

Online Litter Registration

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ONLINE LITTER REGISTRATION SERVICES

I. Online Litter Registration Services

The Online Litter Registration Services enables you to register your litter if you are the dam owner, approve the litter if you are the sire owner, or complete a litter registration if you are the dam and sire owner.

The following criteria will help you determine if you can use the AKC Online Registration Service for your litter:

- The dam owner submitting the litter application and the sire owner approving it must have email accounts and access to the Internet.
- The litter must be bred and whelped in the USA.
- The mailing address for the litter kit must be a U.S. street address or P.O. box.
- The sire and dam must be AKC registered and be of the same breed.
- There can be no ownership changes on the sire or dam from the date of mating through the date of birth.
- There can be no lease in effect on the dam from the date of mating through the date of birth.
- The litter must be from a natural mating, not the result of artificial insemination.
- The litter must be bred from a single sire, not the result of a multiple sire mating.
- The method of payment must be by VISA, MASTERCARD, AMERICAN EXPRESS or DISCOVER.

To locate online litter registration:

1. Type www.akc.org in your browser's **Address** text box.
2. Click **Registration OR Online Services** in the second toolbar at the top of the screen.
3. Click the **Register a Litter Online** link, which displays the **Online Litter Registration** page.

ONLINE LITTER REGISTRATION: DAM OWNER

I. Registering Your Litter as Dam Owner

If you are the dam owner, you can begin the registration of your litter; however, the sire owner must confirm the registration before the litter registration is complete. If you are only the sire owner, please see section Online Litter Registration: Sire Owner. If you are the dam and sire owner, please see section Online Litter registration: Own Dam And Sire.

The information needed to register your litter online includes:

- The dam's AKC registration number (must be in the format AA12345678 - two letters followed by eight digits)
- The dam's AKC registered name
- The dam's certificate issue date
- Your email address (as the owner of the dam)
- The sire's registration number
- The sire owner email address
- Litter date of birth
- Number of male and female puppies
- Your credit card number and expiration date
- Permission from all other litter owners if the dam has multiple owners.

If you have logged into your My AKC account, Step 1 will have a different set of required fields and you do not need all of the above information. You will be able to select the dam and sire for this litter from the list of dogs you have added to your My AKC account. The only fields you will be required to complete are the sire owner's email address, litter date of birth, and number of male and female puppies.

There are 9 or 10 steps to completing your online litter registration depending on if you have logged into your account. If you are logged into your account, you will not see Step 9: Create an Account. Please follow the steps below to complete the registration.

If there are multiple owners of the dam, the second screen has an additional I certify step that is not visible if you are the only owner of the dam. As one of the owners of a dam, you can register the litter and the litter kit will be sent with registration PINs for the litter in order for the new owners to be able to register their puppies online. You must verify that you have the permission of the other owners. If you have not confirmed with the other owners, you should not check the second I certify, which enables you to begin the registration process but not receive registration PINs for the litter. These registration forms will have to be signed by all litter owners and mailed to the AKC in order to be registered.

If you are:

- the only owner of the dam, go to the [Online Litter Registration: Dam Only \(only owner\)](#) section below.
- one of several owners of a dam and have permission to register and receive pins for the litter, or one of several owners that has permission to begin registration but the other owners need to sign-off and mail in the final registrations forms to receive the pins for the litter go to the [Online Litter Registration: Dam Owner Multiple Owners](#) section below.

A. Online Litter Registration: Dam Only (only owner)

Step 1 - Enter Litter Information:

1. Click **Online Services** on the second toolbar on the AKC website.
2. Click the **Register a Litter Online** hyperlink.
3. Click the **Dam Owner** link.
4. Click in the **Dam (Female) Reg. Number** text box and type the registration number, as shown in **Figure 1**, **OR** (if logged into MY AKC) click the **Dam Name** down-arrow and then select the name from the list.
NOTE: If you are logged into your account, you can also add a dog if the dog is not in the list, which permanently adds this dog to your list of dogs in your My AKC account.
5. Click in the **Dam Certificate Issue Date** text box, and enter the date in the mm/dd/yyyy format.
NOTE: The date is not required if you are logged in to your account.
6. Click in the **Dam Owner Email** text box, enter the email address, and then click in the **Confirm Dam Owner Email** text box to enter and confirm the email address.
NOTE: The email address is not required if you are logged in to your account.
7. Click in the **Sire (Male) Reg. Number** and then type the registration number **OR** (if logged into MY AKC) click the **Sire Name** down-arrow and then select the sire, as shown in **Figure 2**.
NOTE: The status of the sire (owned or not owned) is indicated under the list box. If you own the sire and it states not owned, you can Add a Dog and change the status to owned. Please see [Appendix A: Adding a Dog To Your Account](#).
8. Click in the **Sire Owner Email** text box, enter the email address, and then click in the **Confirm Sire Owner Email** text box to enter and confirm the email address.
NOTE: The email address is not required if you own the sire and are logged in to your account.
9. Click in the **Litter Date of Birth** text box and then type the date in the mm/dd/yyyy text box.
NOTE: You can also click on the calendar icon to select the date.
10. Click the **Number to be registered Males** down-arrow, select the number of males, and then click the **Females** down-arrow and select the number of females.
11. Click the **Continue** button to move to **Step 2** of the dam owner litter registration process.

Dam Owner

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Step 1 - Litter Information

Registration Process: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

Please enter the information for the litter you wish to register and click [Continue].
Fields marked with an * are required

[Dam/Sire Owner form](#)

Dam Owner Information

Dam (Female) Reg. Number*
101010101010

Dam Certificate Issue Date*
5/5/2006
mm/dd/yyyy
What is my Certificate Issue Date?

Dam Owner Email*
test@test.com

Confirm Dam Owner Email*:
test@test.com

Sire Owner Information

Sire (Male) Reg. Number*
101010101012

Sire Owner Email*
test2@test.com

Confirm Sire Owner Email*
test2@test.com

Litter Information

Litter Date of Birth*
8/2/2007
mm/dd/yyyy

Number to be registered*

Males
2

Females
3

Refresh

Continue

Figure 1. The Dam Only Registration Information Page (Not Logged In)

Breeds | Events | Breeders | Dog Owners | Future Dog Owners | Clubs | Registration | Kids/Juniors

Dam Owner

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Step 1 - Litter Information

Registration Process: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨

Please enter the information for the litter you wish to register and click [Continue]. Dogs marked as Active in your My AKC account appear in the dropdown lists. Dog names appearing in **BOLD**FACE are dogs you own. Dog names appearing in **BLUE** are dogs of interest. If the dog you wish to select is not listed in the dropdown or if it appears incorrectly as a dog of interest, select the Add a Dog link.

