

# REGISTRATION TRANSACTION DOCUMENT CHECKLIST

## LITTERS

### Standard Litter Registration

1. [APPLICATION TO REGISTER A LITTER](#).
2. Completed and signed [STUD SERVICE CERTIFICATE](#) from the owner(s) of the sires. If the sire(s) is not registered with the CKCSC-USA, also include.
  - a. Clear, color copy of the **Three-Generation Export or Certified Pedigree** from the dog's country of origin,
  - b. Clear, color copy of the **Registration Certificate** from the dog's country of origin, showing transfer of ownership to the applicant.
3. **DNA Profile** Letter or Certificate from the AKC for the sire and dam, unless already on file with the CKCSC-USA Registration Office.
4. [TRANSFER OF DOG](#) form for individual puppies, signed by both the litter owner(s) and the New Owner(s). The original CKCSC-USA Pedigree Registration Certificate will be sent to the new owner.
5. [Correct Fee](#).
6. Optional:
  - [SUPPLEMENTAL LITTER REGISTRATION BREEDER INFORMATION FORM](#) if you were NOT the owner of the dam at the time of mating.
  - [SUPPLEMENTAL SIGNATURE FORM](#) for the litter application if the dam has more than 2 owners.
  - [SUPPLEMENTAL SIGNATURE FORM](#) for the Stud Service Certificate if the sire has more than 2 owners.

### Express Registration (Sire and dam are in the same ownership)

1. [APPLICATION TO REGISTER A LITTER](#).
2. **DNA Profile** Letter or Certificate from the AKC for the sire and dam, unless already on file with the CKCSC-USA Registration Office.
3. [TRANSFER OF DOG](#) form for individual puppies, signed by both the litter owner(s) and the New Owner(s). The original CKCSC-USA Pedigree Registration Certificate will be sent to the new owner. (Not required to be submitted at the same time as the litter registration. May be submitted separately.)
4. [Correct Fee](#).
5. Optional: [SUPPLEMENTAL SIGNATURE FORM](#) if the sire and dam have more than 2 owners.

### Multi-Sired Litter Registration

1. [APPLICATION TO REGISTER A MULTI-SIRED LITTER](#).
2. [STUD SERVICE CERTIFICATES](#) from the owner(s) of the sires. If the sire(s) is not registered with the CKCSC-USA, also include.
  - Clear, color copy of the **Three-Generation Export or Certified Pedigree** from the dog's country of origin,
  - Clear, color copy of the **Registration Certificate** from the dog's country of origin, showing transfer of ownership to the applicant.

# REGISTRATION TRANSACTION DOCUMENT CHECKLIST

3. **DNA Profile** Letter or Certificate from the AKC for the sires and dam, unless already on file with the CKCSC-USA Registration Office.
4. **AKC DNA Parentage Evaluation Table** and **AKC Parentage Evaluation Report**, which includes the DNA Profile of each puppy.
5. **TRANSFER OF DOG** form for individual puppies, signed by both the litter owner(s) and the New Owner(s). The original CKCSC-USA Pedigree Registration Certificate will be sent to the new owner. (Not required to be submitted at the same time as the litter registration. May be submitted separately.)
6. **Correct Fee**.
7. Optional:
  - **SUPPLEMENTAL LITTER REGISTRATION BREEDER INFORMATION FORM** if you were NOT the owner of the dam at the time of mating
  - **SUPPLEMENTAL SIGNATURE FORM** for the litter application if the dam has more than 2 owners.
  - **SUPPLEMENTAL SIGNATURE FORM** for the Stud Service Certificate for each sire with more than 2 owners.

## INDIVIDUAL CAVALIERS

### Transfer a Dog

1. **TRANSFER OF DOG**.
2. **ORIGINAL** CKCSC-USA Pedigree Registration Certificate.
3. **Correct Fee**.
4. Optional:
  - **SUPPLEMENTAL SIGNATURE FORM** for Owners if there are more than 2 current owners.
  - **SUPPLEMENTAL SIGNATURE FORM** for New Owners if there are more than 2 new owners.

### Register an Individual Dog (Must be from a registry accepted by the CKCSC-USA)

1. **APPLICATION TO REGISTER AN INDIVIDUAL DOG** FROM A REGISTRY ACCEPTED BY THE CKCSC-USA.
2. **Certified Export Pedigree** (if born outside the USA) or an **AKC Certified Three-Generation Pedigree** (if born within the USA).
3. **Registration Certificate** from the registering organization of the dog's country of birth, proving ownership.
4. **Correct Fee**.
5. Optional: **SUPPLEMENTAL SIGNATURE FORM** if the dog has more than 2 owners.

### Add a Registered Affix to Registered Name of Dog

1. **APPLICATION TO ADD A REGISTERED AFFIX TO REGISTERED NAME OF DOG**.
2. **ORIGINAL** CKCSC-USA Pedigree Registration Certificate.
3. **Correct Fee**.
4. Optional: **SUPPLEMENTAL SIGNATURE FORM** if there are more than 2 owners.

# REGISTRATION TRANSACTION DOCUMENT CHECKLIST

## **Revoke a Restriction** (Breeder-imposed restriction only)

**Must** be received by the Registration Office before mating takes place.

To request revocation of a Board-imposed restriction, contact the Registration Office for information and requirements. Restriction must be rescinded prior to any mating.

1. Completed and signed [APPLICATION TO REVOKE A RESTRICTION](#).
2. **ORIGINAL** CKCSC-USA Pedigree Registration Certificate.
3. [Correct Fee](#).
4. Optional: [SUPPLEMENTAL SIGNATURE FORM](#) if there were more than 2 owners who placed the restriction.

## **AFFIXES**

### **Register an Affix**

1. [APPLICATION TO REGISTER AN AFFIX](#).
2. [Correct Fee](#).
3. Optional: Certification of any affix registered to you in another kennel club, whether or not it is the one being requested.

### **Transfer an Affix**

**Note:** Contact the Registration Office for information and requirements of this transaction.

1. [APPLICATION TO TRANSFER AN AFFIX](#).
2. [Correct Fee](#).