



American Dorper Sheep Breeders' Society
Registration Rules and Regulations
Frequently Asked Questions (FAQs)
Updated 2023

This information is designed to answer questions you may have concerning the American Dorper Sheep Breeders' Society (ADSBS) official registry rules and regulations. If you need further assistance, please contact the ADSBS National Office at (573) 696-2550. Office hours are Monday through Friday, 8:00 a.m. to 4:00 p.m., CST or you may send an email to office@dorpersheep.org.

The ADSBS official registry rules and regulations can be found at:

<https://bit.ly/ADSBSRegistryRules>

Membership

Q. How do I join the American Dorper Sheep Breeders' Society?

- A. There are three types of Association memberships available: regular, junior and associate. Membership applications can be accessed online at www.dorpersheep.org, filling out the top portion of the ADSBS Fee List or by contacting the Society. An annual membership is January to December of the current year.
- a. A one-year regular membership for \$50 may be issued in the name of an individual, a farm or ranch name, a partnership or a corporation.
 - b. Junior membership is available to young Dorper and White Dorper sheep breeders until they are 21 years old as of January 1st. Junior membership dues are \$25 annually. Juniors may register and transfer sheep under the same rules as regular members but are not entitled to vote or hold office.
 - c. Associate memberships are for individuals or entities that would like to participate in ADSBS activities but they do not have rights to register sheep, participate in the Society's election of Directors or hold office. Associate memberships dues are \$25 annually

Q. What is a Membership Name?

A. When you join ADSBS as a regular member you will need to declare your Membership Name. This is the name that will appear as the owner on your sheep's registration papers and breeder on your lamb's registration papers.

Helpful Hints:

- *Your Membership Name is what will appear in the member directory. If your Membership Name is an entity, then the individual name(s) will not be listed.*
- *Membership Name and Flock Name can be different. For example: Membership Name is John Smith and Flock Name is JS.*
- *You may have more than one active membership at one time.*

Q. What is a Member Code?

- A. Member Code is a unique six-digit identification code that is created by the ADSBS Registrar for each Membership within the ADSBS Registry Software. Member Codes are assigned to both members and non-members and are not indicative of membership status.

Q. Where can I find my Member Code?

- A. If you are a new member you can find your Member Code in your Welcome New Member Letter. If you are already a member your Member Code can be found on an invoice or past statement. You may always contact the National ADSBS Office by phone or email to obtain your Member Code.

Q. Can Junior Members join as a partnership?

- A. Junior Memberships are only available on an individual basis. Junior members may own sheep in partnership with other Junior members, provided each partner has a paid a junior membership.

Q. Can an adult and a youth have membership together?

- A. Yes, a partnership membership between an adult and youth would be considered a separate regular membership at the regular membership price.

Q. Can a youth member be added to a regular membership?

- A. No, if a youth member would like to be a member and register sheep in their name they must have their own Junior membership.

Registrations

Q. Do I need to be a member to register or transfer sheep?

- A. No, regular members, junior members and "Non-Member" individuals or corporations are eligible to register and transfer sheep with the ADSBS. (Rule 100)

Q. How do I register new animals?

- A. Animals for registration must be submitted on an ADSBS Application for Registration. Applications must be filled out properly for an animal to be registered. You can obtain the Application for Registration forms by requesting them from the ADSBS office or download them from the website: www.dorpersheep.org. (Rule 206)

Q. How do I properly fill out an application?

- A. A correct application form includes the following: animal gender; tag number; permanent ID (if any); DOB; birth type; sire and dam information. (Rule 206) The offspring will be registered in the name of the owner of the dam at the time of offspring birth. (Rule 209 D)

Q. Who can register a new animal?

A. You must be the recorded owner of the dam at the time the lamb was born to apply for registration. If the sire was leased or borrowed, you will need to submit a “Breeding Certificate” from the ram owner at the time you submit your Application for Registration. (Rule 700)

Q. What constitutes ownership?

The breeder is the owner of the animal at time of breeding (Rule 104). First Owner is the owner at time of lambing (Rule 103). If you do not own the sire then you must include a Breeding Certificate of service filled out by the owner of the ram. (Rule 211)

Q. The owner of my sheep is my ranch, who can register my sheep?

A. When an animal is owned by a company, ranch, farm, club, corporation, University or school, family, partnership, joint ownership of related or unrelated persons, or any entity other than an individual, ADSBS must have an Agent Authorization Form on file to indicate who may sign documents for that entity. (Rule 706)

Helpful Hint: You may have up to three authorized agents on file with ADSBS.