Fields marked with an * are required

[Enter Dog Information Manually](#)

Dam Owner Information [Add a Dog](#)

Dam Name*
Chloe Bear Loves Ice Cream

Dam Name:
Chloe Bear Loves Ice Cream

Dam Reg. Number*
SN90103607
Breed:
Retriever (Golden)

Sire Owner Information [Add a Dog](#)

Sire Name*
Mr. Bear Loves His Chloe Bear

You do not own this sire. [More Info](#)

Sire Name:
Mr. Bear Loves His Chloe Bear

Sire Reg. Number*
SN59045906
Breed:
Retriever (Golden)

Sire Owner Email*
Confirm Sire Owner Email*

Litter Information

Litter Date of Birth*
mm/dd/yyyy

Number to be registered*

Males
Females
TOTAL
0

Refresh

Continue

Figure 2. Litter Information (Logged into Account)

Step 2 – Litter Verification:

1. Verify the information for the litter and read the disclaimer.

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- Click the checkbox next to the first **I certify and I agree** information, as shown in **Figure 3**.
- Optional Step: If you have multiple owners, see the [Online Litter Verification: Dam Owner Only Multiple Owners](#) section.
- Click the **I Agree and Certify** button.

Dam Owner

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Registration Process: 1 2 3 4 5 6 7 8 9

Step 2 - Litter Verification

Applicable AKC titles will be included on actual documentation for this litter, however they are not displayed on this screen. If the following information is correct, please click [I Agree and Certify]. Otherwise please click [Back] to make your corrections.

Transaction Number: 20080930027000008

Litter Information		Fees	
Breed:	Retriever (Golden)	Late Fee:	\$0.00
Dam (Female) Name:	Chloe Bear Loves Ice Cream	Per Puppy Fee:	\$8.00
Dam (Female) Reg. Number:	TT111111111	Online Litter Registration:	\$25.00
Dam (Female) Owner Email:	ctest@yahoo.com	Total:	\$33.00
Sire (Male) Name:	Mr. Bear Loves His Chloe Bear		
Sire (Male) Reg. Number:	TT000101010		
Litter Date Of Birth:	05/08/2007		
Males:	2		
Females:	2		
Total Puppies:	4		

Sample Authorization Form

☒ I certify that I am an owner of the identified dam from the date of mating continuously through the date of birth of the litter; that this dam was not mated to any other dog during her season; and if applicable, that I have complete written authority from the other owner(s) to submit this application; that all of the representations on this application are true; and I (we) agree to comply with AKC rules and regulations. Furthermore, I certify that the identified dam (female) was mated to the identified sire and that the sire was owned/co-owned by me on the date of mating. I understand that upon request I(we) will be required to provide to the AKC any such written authorization.

I (WE) AGREE THAT ANY CAUSE OF ACTION, CONTROVERSY OR CLAIM ARISING OUT OF OR RELATED TO THIS REGISTRATION OR AS STRATION OR AS TO THE CONSTRUCTION, INTERPRETATION AND EFFECT OF THIS AGREEMENT SHALL BE SETTLED BY ARBITRATION PURSUANT TO PURSUANT TO THE APPLICABLE RULES OF THE AMERICAN ARBITRATION ASSOCIATION. HOWEVER, PRIOR TO ARBITRATION ALL APPLICABLE AKC, APPLICABLE AKC BYLAWS, RULES, REGULATIONS AND PROCEDURES MUST FIRST BE FOLLOWED AS SET FORTH IN THE AKC CHARTER AND BYLAWS, ER AND BYLAWS, RULES, REGULATIONS, PUBLISHED POLICIES AND GUIDELINES.

By clicking on the [I Agree and Certify] button and submitting this application, you are authenticating the information provided as you would be with a written signature. Any misrepresentation on this application or any AKC application may result in the cancellation of the registration and/or the loss of AKC privileges.

Figure 3. The Litter Verification Information

Step 3 & 4 – Mailing Address and Mailing Confirmation:

- Click in the fields and type in the valid information to update the address if the information is missing or incorrect, as shown in **Figure 4**.
- Optional Step:* Click the checkbox next to **Check here to make this your new address of record**.
- Optional Step:* Click the checkbox next to **Expedite litter kit delivery** for an additional \$17.00.
NOTE: Only the litter kit will be expedited not the litter certificate or puppy folders.
- Click the **Continue** button, which displays the **Mailing Confirmation** page, as shown in **Figure 5**.
- Click **Yes** or **No** to confirm if this is the first-time you've registered a litter, and then click **Continue** to keep the entered information.
NOTE: Click **Back** to change the information and then click **Continue** to finish the registration process.

Dam Owner
ONLINE LITTER REGISTRATION

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Step 3 - Mailing Address
Registration Process: 1 2 3 4 5 6 7 8 9

Your litter kit will be mailed to the name and address listed below. This name is from our records and will be printed on the litter kit. If it is incorrect and you do not want this name printed on the litter kit, do not proceed with the application. To correct the name, call AKC Customer Service at 919-233-9767. If the address is incorrect, please make the necessary changes. You have the option of making the address your permanent address of record by checking the box below and clicking [Continue].

Transaction Number: 2008092802700008

Mailing Address on Record
Fields marked with an * are required

Name: Clare Turner

Address 1*: 1212 Test Dr.

Address 2:

City*: Test

Country: United States Of America

State*: Nevada

ZIP*: 22223

Telephone: 555 - 555 - 5555 x

Email Address*: test@test.com

☐ Check here to make this your new address of record

☐ Expedite litter kit delivery for an additional \$17.00

If you check this box, only your litter kit will be expedited. Additional items you order, such as the Litter Certificate or Puppy Folders, will not be expedited.

Back Continue

Figure 4. The Entered Mail Address

Dam Owner
ONLINE LITTER REGISTRATI

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Step 4 - Mailing Confirmation
Registration Process: 1 2 3 4 5 6 7 8 9

If the following information is correct, please click [Continue]. Otherwise please click [Back] to make your corrections.

Transaction Number: 20070917027000023

Confirm Mailing Address on Record

Name: Clare Turner

Address 1: 1212 Test Dr.

Address 2:

City: test

State: CA

Zip: 22223

Telephone:

Email: test@test.org

Is this the first litter you or someone in your household has registered with the AKC?
As a first-time breeder, we would like to ensure you have access to valuable AKC resources that will help you raise happy and healthy puppies. Please let us know if this is your first AKC registered litter.
☒ Yes, this is my first AKC registered litter.
☐ No, this is not my first AKC registered litter.

Back Continue

Figure 5. The Mailing Confirmation with First-Time Breeder Message


Step 5 & 6 – Optional Products & Confirm Products:

This section enables you to create an online breeder classifieds, purchase litter certificate, and/or purchase puppy folders for the puppies in the litter you are registering.

