

Online Dog Registration

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ONLINE DOG REGISTRATION SERVICES

I. Online Dog Registration Services

There are four services related to online dog registration services:

- Online Dog Registration for New Puppy Owner – Enables you to register your new puppy online using the PIN from your Dog Registration Application.
- Online Dog Registration for Litter Owner – Enables you to register a puppy from your litter in your name using the information from your Dog Registration Application or your confirmation email
- Registration Application Status – Enables you to check the status of AKC registration applications. Or, if you have received a Customer Reply Form from AKC, you may be able to resolve questions about your application.
- Certificate Change Request – Enables you to request corrections to your dog's name, color, sex, or markings. You may also correct your name and contact information. Your requests will be reviewed by AKC. Some requests may require a fee.

You can access online dog registration services from your web browser.

To locate online dog 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. To register a new puppy, see the [Online Dog Registration \(New Puppy Owner\)](#) section of the user guide **OR** to register a puppy in your litter to yourself, see the [Online Dog Registration: Litter Owner Registering Puppy to Yourself](#) section of the user guide.

I. Registering Your New Puppy Online

The New Puppy Owner link enables you to register your new puppy by using the PIN provided on your Dog Registration Application. If your application does not have a PIN, your application must be completed and mailed to the AKC.

The information needed to register your puppy online includes:

- Puppy Number
- Dog Registration PIN
- Names and addresses of all owners
- Name of the puppy
- Transfer date
- Gender
- Color
- Markings (if any)
- Your Registration Package selection
- Form of Payment (The AKC accepts VISA, MasterCard, American Express, and Discover.)

A. Getting Started with Online Dog Registration: New Puppy Owner

To get started, you need to enter the information below, all of which can be found on your dog registration application:

- Puppy Registration #
- Full Registration Code: If the box in the limited registration section of the application is not darkened, you will enter this code and your dog will receive full registration status. If the box in the limited section is darkened, you may leave this code field blank. Your dog will receive limited registration status, meaning the dog should not be bred, any offspring produced by the dog will not be eligible for AKC registration, and entry in some dog events will be restricted.
- Registration Application PIN

Step-by-Step Instructions:

1. Click **Online Services** on the second toolbar on the AKC website.
2. Click the **Register a Dog Online** hyperlink.
3. Click the **New Puppy Owner** link.
4. Click in the **Enter Puppy Number** text box and type the puppy's registration number.
5. *If the box in the Limited Registration section of your application is not darkened,* Click in the **Limited Registration Enter Number Here** text box, and enter the three-digit code.
6. Click in the right **Enter Number Here** text box, and enter your five-digit PIN, as shown in **Figure 1**.
7. Click the **Continue** button to begin entering the dog's information and complete the registration.

The screenshot shows a registration form with the following sections:

- Litter Information:** Includes fields for Breed (POODLE), Date of Birth (11/3/2004), Sire (SAMPLE CH BRING BACK THE DUCK), Dam (SAMPLE LADY STRIKES AGAIN), Breeder (JOHNDOE), Litter (JOHNDOE), and Owner (000 SAMPLE STREET, SA, 000000000 AKC). There are checkboxes for TOY, MINATURE, and STANDARD varieties. A yellow callout points to the 'Number' field containing 'SA7777701'.
- Enter Puppy Number:** A text box containing 'PP5555555' with a yellow callout pointing to it.
- To Request Limited Registration:** A section with a blue header. It contains a checkbox labeled '123' and a text box labeled 'Enter Number Here*' containing '111'. A red asterisk note states: '*If the box to the left is completely darkened, the dog is not to be used for breeding. Entry in dog events is restricted.' A yellow callout points to the '123' checkbox.
- Important Registration Information:** A section with a red header. It contains a text box labeled 'Enter Number Here' containing '11111' and a yellow callout pointing to it. The number '12345' is also visible in the top right of this section.
- Buttons:** 'Back', 'Continue', and 'Reset' buttons are located at the bottom.

Note: Both numbers must be entered to obtain Full Registration status. If the Limited box is darkened on your Dog Registration Application you will receive Limited Registration status.

Figure 1. The Puppy Number and PIN

B. Completing your Dog's Web Registration

Once you have entered the puppy registration # and the Registration Application PIN, you are logged into web registration for the selected dog.