Q. How do I register lambs from registered bred ewes I purchased?

A. On the back of the ewe’s official registration certificate there is a section called “Certificate of Service” that should be filled out prior to transferring the ewe into the new owner’s name. (Rule 306)

Q. What is a Breeding Certificate?

A. If you are registering lambs sired by a ram you did not own at the time the ewes were bred a Breeding Certificate must be submitted to the ADSBS National Office. The Breeding Certificate can be found on the ADSBS website and includes the following: Ram Flock Name and Number; registration number; signature of the ram’s owner(s); date(s) of service. (Rule 206C)

Helpful Hint: If the ewe was pasture-bred and the exact date of breeding is not known you can use the range of dates that ewe was exposed to the ram.

Q. How does my animal get its name?

A. Animal names consists of two parts. The first part of an animal name is the applicant’s Flock Name. The second part of the animal name is the ID of the animal provided by the applicant.(Rule 209). For example: My Dorper 1234 - the Flock Name is “My Dorper” and the animal ID is 1234

Q. What is considered Permanent Identification?

A. A tattoo, USDA scrapie number or electronic identification tag (EID)

Helpful Hints:

- *You are not required to have a permanent id.*
- *If you register your animal with a USDA Scrapies tag and it falls out, you will need to mail the original Registration Certificate to the ADSBS National Office with the new USDA Scrapie Number written on the certificate. A correction fee applies.*

Q. Can I register a live imported Dorper or White Dorper sheep that is registered in another country?

A. Yes, if you purchase a live animal that was registered in any of the Recognized Dorper Registry Associations/Societies, and the animal was born in the country of that registry association/society, that animal will be eligible for re-registration with the ADSBS. You will need to send to ADSBS the original certificate from the Recognized Registry Association/Society and appropriate fees. The ADSBS will assign the animal an ADSBS registration number and return both certificates to you. (Rule 204)

Helpful Hints:

- *The ADSBS only accepts international registrations from countries that are legally allowed to import into the United States. For full import information on live-animals visit the USDA website.*
- *Only Fullblood animals may be registered. Imported percentage animals are not eligible.*

Q. Can an animal be registered and transferred at the same time?

A. Yes. An animal can be registered and transferred directly to the new owner by completing the transfer information on the Application for Registration form. This includes listing the buyers membership name, complete address, and date of sale. A transfer fee applies in addition to the respective registration fee.

Q. Will ADSBS forward registration certificates directly to the new owner?

A. Yes. The registration certificate of the animal being transferred will be mailed to the buyer from the ADSBS National Office once full payment is received. If a seller does not wish to have the registration certificate mailed to the buyer, a written request will need to be included stating that the paperwork should be returned to the seller.

Q. How long does registration take to complete?

A. The timeline is dependent upon mail delivery speed, as well as the amount of work in the office at that time. A reasonable estimation time during peak season (March-August) is five business days for mail delivery, five days for work completion, and five business days for return delivery. That is a total of 15 days. It is important to note this time may be extended if the seller has to send the registration papers to you after registration.

Q. May I telephone in work requests?

A. No. All work orders must be submitted to the National ADSBS Office.

Transfers

Q. How do I transfer an animal that has been registered?

A. Animals may be transferred by submitting the original registration certificate with transfer completed on reverse side along with appropriate fees. Transfer fee may be paid by either seller or buyer. (Rule 300)

Helpful Hint: If more than one certificate is sent in at a time, each certificate must be completed with the signature and date of sale, as well as the name and complete address of the new owner.

Q. Will ADSBS process a transfer without a signature from the recorded owner?

A. No. ADSBS requires a written signature from the owner on record. Unsigned transfer requests will be returned for a signature authorizing the transfer. (Rule 301)

Q. How long do I have to record a transfer with the ADSBS once I've made a sale or purchase?

A. To avoid a late fee, submit transfers to the ADSBS for processing within 90 days of the sale date.

Q. Can I fax transfers on animals that have been registered?

A. No. The original certificate of registration must be mailed to the ADSBS National Office in order to complete a transfer. (Rule 300)

Special Transfers

Q. What is a special transfer?

A. A type of transfer, not classified as transfers in the ordinary usage of the term, with fees established by the Board of Directors.