- **Online Breeder Classifieds** – An ad that describes the litter to visitors of the AKC website who are interested in purchasing a new puppy.
 - **Official Litter Certificate** – A beautiful, multi-colored document tracing three generations of a litter's lineage. (It also includes black and white copies for each of your puppy buyers.)
 - **Puppy Folders** – Educational brochures for your new puppy buyers, which are displayed beautiful folders that can be customized by adding pedigrees, immunization records, and more.
1. Click the **Yes** or **No** option on the **Online Breeder Classifieds** page and then click **Continue**, which displays the **Litter Certificate** page.
 2. Click the **Yes** or **No** option on the **Litter Certificate** page and then click **Continue**, which displays the **Puppy Folders** page.
 3. Click the **Select the number of puppy folders** down-arrow, click a number as shown in **Figure 6**, and then click **Continue**, which displays the **Confirm Products** page.
 4. Click the **Continue** button if all the product selections are correct.

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Step 5 - Optional Products Registration Process: 

Transaction Number: 20070917027000023

Puppy Folders

A must for all breeders! The AKC Puppy Folder contains essential information for your puppy buyers. The left folder pocket provides a great space for you to include important documents for your puppy buyers, including the sales contract, immunization records, health certificates, pedigrees, etc.

The right pocket is filled with a variety of AKC educational materials, all a great resource for teaching new puppy buyers the importance of responsible dog ownership.

In each folder, you'll find the following AKC materials:

- Why Register
- Canine Good Citizen Program
- Should I Breed My Dog
- Keeping Your Dog Fit & Trim
- Canine Travel Tips
- List of Dangerous Food/Household Products
- Tips on Basic Care for Your Dog
- In Case of an Emergency
- AKC Events in Brief
- Puppy Owner Checklist

For only \$15.00 for a pack of five folders, you can give your puppy owners the tools they'll need to begin a long-lasting and rewarding relationship with their new canine companion.

\$15 per pack
Includes tax and shipping

Select the number of puppy folder packs (5 per pack) you'd like:

Figure 6. The Selected Puppy Folders

Step 7 & 8 – Payment & Payment Confirmation:

1. *Optional Step:* Click in the **Coupon ID** text box and then click the **Apply Coupon** button.
2. Click in the **Credit Card Number** text box, click the **Expiration Date** down-arrows, and then click the dates, as shown in **Figure 7**.

3. Click the **Continue** button, which displays the **Payment Confirmation** page.
4. Click **Continue** on the **Payment Confirmation** page, which displays the **Create an Account (Optional)** page.

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Step 7 - Payment Registration Process: (8) (9)

If the following information is correct, please click [Continue]. Otherwise please click [Back] to make you [Step 2 - Litter Verification](#)

Transaction Number: 20070917027000038

Payment Information

Fees

Per Puppy Fee:	\$8.00
Online Litter Registration:	\$25.00
Puppy Folders:	\$15.00
Total Charges:	\$48.00

Total Fee Remaining: \$48.00

Coupon Information

If you have an AKC coupon code enter it here and click [Apply Coupon].

Coupon ID:

Credit Card Information

Please enter your credit card information and click [Continue].

Credit Card Number: Expiration Date:

Figure 7. The Payment Page

Optional Step 9 – Create an Account:

This section enables you to create an account or log in to your existing AKC account. Creating or logging into your account is not required to complete a litter registration. NOTE: If you are logged into your account this page will not display.

1. *Optional Step:* Click in the **Account Information** fields and then click **Create Account** **OR** click in the **Account Name** and **Password** text boxes and then click **Login** **OR** click **No Thanks** to continue registering a litter.
2. *Optional Step:* Follow the remaining directions if you chose to log in to your account or create an account and then click **Continue**, which displays the **Receipt** page.

Step 10 – Receipt:

This page displays the information about your registration, as shown in **Figure 8** or **Figure 9**. Please note that the litter application is not completed until the sire owner confirmation is received. The page also displays the transaction number and the total amount charged to your card. Finally, you can list the litter on this page or continue to register another litter.

1. Click the **Done** button to complete the registration without registering another litter.

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Step 10 - Receipt Registration Process: 10/10

Please note that this litter application will not officially be completed until sire owner confirmation is received. Send us your [feedback](#) on our new look for Online Litters.

Litter Registration Information
For a detailed receipt click the printer icon.

Transaction Number: 20070917027000030 Total Charged to Card: \$33.00 [Print for your records](#)

Online Breeder Classifieds
Are you looking to find good homes for your puppies? AKC Online Breeder Classified service offers a direct connection and maximum exposure to potential puppy buyers.

[List Your Litter Today](#)

[Register Another Litter](#) [Done](#)

Figure 8. The Receipt for Litter Registration (Not Logged In)

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Step 9 - Receipt Registration Process: 9/10

Please note that this litter application will not officially be completed until sire owner confirmation is received. Send us your [feedback](#) on our new look for Online Litters.

Litter Registration Information
For a detailed receipt click the printer icon.

Transaction Number: 20080928027000008 Total Charged to Card: \$48.00 [Print for your records](#)

My AKC Online Account
In My AKC account:
Chloe Bear Loves Ice Cream is listed as a Dog I Own.
My Beam of Light is listed as a Dog I Own.

[My AKC Homepage](#)

Online Breeder Classifieds
Are you looking to find good homes for your puppies? AKC Online Breeder Classified service offers a direct connection and maximum exposure to potential puppy buyers.

[List Your Litter Today](#)

[Register Another Litter](#) [Done](#)

Figure 9. The Receipt (Logged into My AKC Account)

B. Online Litter Registration: Dam Only Multiple Owners

Step 1 - Enter Litter Information:

1. Click **Online Services** on the second toolbar on the AKC website.
2. Click the **Register a Litter Online** hyperlink.
3. Click the **Dam Owner** link.
4. Click in the **Dam (Female) Reg. Number** text box and type the registration number, as shown in **Figure 10**, **OR** (if logged into MY AKC) click the **Dam Name** down-arrow and then select the name from the list.
NOTE: If you are logged into your account, you can also add a dog if the

dog is not in the list, which permanently adds this dog to your list of dogs in your My AKC account.

5. Click in the **Dam Certificate Issue Date** text box, and enter the date in the mm/dd/yyyy format.
NOTE: The date is not required if you are logged in to your account.
6. Click in the **Dam Owner Email** text box, enter the email address, and then click in the **Confirm Dam Owner Email** text box to enter and confirm the email address.
NOTE: The email address is not required if you are logged in to your account.
7. Click in the **Sire (Male) Reg. Number** and then type the registration number **OR** (if logged into MY AKC) click the **Sire Name** down-arrow and then select the sire, as shown in **Figure 11**.
NOTE: The status of the sire (owned or not owned) is indicated under the list box. If you own the sire and it states not owned, you can Add a Dog and change the status to owned. Please see the [Appendix A: Adding a Dog To Your Account](#) section.
8. Click in the **Sire Owner Email** text box, enter the email address, and then click in the **Confirm Sire Owner Email** text box to enter and confirm the email address.
NOTE: The email address is not required if you own the sire and are logged in to your account.
9. Click in the **Litter Date of Birth** text box and then type the date in the mm/dd/yyyy text box.
NOTE: You can also click on the calendar icon to select the date.
10. Click the **Number to be registered Males** down-arrow, select the number of males, and then click the **Females** down-arrow and select the number of females.
11. Click the **Continue** button to move to **Step 2** of the dam owner litter registration process.

shown in **Figure 12**.

