ not at all.

8.6 A lease is: ☐ not recorded ☐ recorded, showing the animal, the lessee, the period and the signatures of every registered owner. During a lease, registry papers are signed by: _____ .

8.7 ☐ Each person through whose hands the animal passes is recorded, so that the record shows the complete chain of transfer. ☐ A new certificate in the new owner's name is issued. ☐ Other: _____ .

> *Note for the board: one registry asks each person through whose hands the animal passes to complete a transfer statement "to record the complete chain of transfer" [4]. The same page says that after the paperwork and fee arrive it will print a new certificate and mail it [4].*

8.8 While a dispute about a sale is open, the registrar: ☐ holds the transfer ☐ records the transfer and notes the dispute ☐ other: _____ . The registry does not settle the terms of the sale.

Breeding limits

9.1 The registry limits breeding by: ☐ no limit beyond rules 2.1 to 2.3 ☐ a minimum age of [number] for a parent ☐ a maximum of [number] [birth groups] per parent in [period] ☐ other: _____ .

9.2 An exception to a limit may be granted by: ☐ the registrar ☐ the [board / council / committee], on a written request that states the reason. Each exception is recorded in the record with its date and approver.

9.3 An animal that breaks a limit: ☐ has the offspring registered with a note ☐ has the offspring held for the [board / council / committee] ☐ other: _____ .

> *Note for the board: one registry's DNA rule counts a sire's litters in a lifetime and in a calendar year [14]. Whether your registry counts breeding in this way is a choice for the board.*

Appeals

10.1 A person affected by a decision under these rules may appeal in writing within [number] days of receiving it.

10.2 An appeal is heard by: ☐ the full [board / council / committee] ☐ an appeals panel of [number] members who took no part in the first decision ☐ other: _____ .

10.3 The appeal is decided within [number] days. The decision is given in writing with its reasons and is final: ☐ yes ☐ no, a further appeal goes to: _____ .

10.4 While an appeal is open, the decision under appeal: ☐ stands ☐ is paused.

Review

11.1 The [board / council / committee] reviews these rules every [number] years and whenever the registry's constitution changes.

11.2 A change takes effect on the date the [board / council / committee] sets by vote. The vote and the effective date are recorded in the minutes. Rules apply to conduct that began before the effective date: ☐ yes ☐ no ☐ only as advised by: _____ ☐ take advice before deciding, case by case .

11.3 ☐ Numbers and certificates already issued stay valid when these rules change. ☐ Other: _____ .

Rules adopted by the [board / council / committee] on ____ / ____ / _____ . Signed (role): _____

Sources

Each source was opened and read on 2026-11-07. Pages change, so check a source again before relying on it. The registry facts in the notes are examples of how some registries work, not recommendations.

1. American Kennel Club, "Limited Registration" (undated), https://www.akc.org/register/information/limited-registration/, checked 2026-11-07.
2. The Royal Kennel Club, "Endorsements" (undated), https://www.royalkennelclub.com/dog-breeding/after-whelping/registering-your-puppies-with-the-royal-kennel-club/endorsements/, checked 2026-11-07.
3. American Kennel Club, "Registration Policies" (Board Policy Manual, undated page), https://www.akc.org/rules/policy-manual/policy-manual-registration/, checked 2026-11-07.
4. American Kennel Club, "Transfers Frequently Asked Questions" (undated), https://www.akc.org/register/information/transfer/, checked 2026-11-07.

5. The Royal Kennel Club, "Change of ownership" (undated), https://www.royalkennelclub.com/shop/registrations/change-of-kennel-club-registered-ownership/, checked 2026-11-07.
6. American Quarter Horse Association, "How do I change my horse's registered name? Is there a form/fee?" (undated), https://helpcenter.aqha.com/knowledge/-how-do-i-change-my-horses-registered-name-is-there-a-form/fee, checked 2026-11-07.
7. American Kennel Club, "Frequently Asked Questions", registration (undated), https://www.apps.akc.org/apps/contact/answer_center/faq_dogreg.cfm, checked 2026-11-07.
8. The Royal Kennel Club, "Registration Rules and Regulations" (undated), https://www.royalkennelclub.com/about-us/about-the-rkc/what-we-do/the-royal-kennel-club-rules-regulations-and-codes/registration-rules-and-regulations/, checked 2026-11-07.
9. International Society for Animal Genetics, "Comparison Test" (undated), https://www.isag.us/CT-info.asp, checked 2026-11-07.
10. The Cat Fanciers' Association, "Color Prefix Chart" (undated), https://cfa.org/color-prefix-chart/, checked 2026-11-07.
11. Hebridean Sheep Society, "Flock Books" (undated), https://www.hebrideansheep.org.uk/flock-books, checked 2026-11-07.
12. Clun Forest Sheep Breeders Society, "The Society" (undated), https://www.clunforestsheep.org.uk/the-society.html, checked 2026-11-07.
13. The Cat Fanciers' Association, "Registration Overview" (undated), https://cfa.org/registration-overview/, checked 2026-11-07.
14. American Kennel Club, "DNA Frequently Used Sires Requirements" (undated), https://www.akc.org/breeder-programs/dna/dna-resource-center/frequently-used-sires-requirement/, checked 2026-11-07.

Not legal advice. Adapt these rules to your club's constitution and take advice where the law applies.
https://breedledger.co/guides/registry-glossary · https://breedledger.co