NOTE: Some information may have already been entered by the owner of the dog's litter. If the litter owner entered any information in error, you will need to contact him/her to have it corrected.

Step-by-Step Instructions:

1. Click the **Add New Owner** button, which displays the **Add Puppy Owner** page, as shown in **Figure 2**.
NOTE: If the breeder already entered this information, you may not need to perform steps 1 and 2.
2. Enter the requested information on the **Add Puppy Owner** page and then click the **Add Puppy Owner** button, which returns to the puppy registration page and displays the information in the **Puppy Owner** box, as shown in **Figure 3**.
NOTE: If there is more than one owner of the dog, please repeat step 1 and 2 until all of the owners have been added
3. *Optional Step:* If you acquired the dog from somebody other than the litter owner, click the **Add Former Owner** button, as shown in **Figure 4**, and enter the requested information.
4. Click in the **Name Dog** text box, enter a name for the dog, and click the **Check Dog Name** text box. This verifies that the name you entered is valid.
5. Click in the **Date of Transfer** text box and enter the date you acquired the dog.
6. Click the **Gender** and **Color** down-arrows and select a value. The litter owner should have provided this information on your dog registration application.
7. *Optional Step:* Click the **Markings** down-arrow and select a value.
NOTE: There may not be markings for your breed. The litter owner should have provided this information on your dog registration application.
8. *Optional Step:* Click in the **Tattoo ID** and/or **Microchip ID** text boxes and type the requested information, as shown in **Figure 5**.
NOTE: We encourage you to provide this information and select the Lost and Found option on the package selection screen to enroll your puppy in the AKC Companion Animal Recovery service.
9. After you have entered all the required information, click the **Register Now** button to move on to the package selection screen.
10. Select your packages, as shown in **Figure 6**, and click **Continue**.
11. Enter your credit card information, as shown in **Figure 7**, and click **Continue**.
NOTE: Please verify that all the information you have entered about your dog is correct. If you need to make any changes click the back button and make the changes before you continue.

- Click the **I certify and agree to the AKC Certification and Agreement language printed at the right** checkbox and then click the **Finish Registration** button, which displays the **Complete Registration** page.
NOTE: You may print this page for your records and will receive your official AKC registration certificate in the mail.

- Click the **Log Out** button to end the registration process.

You will receive your dog registration certificate and any other items you ordered in 10-14 days.

You can check the status of your application at www.akc.org by following the steps found in the [Understanding and Using the Registration Application Status](#) section of this user guide.

Add Puppy Owner
 Providing a valid email address to the AKC will simplify communication

Email Address:

Prefix:

* First:

Middle:

* Last or Organization:

Suffix:

* Address 1:

Address 2:

* City:

* Country:

* State or Province:

* Zip:

Phone Number:
 Phone Number is required if you wish to purchase a Lost & Found package .

Domestic: () - ext.

International:

Enter Customer Number:

Give us your email address to receive free e-certificates from dog.com.

Figure 2. The Puppy Owner Information Form

Dog Registration Number: SR12121212 Registration Type:
 Litter Date of Birth: 03/24/2005 Breed: Labrador Retriever
 Dam: TR58585858: (08-05) Coca Pops Sire: SR12121213 (08-05) Coco Bean

Litter Owner: Test Tester
 20333 Test Lane
 Raleigh, NC 27606-1111

Puppy Owner	Owner Name	Owner Type	
	Test Test	Primary Owner	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

Figure 3. The Puppy Information and Puppy Owner Information

Former Owner
 If you did not acquire this dog directly from the litter owner you must enter each intermediate owners name and transfer date here.

[Add Former Owner](#)

Figure 4. The Former Owner Box -- Add Previous Owners

Puppy Registration Information For Transaction Number 2007022702700035

Dog Registration Number: SR12121212 **Registration Type:**
Litter Date of Birth: 03/24/2005 **Breed:** Labrador Retriever
Dam: TR58585858: (08-05) Coca Pops **Sire:** SR12121213 (08-05) Coco Bean

Litter Owner: Test Tester
 20333 Test Lane
 Raleigh, NC 27606-1111

Puppy Owner	Owner Name	Owner Type	
	Test Test	Primary Owner	Edit Remove

[Add New Owner](#)

Former Owner
 If you did not acquire this dog directly from the litter owner you must enter each intermediate owners name and transfer date here.