3. *Optional Step:* Click the second checkbox that certifies permissions were granted from the other owners to register the litter and receive the registration PIN numbers on the Dog Registratin Applications **OR** if not selected, the other owners will still need to sign-off on the Dog Registration Applications and no PIN's will be printed on the forms, go to step 5.
4. Click the **I Agree and Certify** button.
5. *Optional Step:* If the second checkbox was not selected, as shown in **Figure 13**, click **OK** on the message, as shown in **Figure 14**, to continue the registration.
6. Go to the [Step 3 & 4 - Mailing Address and Mailing Confirmation](#) steps in the pervious section and continue following the instructions.

Dam Owner

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Step 2 - Litter Verification

Registration Process: 1 2 3 4 5 6 7 8 9

Applicable AKC titles will be included on actual documentation for this litter, however they are not displayed on this screen. If the following information is correct, please click [I Agree and Certify]. Otherwise please click [Back] to make your corrections.

Transaction Number: 20080930027000008

Litter Information		Fees	
Breed:	Retriever (Golden)	Late Fee:	\$0.00
Dam (Female) Name:	Chloe Bear Loves Ice Cream	Per Puppy Fee:	\$8.00
Dam (Female) Reg. Number:	SR12121212	Online Litter Registration:	\$25.00
Dam (Female) Owner Email:	test@test.com	Total:	\$33.00
Sire (Male) Name:	Mr. Bear Loves Chloe Bear		
Sire (Male) Reg. Number:	SR12341234		
Litter Date Of Birth:	08/01/2008		
Males:	2		
Females:	2		
Total Puppies:	4		

Sample Authorization Form

☒ I certify that I am an owner of the identified dam from the date of mating continuously through the date of birth of the litter; that this dam was not mated to any other dog during her season; and if applicable, that I have complete written authority from the other owner(s) to submit this application; that all of the representations on this application are true; and I (we) agree to comply with AKC rules and regulations. Furthermore, I certify that the identified dam (female) was mated to the identified sire and that the sire was owned/co-owned by me on the date of mating. I understand that upon request I(we) will be required to provide to the AKC any such written authorization.

New --- Optional --- Sample Authorization Form

☒ I certify that I am an owner of the identified dam and that I have complete written authority from the other owner(s) to register the dogs from this litter on behalf of all owners. I understand that upon request I(we) will be required to provide the AKC any such written authorization. I understand that the dogs from this litter will be eligible for online registration and do not require the signature of all owners to be registered.

I (WE) AGREE THAT ANY CAUSE OF ACTION, CONTROVERSY OR CLAIM ARISING OUT OF OR RELATED TO THIS REGISTRATION OR AS TO THE CONSTRUCTION, INTERPRETATION AND EFFECT OF THIS AGREEMENT SHALL BE SETTLED BY ARBITRATION PURSUANT TO THE APPLICABLE RULES OF THE AMERICAN ARBITRATION ASSOCIATION. HOWEVER, PRIOR TO ARBITRATION ALL APPLICABLE AKC BYLAWS, RULES, REGULATIONS AND PROCEDURES MUST FIRST BE FOLLOWED AS SET FORTH IN THE AKC CHARTER AND BYLAWS, RULES, REGULATIONS, PUBLISHED POLICIES AND GUIDELINES.

By clicking on the [I Agree and Certify] button and submitting this application, you are authenticating the information provided as you would be with a written signature. Any misrepresentation on this application or any AKC application may result in the cancellation of the registration and/or the loss of AKC privileges.

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I Agree and Certify

Figure 12. The New Optional Litter Verification Checkbox with Permissions

Dam Owner

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Step 2 - Litter Verification

Registration Process: 1 2 3 4 5 6 7 8 9

Applicable AKC titles will be included on actual documentation for this litter, however they are not displayed on this screen. If the following information is correct, please click [I Agree and Certify]. Otherwise please click [Back] to make your corrections.

Transaction Number: 20080930027000008

Litter Information		Fees	
Breed:	Retriever (Golden)	Late Fee:	\$0.00
Dam (Female) Name:	Chloe Bear Loves Ice Cream	Per Puppy Fee:	\$8.00
Dam (Female) Reg. Number:	SR12121212	Online Litter Registration:	\$25.00
Dam (Female) Owner Email:	test@test.com	Total:	\$33.00
Sire (Male) Name:	Mr. Bear Loves Chloe Bear		
Sire (Male) Reg. Number:	SR12341234		
Litter Date Of Birth:	08/01/2008		
Males:	2		
Females:	2		
Total Puppies:	4		

Sample Authorization Form

☒ I certify that I am an owner of the identified dam from the date of mating continuously through the date of birth of the litter; that this dam was not mated to any other dog during her season; and if applicable, that I have complete written authority from the other owner(s) to submit this application; that all of the representations on this application are true; and I (we) agree to comply with AKC rules and regulations. Furthermore, I certify that the identified dam (female) was mated to the identified sire and that the sire was owned/co-owned by me on the date of mating. I understand that upon request I(we) will be required to provide to the AKC any such written authorization.

New --- Optional --- Sample Authorization Form

☐ I certify that I am an owner of the identified dam and that I have complete written authority from the other owner(s) to register the dogs from this litter on behalf of all owners. I understand that upon request I(we) will be required to provide the AKC any such written authorization. I understand that the dogs from this litter will be eligible for online registration and do not require the signature of all owners to be registered.

I (WE) AGREE THAT ANY CAUSE OF ACTION, CONTROVERSY OR CLAIM ARISING OUT OF OR RELATED TO THIS REGISTRATION OR AS TO THE CONSTRUCTION, INTERPRETATION AND EFFECT OF THIS AGREEMENT SHALL BE SETTLED BY ARBITRATION PURSUANT TO THE APPLICABLE RULES OF THE AMERICAN ARBITRATION ASSOCIATION. HOWEVER, PRIOR TO ARBITRATION ALL APPLICABLE AKC BYLAWS, RULES, REGULATIONS AND PROCEDURES MUST FIRST BE FOLLOWED AS SET FORTH IN THE AKC CHARTER AND BYLAWS, RULES, REGULATIONS, PUBLISHED POLICIES AND GUIDELINES.

By clicking on the [I Agree and Certify] button and submitting this application, you are authenticating the information provided as you would be with a written signature. Any misrepresentation on this application or any AKC application may result in the cancellation of the registration and/or the loss of AKC privileges.

Back

I Agree and Certify

Figure 13. The Multiple Owners without Permissions

Windows Internet Explorer

?

AKC records indicate more than one person owns the Dam of this litter. Puppies from these litters can now be registered via the AKC website.

If you would like your puppies to be eligible for Online Dog Registration, please check the second box confirming you have all owners' permission to register.

