Transfer of ownership form

A form and a registrar's checklist for a club to adapt

TEMPLATE · VERSION 1.0 · 2026-11-07

Template for the club to adapt. Choose your words once: [animal], and [studbook / herd book / flock book]. Complete one form for each [animal]. A blank form is not a registry record and does not by itself change the owner of record.

Registry or club: _____ **Form reference (office use):** _____

1. The [animal]

Registered name: _____ **Registration number:** _____

[Studbook / herd book / flock book] and entry: _____ **Identification, if recorded:** _____

2. Seller or sellers, as recorded

Name or names as recorded by the registry: _____

Co-owners as recorded, if any: _____

3. Buyer

Name as it should appear on the new certificate: _____

Co-owners of the buyer, if any: _____ **Contact details:** _____

4. The transfer

Effective date (the date of sale, or the date of transfer where there is no sale, for example to an heir): ____ / ____ / _____

Type: ☐ sale ☐ transfer without a sale

Limit or endorsement on the record that stays with the [animal]: ☐ none ☐ as recorded: _____

Fee, as set by the registry's rules: ☐ paid ☐ to follow **Receipt or reference:** _____

Fee paid by: [seller / buyer / as the registry's rules set]

5. Signatures

Each recorded owner signs below, up to four. The new owner also signs where the registry requires it. [Adapt to your rules.]

Recorded owner 1, signature: _____ **Printed name:** _____ **Date:** _____

Recorded owner 2, signature: _____ **Printed name:** _____ **Date:** _____

Recorded owner 3, signature: _____ **Printed name:** _____ **Date:** _____

Recorded owner 4, signature: _____ **Printed name:** _____ **Date:** _____

New owner, signature (if required): _____ **Printed name:** _____ **Date:** _____

If the record shows more than four owners, attach a signed sheet for further owners.

Registrar's checklist

Complete before the transfer is recorded. Work through the same seven checks, in the same order, every time. Numbers in square brackets, such as [1], point to the Sources section. A note describes how a registry has done something and is not a recommendation.

- ☐ **1. The animal is on the book.** The registered name and number match one record in the [studbook / herd book / flock book], and the record is not cancelled or under query. (Form, section 1.)
- ☐ **2. The seller is the owner of record.** The seller named in section 2 is the last recorded owner. (Form, section 2.)

  > *Note for the board: one registry says its transfer report must be signed by the seller, who should be the last recorded owner [1].*

- ☐ **3. Every required owner has signed.** Every registered owner has signed in section 5, and the new owner has signed where the registry asks, unless the rules allow an exception. (Form, section 5.)
- ☐ **4. The date of sale is filled in.** For a sale, the date of sale. Where there is no sale, for example a transfer to an heir, the effective transfer date as the rules define it. (Form, section 4.)

  > *Note for the board: one registry defines the date of sale as the date the buyer took the animal into possession [1]. Another treats the date entered as the official transfer date on its records [2].*

- ☐ **5. The fee is paid.** The fee is as set by the registry's rules, and [seller / buyer / as the rules say] pays it. (Form, section 4.)
- ☐ **6. Any limit on the record carries forward.** Any limit or endorsement on the record stays with the [animal] and is shown on the new certificate. (Form, section 4.)

  > *Note for the board: one registry continues a limitation "regardless of any change of ownership" [3].*

- ☐ **7. A new certificate is issued.** The certificate is issued in the name of the new owner of record.

  > *Note for the board: one registry says a new certificate will be issued with the new ownership [2].*

Registrar's name: _____ **Date:** _____ **New certificate number:** _____

> *Note for the board: one registry's published page says its registration "does not equate to legal ownership" [4].*

Sources

Each source was opened and read on 2026-11-07. Pages change, so check a source again before relying on it.

1. American Quarter Horse Association, "How do I notify AQHA I'm the new owner of an American Quarter Horse?" (undated), https://helpcenter.aqha.com/knowledge/how-do-i-notify-aqha-im-the-new-owner-of-an-american-quarter-horse, checked 2026-11-07.
2. The Cat Fanciers' Association, "Registration Overview" (undated), https://cfa.org/registration-overview/, checked 2026-11-07.
3. American Kennel Club, "Limited Registration" (undated), https://www.akc.org/register/information/limited-registration/, checked 2026-11-07.
4. The Royal Kennel Club, "Change of ownership" (undated), https://www.royalkennelclub.com/shop/registrations/change-of-kennel-club-registered-ownership/, checked 2026-11-07.

Template for the club to adapt. The registry records the owner of record and does not decide disputes about a sale. Not legal advice; take advice where the law applies. https://breedledger.co/guides/registry-glossary · https://breedledger.co