[Add Former Owner](#)

Puppy Information

***Required fields**

* **Name Dog:** [Check Dog Name](#)

Please Note: We are currently in the process of allowing the use of Registered Kennel Names in the dog's name. Currently the [Check Dog Name] button cannot verify this information. If you would like to include a Registered Kennel Name that you currently own in the dogs name, please complete all the required information, enter the complete dog name (including the Kennel name) and select [Register Now].

* **Date of Transfer (mm/dd/yyyy):** (See page 2 of the paper application)

* **Gender:**

* **Color:**

* **Markings:**

Tattoo ID:

Microchip ID:

[Register Now](#)

Use "Register Now" To begin the registration process.

Figure 5. The Information for the Registered Dog

Select the best for you and your dog by purchasing one of our optional registration packages.

Gold Package (\$27): The Gold Package is our most extensive and valuable package option. In addition to your AKC Registration Certificate you will receive:

- Three-Generation AKC-Certified Pedigree, showing your dog's family tree
- One-year subscription to AKC Family Dog magazine, the premier source for dog training and care tips, canine special interest stories and much more for the family dog owner
- AKC's very own Dog Care and Training Video, which will teach you how to be a responsible dog owner and ensure that your dog is a responsible canine citizen

Silver Package (\$19): Want to trace your dog's lineage? Upgrade to the Silver Package now. In addition to your AKC Registration Certificate you will receive:

- Three-Generation AKC-Certified Pedigree, showing your dog's family tree

Gold & Silver Package: Gold
 Silver
 None

 **Sample Certified Pedigree**

Should your dog get separated from you, the AKC Lost & Found option will assist in returning your dog home safely.

Lost & Found Option (\$15): By selecting this option, your dog will be enrolled for life in the AKC Companion Animal Recovery 24/7 service. You will also receive an AKC collar tag for your dog that includes your dog's AKC registration number.

Lost & Found Option: Lost & Found Package
 None



Figure 6. The Additional Packages

Please verify the information listed below. If correct, enter your credit card information and click [Continue]. If incorrect, click [Back] and correct the information.

Dog Name: Storment's Choco
Dog Registration Number: SR12121212 **Registration Type:** Full
Litter Date of Birth: 03/24/2005 **Breed:** Labrador Retriever
Dam: TR58585858 (08-05) Coca Pops **Sire:** SR12121213 (08-05) Coco Bear
Tattoo ID: 123456 **Microchip ID:**

Owner	
Owner Name	Owner Type
Test Tester	Primary Owner

Fees

AKC Dog Registration	\$20.00
Late Fee - Over 12 Months - \$35	\$35.00
Total Charges:	\$55.00

Credit Card Information



All fields required

Name on Card:

Credit Card Type:

Credit Card Number:
(No dashes or spaces)

Expiration Date:

Figure 7. The Puppy Information and Credit Card Form

ONLINE DOG REGISTRATION: LITTER OWNER REGISTERING PUPPY TO YOURSELF

I. Registering Your Dog Online – Litter Owner

The Litter Owner link enables you to register a dog from your litter in your name. If there are multiple litter owners, the dog will be registered in the names of all owners.

In order to register your dog online you will need the following information:

- Litter Number*
- Litter Date of Birth *
- Dam Registration Number *
- Dam Certificate Issue Date
- Puppy Registration Number*

* The information about the puppy can be found on your Dog Registration application or in the confirmation email sent if you registered the litter online.

You will also need to know the following information:

- Name of puppy
- Puppy gender
- Puppy color
- Puppy markings (if applicable)
- Registration type (Full or Limited)
- Payment information
- Registration Package Options

A. Getting Started with Online Dog Registration: Litter Owner

To get started, you need to enter the requested information about the litter.

Step-by-Step Instructions

1. Click **Online Services** on the second toolbar on the AKC website.
2. Click the **Register a Dog Online** hyperlink.
3. Click the **Litter Owner link**.
4. Click in the **Litter Number** text box and type the litter registration number.
5. Click in the **Litter Date of Birth** text box and enter the date.
6. Click in the **Dam Registration Number** text box and enter the number.
7. Click in the **Dam Cert. Issue Date** text box and enter the date listed on the registration certificate for the dam.
8. Click in the **Puppy Registration Number** text box and enter the puppy number.
9. Click the checkbox next to the **I accept** text and then click the **I Agree and Certify** button after you have read the Agree and Certify statement, as shown in **Figure 8**.