NOTE: If you leave the box unchecked, puppy owners will need to get your co-owner(s)'s signed permission for registration and submit their registration application by mail.

Click OK to proceed or Cancel to return to the form.

OK

Cancel

Figure 14. The Message for Multiple Owners

ONLINE LITTER REGISTRATION: SIRE OWNER

I. Verifying the Litter Registration: Sire Owner

If you own the sire, you can approve, hold, or deny the litter. Approving the litter will allow the completion of the litter registration process.

In order to complete the registration you need:

- The sire's AKC registration number (must be in the format AA99999999 - two letters followed by eight digits)
- The sire's certificate issue date (if you own the sire)

A. Verify Litter Registration: Sire Only

There are 4 steps to verifying the litter registration. Please follow the steps below to complete the registration.

Step 1 - Enter Sire Information:

1. Click **Online Services** on the second toolbar on the AKC website.
2. Click the **Register a Litter Online** hyperlink.
3. Click the **Sire Owner** link.
4. Click in the **Sire (Male) Reg. Number** and then type the registration number.
5. Click in the **Certificate Issue Date** text box, and enter the date in the mm/dd/yyyy format, as shown in **Figure 15**.
6. Click the **Continue** button.

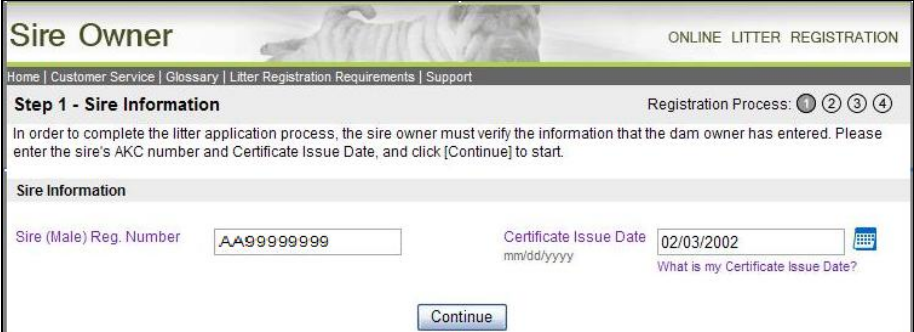
The screenshot shows the 'Sire Owner' registration page. At the top, there's a header with 'Sire Owner' and 'ONLINE LITTER REGISTRATION'. Below this is a navigation bar with links: 'Home | Customer Service | Glossary | Litter Registration Requirements | Support'. The main heading is 'Step 1 - Sire Information', followed by a progress indicator 'Registration Process: ① ② ③ ④'. A paragraph explains that the sire owner must verify the information entered by the dam owner. The form has two input fields: 'Sire (Male) Reg. Number' with the value 'AA99999999' and 'Certificate Issue Date' with the value '02/03/2002'. A calendar icon is next to the date field. A 'Continue' button is at the bottom right.

Figure 15. The Sire Owner Information

Step 2 & 3 - Litter Information & Action Confirmation:

1. Click **Desired Action** down-arrow and then click **Hold, Approve, or Deny**, as shown in **Figure 16**.
2. Click the **Continue** button to complete the selected action, which displays the **Action Confirmation** page **OR** click the **Back** button to go to the previous page and change the information.
3. Click the **I Certify and Agree** checkbox, as shown in **Figure 17**, and then click the **I Agree and Certify** button to confirm the selected action.
NOTE: If you select hold no agreement is displayed and no action is taken.

NOTE: Once the litter has been approved, an email will be sent to the dam

owner with the litter information. Also, the puppy numbers are generated and made available to the litter owner within minutes of the approval process.

Sire Owner ONLINE LITTER REGISTRATION

Home | Customer Service | Glossary | Litter Registration Requirements | Support

Step 2 - Litter Information Registration Process: 1 2 3 4

Choose the "Desired Action" for the litter(s) displayed and click [Continue] or click [Back] to enter a different sire.

Litter Information

Sire (Male) Name: Sunbeam's Cruise Control
Sire (Male) Reg. Number: SN37226001

Dam (Female) Name	Dam (Female) Reg. Number	Litter Date Of Birth	Submission Date	Desired Action
Sunbeam's Tequila Mockingbird	TT11111111	05/08/2007	09/17/2007	Approve

Back Continue

Figure 16. The Desired Action Selected

Sire Owner ONLINE LITTER REGISTRATION

Home | Customer Service | Glossary | Litter Registration Requirements | Support

Step 3 - Action Confirmation Registration Process: 1 2 3 4

If the "Action To Be Taken" is correct please click [I Agree and Certify] or [Continue]. Otherwise, please click [Back] to change the "Desired Action".

Confirm Desired Action

Sire (Male) Name: Sunbeam's Cruise Control
Sire (Male) Reg. Number: SN37226001

Dam (Female) Name	Dam (Female) Reg. Number	Litter Date Of Birth	Submission Date	Action To Be Taken
Sunbeam's Tequila Mockingbird	TT11111111	05/08/2007	09/17/2007	Approve

☒ I certify that the identified dam(s) (female) was mated to the identified sire and that the sire was owned/co-owned by me on the date of mating for all approved litters.

I (WE) AGREE THAT ANY CAUSE OF ACTION, CONTROVERSY OR CLAIM ARISING OUT OF OR RELATED TO THIS REGISTRATION OR AS TO THE CONSTRUCTION, INTERPRETATION AND EFFECT OF THIS AGREEMENT SHALL BE SETTLED BY ARBITRATION PURSUANT TO THE APPLICABLE RULES OF THE AMERICAN ARBITRATION ASSOCIATION. HOWEVER, PRIOR TO ARBITRATION ALL APPLICABLE AKC BYLAWS, RULES, REGULATIONS AND PROCEDURES MUST FIRST BE FOLLOWED AS SET FORTH IN THE AKC CHARTER AND BYLAWS, RULES, REGULATIONS, PUBLISHED POLICIES AND GUIDELINES.

By clicking on the [I Agree and Certify] button and submitting this application, you are authenticating the information provided as you would be with a written signature. Any misrepresentation on this application or any AKC application may result in the cancellation of the registration and/or the loss of AKC privileges.

Back I Agree and Certify

Figure 17. The Confirmation of Approval

Step 4 – Confirmation:

This page displays the information about your registration, as shown in **Figure 18**. The litter has now been registered and approved and you can return to the Online Litter Registration page.

Sire Owner

ONLINE LITTER REGISTRATION

[Home](#) | [Customer Service](#) | [Glossary](#) | [Litter Registration Requirements](#) | [Support](#)

Step 4 - Confirmation

Registration Process:

Please print this page for your records by clicking on the printer icon.

Print for your records

Confirmation

Sire (Male) Name: Sunbeam's Cruise Control
Sire (Male) Reg. Number: SN37226001

Dam (Female) Name	Dam (Female) Reg. Number	Litter Date Of Birth	Submission Date	Action Taken
Sunbeam's Tequila Mockingbird	TT111111111	05/08/2007	09/17/2007	APPROVE

Return to Litter Registration

Figure 18. The Confirmation of Sire Owner Verification

ONLINE LITTER REGISTRATION: OWN DAM AND SIRE

I. Registering Your Litter: Dam and Sire Owner

The information needed to register your litter online includes:

- The dam's AKC registration number (must be in the format AA12345678 - two letters followed by eight digits)
- The dam's AKC registered name
- The dam's certificate issue date
- The dam owner's email address
- The sire's registration number
- The sire's certificate issue date
- Your credit card number and expiration date
- Permission from all other litter owners if the dam has multiple owners

If you have a My AKC account and are registered for Online Record Keeping, you can login to your account and register your litter directly from the birth breeder record. If you are logged into your account, you can also go to the Registration section, select the Dam and/or Sire from the list boxes, enter in litter information and then continue from that point. If you are not logged into an account you need all of the above listed information and you can register your litter from the Online Services/Registration section of the AKC website.

To use any of these functions:

1. Click **Online Services** on the second toolbar on the AKC website.
2. Click the **Register a Litter Online** hyperlink.
3. Click the **Dam and Sire Owner** hyperlink, which displays the **Litter Registration** page.

OR

4. Go to www.akc.org and in the right My AKC panel, enter your username and password, and then click **Login**.
5. Click **Breeder Records**, select the record, click on the **Birth** tab, and then click **Register This Litter**.

NOTE: You must have already created a birth record or have a birth record in the account.

A. Verify Litter Registration: Dam and Sire

There are 9 or 10 steps to verifying the litter registration depending on if you logged in to your My AKC account. Please follow the steps below to complete the registration. The graphics in Step 2 and on assume you are logged into your AKC account.

Optional Step 1 - Enter Dam and Sire Information

If you are using the registration portion of the website, please follow the steps in Optional Step 1: Enter Dam and Sire Information. If you are logged into your account and you clicked Register your Litter on the breeder record, please skip to Step 2: Litter Verification.

1. Click in the **Dam (Female) Reg. Number** text box and type the registration number, as shown in **Figure 19**, **OR** (if logged into MY AKC) click the **Dam Name** down-arrow and then select the name from the list.

NOTE: If you are logged into your account, you can also add a dog if the dog is not in the list, which will permanently be added to your list of dogs in your My AKC account.

2. Click in the **Dam Certificate Issue Date** text box, and enter the date in the mm/dd/yyyy format.
NOTE: The date is not required if you are logged in to your account.
3. Click in the **Dam Owner Email** text box, enter the email address, and then click in the **Confirm Dam Owner Email** text box to enter and confirm the email address.
NOTE: The email address is not required if you are logged in to your account.
4. Click in the **Sire (Male) Reg. Number** and then type the registration number **OR** click the **Sire Name** down-arrow and then select the sire.
NOTE: The status of the sire (owned or not owned) is indicated under the list box. If you own the sire and it states not owned, you can Add a Dog and change the status to owned. Appendix A: Adding a Dog To Your Account.
5. Click in the **Litter Date of Birth** text box and then type the date in the mm/dd/yyyy text box.
NOTE: You can also click on the calendar icon to select the date.
6. Click the **Number to be registered Males** down-arrow, select the number of males, and then click the **Females** down-arrow and select the number of females.
7. Click the **Continue** button to move to **Step 2** of the dam owner litter registration process.

Dam & Sire Owner ONLINE LITTER REGISTRATION

Home | Customer Service | Glossary | Litter Registration Requirements | Support

Step 1 - Litter Information Registration Process: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

Please enter the information for the litter you wish to register and click [Continue].
Fields marked with an * are required.

[Dam Owner Only form](#)

Dam Owner Information

Dam (Female) Reg. Number* TT1111111111 Dam Certificate Issue Date* mm/dd/yyyy What is my Certificate Issue Date?

Owner Email* Confirm Owner Email*

Sire Owner Information

Sire (Male) Reg. Number* Sire Certificate Issue Date* mm/dd/yyyy What is my Certificate Issue Date?

Litter Information

Litter Date of Birth* mm/dd/yyyy Number to be registered* Males Females

Refresh Continue

Figure 19. The Litter Information Page (not logged into an AKC account)

Step 2 – Litter Verification:

1. Verify the information for the litter and read the disclaimer, as shown in **Figure 20**.
2. Click the checkbox next to the **I certify and I agree** information.
NOTE: If the dam has multiple owners, please read the [Online Litter Registration: Dam Only Multiple Owners](#) section.
3. Click the **I Agree and Certify** button.

Dam & Sire Owner

ONLINE LITTER REGISTRATION

[Home](#) | [Customer Service](#) | [Glossary](#) | [Litter Registration Requirements](#) | [Support](#)

Step 2 - Litter Verification

Registration Process: 1 2 3 4 5 6 7 8 9

Applicable AKC titles will be included on actual documentation for this litter, however they are not displayed on this screen.
If the following information is correct, please click [I Agree and Certify]. Otherwise please click [Back] to make your corrections.

Transaction Number: 20070917027000037

Litter Information	Fees		
Breed:	Retriever (Golden)	Online Litter Registration:	\$25.00
Dam (Female) Name:	Chloe Bear Loves Ice Cream	Per Puppy Fee:	\$12.00
Dam (Female) Reg. Number:	TT111111111	Total:	\$37.00
Dam (Female) Owner Email:	ctest@yahoo.com		
Sire (Male) Name:	Mr. Bear Loves His Chloe Bear		
Sire (Male) Reg. Number:	TT000101010		
Litter Date Of Birth:	09/01/2007		
Males:	4		
Females:	2		
Total Puppies:	6		

☐ I certify that I am an owner of the identified dam from the date of mating continuously through the date of birth of the litter; that this dam was not mated to any other dog during her season; and if applicable, that I have complete written authority from the other owner(s) to submit this application; that all of the representations on this application are true; and I (we) agree to comply with AKC rules and regulations. Furthermore, I certify that the identified dam (female) was mated to the identified sire and that the sire was owned/co-owned by me on the date of mating. I understand that upon request I(we) will be required to provide to the AKC any such written authorization.

I (WE) AGREE THAT ANY CAUSE OF ACTION, CONTROVERSY OR CLAIM ARISING OUT OF OR RELATED TO THIS REGISTRATION OR AS TO THE CONSTRUCTION, INTERPRETATION AND EFFECT OF THIS AGREEMENT SHALL BE SETTLED BY ARBITRATION PURSUANT TO THE APPLICABLE RULES OF THE AMERICAN ARBITRATION ASSOCIATION. HOWEVER, PRIOR TO ARBITRATION ALL APPLICABLE AKC BYLAWS, RULES, REGULATIONS AND PROCEDURES MUST FIRST BE FOLLOWED AS SET FORTH IN THE AKC CHARTER AND BYLAWS, RULES, REGULATIONS, PUBLISHED POLICIES AND GUIDELINES.