Select a Litter

All fields required

Litter Number:

Litter Date of Birth:

Dam Registration Number:

Dam Cert. Issue Date:

Puppy Registration Number:

I certify that all the information appearing on this application is correct and that I am in good standing with the American Kennel Club.

I 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.

Figure 8. The Litter Information

B. Completing the Online Dog Litter Owner Registration

Once you have entered the required information and accepted the terms, you will enter detailed information about the puppy and complete the registration.

Step-by-Step Instructions

1. *Optional Step:* If you want to change the contact information for any of the puppy owners, click the **Edit** button in the **Puppy Owner** section, as shown in **Figure 9**.
NOTE: You will only be able to update address, phone, and email information. You will not be able to update the name(s) of the puppy owner(s), as shown in **Figure 10**.
2. Click in the **Name Dog** text box, enter a name for the dog, and click the **Check Dog Name** text box. This verifies that the name entered is valid.
3. Click in the **Date of Transfer** text box and type the transfer date.
NOTE: The date is automatically set to the litter date of birth.
4. Click the **Gender** and **Color** down-arrows and select a value.
5. *Optional Step:* Click the **Markings** down-arrow and select a value.

NOTE: There may not be markings for your breed.

6. *Optional Step:* Click in the **Tattoo ID** and/or **Microchip ID** text boxes and type the requested information. We encourage you to provide this information and select the Lost and Found option on the package selection screen to enroll your puppy in the AKC Companion Animal Recovery service.
7. Click the **Register Now** button, to move on to the package selection screen.
8. Select your packages, as shown in **Figure 11**, and click **Continue**.
9. Enter your credit card information, as shown in **Figure 12**.
NOTE: Please verify that all the information you have entered is correct. If you need to make any changes click the back button and make the changes before you continue.
10. Click the **I certify and agree to the AKC Certification and Agreement language printed at the right** checkbox, after you have read the Agree and Certify statement, and then click the **Finish Registration** button, which displays the **Complete Registration** page.
NOTE: You may print this page for your records and will receive your official AKC registration certificate in the mail.
11. Click the **Log Out** button to end the registration process.

You will receive your dog registration certificate and any other items you ordered in 10-14 days.

You can check the status of your application at www.akc.org by following the steps found in the [Understanding and Using the Registration Application Status](#) section of this user guide.

Puppy Owner Owner Name	Owner Type	
Test Test	Primary Owner	<input type="button" value="Edit"/>

Figure 9. The Puppy Owner Box

Update Puppy Owner

Name: Test Tester

Providing a valid email address to the AKC will simplify communication

Email Address:

*** Address 1:**

Address 2:

*** City:**

*** Country:TX**

***State or Province:**

*** Zip:**

Phone Number:

Domestic: () - ext.

International:

Figure 10. The Updated Puppy Owner Information

Select the best for you and your dog by purchasing one of our optional registration packages.

Gold Package (\$27): The Gold Package is our most extensive and valuable package option. In addition to your AKC Registration Certificate you will receive:

- Three-Generation AKC-Certified Pedigree, showing your dog's family tree
- One-year subscription to AKC Family Dog magazine, the premier source for dog training and care tips, canine special interest stories and much more for the family dog owner
- AKC's very own Dog Care and Training Video, which will teach you how to be a responsible dog owner and ensure that your dog is a responsible canine citizen

Silver Package (\$19): Want to trace your dog's lineage? Upgrade to the Silver Package now. In addition to your AKC Registration Certificate you will receive:

- Three-Generation AKC-Certified Pedigree, showing your dog's family tree

Gold & Silver Package: Gold
 Silver
 None

 **Sample Certified Pedigree**

Should your dog get separated from you, the AKC Lost & Found option will assist in returning your dog home safely.

Lost & Found Option (\$15): By selecting this option, your dog will be enrolled for life in the AKC Companion Animal Recovery 24/7 service. You will also receive an AKC collar tag for your dog that includes your dog's AKC registration number.

Lost & Found Option: Lost & Found Package
 None



Figure 11. The Additional Packages

Please verify the information listed below. If correct, enter your credit card information and click [Continue]. If incorrect, click [Back] and correct the information.

Dog Name: Storment's Choco
Dog Registration Number: SR12121212 **Registration Type:** Full
Litter Date of Birth: 03/24/2005 **Breed:** Labrador Retriever
Dam: TR58585858 (08-05) Coca Pops **Sire:** SR12121213 (08-05) Coco Bear
Tattoo ID: 123456 **Microchip ID:**

Owner	
Owner Name	Owner Type
Test Tester	Primary Owner

Fees

AKC Dog Registration	\$20.00
Late Fee - Over 12 Months - \$35	\$35.00
Total Charges:	\$55.00

Credit Card Information



All fields required

Name on Card:

Credit Card Type:

Credit Card Number:
(No dashes or spaces)

Expiration Date:

Figure 12. The Puppy Information and Credit Card Form

REGISTRATION APPLICATION STATUS

I. Using the Registration Application Status Tool

This link enables you to check the status of your AKC registration applications. If you have received a Customer Reply Form from the AKC, you may be able to resolve questions about your application here.

There are four available options:

- Transaction Number – This option searches for the status using the transaction number provided on your AKC Customer Reply Form.
- Dog Registration – This option searches for a dog registration application by using the individual dog registration number.
- Litter Application – This option searches for a litter application using the dam's AKC number and certificate issue date.
- Certificate Transfer – This option searches for a certificate transfer using the dog's AKC registration number.

To use any of these functions:

1. Click **Online Services** on the second toolbar on the AKC website.
2. Click the **Register a Dog Online** hyperlink.
3. Click the **Registration Application Status** hyperlink, which displays the **AKC Form Status/Processing Menu** page.
4. Click the hyperlink for the type of form you wish to locate.
5. Type the information requested in the text box(es), and then click the **Search** button, which displays the requested information.

NOTE: If you want to clear the typed information and search on different data, click the **Clear Query** button. If you want to return to **AKC Form Status/Processing Menu** page, click the **Return to Menu** button.

CERTIFICATE CHANGE REQUEST

I. Using the Certificate Change Request

This link enables you to request corrections to your registered dog's name, color, sex, or markings. You may also correct your name and contact information. All requests will be reviewed by AKC staff. Some requests may require a fee.

To request a change:

1. Click **Online Services** on the second toolbar on the AKC website.
2. Click the **Register a Dog Online** hyperlink.
3. Click the **Certificate Change Request** hyperlink, which displays the **AKC Certificate Change Requests** page.
4. Click in the **Registration Number** text box, type a number, click in the **Certificate Date** text box, and then type a date in the mm/dd/yyyy format.
5. Click the **Submit** button. This will display the current dog information.
6. Make any desired changes in the Revised Dog Information section by clicking in the text box and/or clicking the down-arrows and then enter or select the corrected information.
7. Click the **Continue** button. This displays the new and revised dog information, as shown in **Figure 13**. Verify the changes you have entered are correct. If all changes are entered click next. If you need to change additional information click change.
8. Make any desired changes to your ownership information in the Revised Information section by clicking in the text box and/or click the down-arrows and then enter or select the corrected information. Click the **Next** button.
9. Enter any Notes regarding changes you made in the Notes section and your credit card information. Click **Next**.
NOTE: Your credit card will be charged a correct fee, if applicable. Some changes do not require a fee. If the AKC processed your original application incorrectly, no fee will be applied.
10. Review and verify all of the information you provided is correct and then click **Submit Request for Processing** button.
11. Click **Finished** when complete.

NOTE: If any of the information is incorrect on the confirmation pages, you can click the **Change** hyperlink to modify and save the corrected information.

Request Steps

Login Info ✓

Dog Info ②

Owner Info ③

Notes & Card Info ④

Review ⑤

Confirmation ⑥

Confirm Your Changes

Little Suz has been verified for use for this breed.

Original Dog Information		Revised Dog Information	
Dog Name	Jelinek's Little Suzzie	Dog Name	Little Suz
Gender	Female	Gender	Female
Color	Black & Tan	Color	Chocolate & Tan
Markings	Dapple	Markings	Dapple

[Change](#)

Figure 13. The Certificate Data