By clicking on the [I Agree and Certify] button and submitting this application, you are authenticating the information provided as you would be with a written signature. Any misrepresentation on this application or any AKC application may result in the cancellation of the registration and/or the loss of AKC privileges.

Back

I Agree and Certify

Figure 20. The Verification Page that Appears for Dam and Sire

Step 3 & 4 – Mailing Address and Mailing Confirmation:

1. Click in the fields and type in the valid information to update the address if the information is missing or incorrect, as shown in **Figure 21**.
2. *Optional Step:* Click the checkbox next to **Check here to make this your new address of record**.
3. *Optional Step:* Click the checkbox next to **Expedite litter kit delivery** for an additional \$17.00.
NOTE: Only the litter kit will be expedited not the litter certificate or puppy folders (if purchased under optional products.)
4. Click the **Continue** button, which displays the **Mailing Confirmation** page.
5. Click **Continue** to keep the entered information.

NOTE: Click **Back** only if you need to change the information entered and then click **Continue** to finish the registration process.

The screenshot shows the 'Dam & Sire Owner' online litter registration interface. At the top, there's a navigation bar with links: Home | Customer Service | Glossary | Litter Registration Requirements | Support. The page title is 'Dam & Sire Owner' and 'ONLINE LITTER REGISTRATION'. Below the title, it says 'Step 3 - Mailing Address'. A progress bar shows steps 1 through 9, with step 3 currently active. The text explains that the litter kit will be mailed to the name and address listed, and provides instructions on how to correct information. A transaction number '20070917027000038' is displayed. The form fields include: Name (Clare Turner), Address 1* (4555 Good Lane), Address 2 (empty), City* (blah), Country (United States Of America), State* (California), ZIP* (234324), Telephone (555-555-5555), and Email Address* (dco@akc.org). There are two checkboxes: 'Check here to make this your new address of record' and 'Expedite litter kit delivery for an additional \$15.00'. A note states that if expedited, only the litter kit will be expedited, and additional items will not. At the bottom, there are 'Back' and 'Continue' buttons.

Dam & Sire Owner ONLINE LITTER REGISTRATION

Home | Customer Service | Glossary | Litter Registration Requirements | Support

Step 3 - Mailing Address Registration Process: 1 2 3 4 5 6 7 8 9

Your litter kit will be mailed to the name and address listed below. This name is from our records and will be printed on the litter kit. If it is incorrect and you do not want this name printed on the litter kit, do not proceed with the application. To correct the name, call AKC Customer Service at 919-233-9767. If the address is incorrect, please make the necessary changes. You have the option of making the address your permanent address of record by checking the box below and clicking [Continue].

Transaction Number: 20070917027000038

Mailing Address on Record

Fields marked with an * are required

Name: Clare Turner

Address 1*: 4555 Good Lane

Address 2:

City*: blah

Country: United States Of America

State*: California

ZIP*: 234324

Telephone: 555 - 555 - 5555 x

Email Address*: dco@akc.org

☒ Check here to make this your new address of record

☒ Expedite litter kit delivery for an additional \$15.00

If you check this box, only your litter kit will be expedited. Additional items you order, such as the Litter Certificate or Puppy Folders, will not be expedited.

Back Continue

Figure 21. The Entered Mailing Address

Step 5 & 6 – Optional Products & Confirm Products:

This section enables you to create an online breeder classifieds, purchase litter certificate, and/or purchase puppy folders for the puppies in the litter you are registering.

- Online Breeder Classifieds – An ad that describes the litter to visitors of the AKC website who are interested in purchasing a new puppy.
 - Official Litter Certificate – A beautiful, multi-colored document tracing three generations of a litter's lineage. (It also includes black and white copies for each of your puppy buyers.)
 - Puppy Folders – Educational brochures for your new puppy buyers, which are displayed beautiful folders that can be customized by adding pedigrees, immunization records, and more.
1. Click the **Yes** or **No** option on the **Online Breeder Classifieds** page and then click **Continue**, which displays the **Litter Certificate** page.
 2. Click the **Yes** or **No** option on the **Litter Certificate** page and then click **Continue**, which displays the **Puppy Folders** page.
 3. *Optional Step:* Click the **Select the number of puppy folders** down-arrow, click a number, and then click **Continue**, which displays the **Confirm Products** page as shown in **Figure 22**.
 4. Click the **Continue** button if all the product selections are correct.

Dam & Sire Owner ONLINE LITTER REGISTRATION

Home | Customer Service | Glossary | Litter Registration Requirements | Support

Step 6 - Confirm Products Registration Process: 6 7 8 9

If the following information is correct, please click [Continue]. Otherwise please click [Back] to make your corrections.

Transaction Number: 20070917027000038

Online Breeder Classifieds:
You have not selected an Online Breeder Classified at this time.

Litter Certificate:
You have not selected a Litter Certificate at this time.

Puppy Folders:
You have not selected a Puppy Folder at this time.

[Back](#) [Continue](#)

Figure 22. The Confirmation of Products

Step 7 & 8 – Payment & Payment Confirmation:

1. *Optional Step:* Click in the **Coupon ID** text box and then click the **Apply Coupon** button.
2. Click in the **Credit Card Number** text box, click the **Expiration Date** down-arrows, and then click the dates, as shown in **Figure 23**.
3. Click the **Continue** button, which displays the **Payment Confirmation** page.
4. Click **Continue** on the **Payment Confirmation** page, which displays the **Create an Account (Optional)** page.

Dam & Sire Owner ONLINE LITTER REGISTRATION

Home | Customer Service | Glossary | Litter Registration Requirements | Support

Step 7 - Payment Registration Process: 7 8 9

If the following information is correct, please click [Continue]. Otherwise please click [Back] to make your corrections.

Transaction Number: 20070917027000038


Payment Information

Fees	
Online Litter Registration:	\$25.00
Per Puppy Fee:	\$12.00
Expedited:	\$15.00
Total Charges:	\$52.00
Total Fee Remaining:	\$52.00

Coupon Information
If you have an AKC coupon code enter it here and click [Apply Coupon].

Coupon ID: [Apply Coupon](#)

Credit Card Information
Please enter your credit card information and click [Continue].



Credit Card Number: Expiration Date:

[Back](#) [Continue](#)

Figure 23. The Payment Page

Optional Step 9 – Create an Account:

This section enables you to create an account or log in to your existing AKC

account. Creating or logging into your account is not required to complete a litter registration. If you are already logged into your account you will not see this step.

1. *Optional Step:* Click in the **Account Information** fields and then click **Create Account** **OR** click in the **Account Name** and **Password** text boxes and then click **Login** **OR** click **No Thanks** to continue registering a litter.
2. *Optional Step:* Follow the remaining directions if you chose to log in to your account or create an account and then click **Continue**, which displays the **Receipt** page.

Step 9 or 10 – Receipt:

This page displays the information about your registration and if you are not logged into your account, you can only list your litter or register another litter.

If you are logged into your My AKC account, you can Manage Puppies, return to the My AKC homepage, list your litter, or register another litter, as shown in **Figure 24**.

1. Click the **Done** button to complete the registration without registering another litter.

The screenshot shows the 'Step 9 - Receipt' page. At the top, it says 'Congratulations!' and 'Your litter has been registered. Your new litter number is: TT111111111'. Below this is 'Litter Registration Information' with a transaction number and total charged. The 'My AKC Online Account' section shows the user's name and a 'Manage Puppies' button. There are also buttons for 'My AKC Homepage', 'List Your Litter Today', 'Register Another Litter', and 'Done'.

Step 9 - Receipt Registration Process:

Congratulations!

Your litter has been registered. Your new litter number is: TT111111111
Send us your [feedback](#) on our new look for Online Litters.

Litter Registration Information
For a detailed receipt click the printer icon.
Transaction Number: 20070917027000038 Total Charged to Card: \$52.00 [Print for your records](#)

My AKC Online Account
In My AKC account:
Chloe Bear Loves Ice is listed as a Dog I Own.
Mr. Bear Loves His Chloe Bear is listed as a Dog I Own.
[Manage Puppies](#)

[My AKC Homepage](#)

Online Breeder Classifieds
Are you looking to find good homes for your puppies? AKC Online Breeder Classified service offers a direct connection and maximum exposure to potential puppy buyers.
[List Your Litter Today](#)

Full Litter Offspring Registration
If you are interested in registering all the puppies in this litter to yourself for \$10 per puppy (a 50% savings), you can print the [Full Litter Offspring Registration Application](#). Once complete just mail in the application to the address provided. Please note that the Full Litter Offspring option is not currently available through our online services.

[Register Another Litter](#) [Done](#)

Figure 24. The Done Page for Litter Registration in the My AKC Account

APPENDIX A: ADDING A DOG TO YOUR ACCOUNT

I. Registering Your Litter – Add a Dog

If you are logged into your account while registering your litter, you can Add a Dog to your account from the hyperlinks next to the dam or sire list boxes on the Dam Only, Sire Only, or Dam and Sire pages. You can also add a dog from Manage Dogs. The steps below tell you how to add the dog from any area in the application.

A. Adding a Dog

Under the display list box on the Manage Dogs page, there is an Add a Dog hyperlink. Before you can add a dog, you need the dog's registration number. If you are adding a Dog I Own, you also need the dog's certificate issue date. You can also click the Add a Dog hyperlinks throughout the application.

There are two ways to add a dog; by Registration # and by Name and Breed.

To begin adding a dog by registration number:

1. *Optional Step:* Click the **Manage Dogs** hyperlink under **My Dogs** in the left hand pane of the window, which displays the **My Dogs and Litters – Manage Dogs** page.
2. Click the **Add a Dog** hyperlink under the **Display** list box.
NOTE: If you are in Online Record Keeping (ORKS), you can also add a dog from the hyperlinks available in certain screens where you select a dam or sire from your list.
3. Click the **Add Dog By Registration Number** option.
4. Click in the **Registration** text box and then type the dog registration number.
5. Click the **Next** button, which displays the dog's information and the ability to decide what type of relationship you have to the dog.
6. Click either the **Add a Dog I Own** option **OR** the **Add a Dog of Interest** option.
7. Click the **Next** button. If this was a dog of interest, the dog is added to the list and you can skip to Step 9. If this is a dog you own, proceed to Step 8.
8. Click in the **Cert Issue Date** text box, click the **I certify that I am the recorded owner of this dog** and request that the AKC associate this dog with my account checkbox, as shown in **Figure 25**, and then click the **Add Dog** button.
9. Click the **Continue** button, which confirms the addition and closes the window.

The system will add the dog entered into your account. If this is a Dog I Own, the system may recognize other dogs you own as well, and add them to your account at the same time. After adding this dog, if you own other dogs that do not appear as a Dog I Own in your dog list, simply complete the Add a Dog process again.

Manage Dogs
Add Dog To List

After you add this dog to your account as a Dog I Own, the system may identify other dogs you own and add them to your account at the same time. After adding this dog, if you own other dogs that do not appear as a Dog I Own in your dog list, you should complete the Add a Dog process again. If you are having difficulty, please click on Customer Service under My AKC and complete the form.

Fields marked with an asterisk * are required.

Dog Registration Number

TRZ555555555555

Cert Issue Date*

6/11/1999

Issue date of the Registration Certificate:

mm/dd/yyyy

Your Last Name*

D. Smith

☒ I certify that I am the recorded owner of this dog and request that the AKC associate this dog with my account.

Back

Close

Add Dog

(c) Copyright 2007 - American Kennel Club - All Rights Reserved

Figure 25. The Owned Dog Information Entered

To begin adding a dog by name and breed:

1. *Optional Step:* Click the **Manage Dogs** hyperlink under **My Dogs** in the left hand pane of the window, which displays the **My Dogs and Litters – Manage Dogs** page.
2. Click the **Add a Dog** hyperlink under the **Display** list box.
3. Click the **Add a Dog By Name and Breed** option.
4. Click in the **Dog Name** text box and then type part of or an entire name.
5. Click the **Breed** down-arrow and then select a breed, as shown in **Figure 26**.
6. Click the **Next** button, which displays the search results based on the data.
7. Click the option next to the search result item that matches the dog you wish to add to your dog list.
8. Click the **Next** button, which displays the dog's information and the ability to decide what type of relationship you have to the dog.
9. Click either the **Add a Dog I Own** option **OR** the **Add a Dog of Interest** option.
10. Click the **Next** button. If this was a dog of interest, the dog is added to the list and you can skip to Step 12. If this is a dog you have or currently own, go to Step 11.
11. Click in the **Cert Issue Date** text box, click the I certify that I am the recorded owner of this dog and request that the AKC associate this dog with my account checkbox, and then click the **Add Dog** button.
12. Click the **Continue** button, which confirms the addition and closes the window.

The system will add the dog entered into your account. If this is a Dog I Own, the system may recognize other dogs you own as well, and add them to your account at the same time. After adding this dog, if you own other dogs that do not appear as a Dog I Own in your dog list, simply complete the Add a Dog process again.

NOTE: If there is not a dog available based on the search entered, a message displays stating: The dog you entered could not be added to your account because it could not be found in our database. Please check the information you entered or contact Customer Service if this problem persists.

Add Dog to List

Please choose one of the options below to add a dog to your account.

☐ **Add Dog By Registration Number**

Dog Registration Number
(e.g. TR35624905, ILP133522)

☐ **Add Dog By Name and Breed**

If you are unsure of the full name, enter the first portion of the name (minimum five characters) and the system will perform a partial name search.

Dog Name*

Breed*

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Figure 26. The Dog Name and Breed