Q. Who qualifies for a Special Transfer?

A. Transfers from estates to heirs under terms of wills or court orders, transfers from court orders, transfers to individuals of partnerships, transfers upon dissolution, or a legal name change. (Rule 308)

Q. How do I proceed with a Special Transfer?

A. First you will need to identify the membership that all the animals will be transferred too. Next you will need to mail in all of the Registration Certificates for the sheep in the flock with the transfer section completed on the reverse side for each animal. You will also need to include documentation that proves the legality of the transfer. If you have any questions call the ADSBS National Office.

Helpful Hints:

- *On the transfer section you will need to record a date of sale. The date of sale determines the ownership of the offspring, so be sure to use a date that will not interfere with any lambs that are born and needs to be registered.*
- *If the date of sale is more than 90 days when you submit the Special Transfer, you will not be charged late transfer fees and you will still be eligible for the special rate.*

Q. What do I need to provide to ADSBS to prove the legality of the transfer?

A. Papers and documents necessary to show that the person requesting transfer is legally authorized and entitled to request such transfer. (Rule 308)

Q. How much is a special transfer?

A. The special rate is \$2.00 per head, or otherwise determined by the ADSBS Board of Directors. This rate is only allowed once.

Helpful Hint: You will need to mail in the registration certificates for all animals in the flock at one time to qualify for this special rate. Any animals sent in after will transfer at the regular fees.

Flock Name

Q. What is the Flock Name?

A. Members and non-members select a unique Flock Name that is the name under which animals are registered and listed as the official name on the registration certificate. A Flock Name can be initials, a last name, farm/ranch name or anything under 20 characters. The unique Flock Name can be submitted with the new membership application or by written documentation to the ADSBS Office. Each membership is limited to one active Flock Name at a given time (Rule 208)

Helpful Hints:

- *Be cautious when selecting a long Flock Name. Members often comment that they wish they had selected a shorter Flock Name when registering a large quantity of animals.*
- *ADSBS does not allow two of the same flock names. If you are choosing a flock name for the first time and that name has been used, you will be asked to select another flock name. (Rule 208B)*
- *DO NOT transfer sheep under a Flock Name unless the Flock Name is the same as the membership name.*

Q. Can I change my Flock Name?

A. Yes, you may request the change in writing to the ADSBS National Office. (Rule 208)

Helpful Hint: Animals previously registered under the original Flock Name will not be able to renamed under the new Flock Name.

Q. Does every animal need a unique flock number?

A. Yes. Every animal submitted for registration carry some type of unique, individual, numbered, identification that is included in the animal's official name. This number can be individual eartag numbers or tattoos. (Rule 209)

Q. Can my child use my Flock Name?

A. Yes, Junior members may utilize the Flock Name assigned to an adult membership resigning at the same address.

Q. May I change a purchased animal's flock name and/or number?

A. Unless it is a correction made by the first owner, once a sheep has been registered in the ADSBS, the Flock Name and number will not change. (Rule 208D) If the tag has fallen out, you will need replace it with the exact number. Even if the animal is deceased, the flock name and number remains alive and you are not allowed to use it again.

Corrections

Q. How is an error corrected on a registration certificate?

A. The original owner is the only person that can request a correction on an animal that was registered. If the error was the ADSBS Office, there is no charge, otherwise a correction fee would apply.

If I am not the original owner of an animal and the scrapie tag has fallen out, can I replace the scrapie tag and apply for a correction?

A. Yes, if you have replaced the scrapie tag and you want to have the Registration Certificate corrected, you will need to submit the certificate and indicate the correction. A correction fee would apply.

May I fax a registration certificate for a correction?

A. No. The incorrect certificate and a written request informing us of the error must be mailed to the office.

Duplicates

Q. What do I do if I lost my registration paper?

A. A request for a duplicate registration paper may be submitted to the ADSBS office for a \$10 fee.

Q. How do I request a duplicate registration certificate?

A. Only the recorded owner of the animal may request a duplicate certificate and the request must be made in writing with the Flock Name and Number, registration number if known, and signature.

Q. May I request a duplicate registration certificate with a transfer?

A. Yes. If you are listed as the recorded owner and sold the animal, you are may to request a duplicate with a transfer. In addition to the information needed for the duplicate certificate you will need to provide the date of sale, membership name of the purchaser, their address and telephone number. A transfer fee in addition to the duplicate fee would apply.

Q. May I fax a request for a duplicate certificate or duplicate certificate with a transfer?

A. Yes. You may fax your written request for a duplicate &/or a duplicate certificate with a transfer. NOTE! Full payment is required in order to process the request.

Rechristening

Q. What is a rechristening?

A. Rechristening is officially adding a name to an animal on the ADSBS certificate of registration that will never be duplicated. Once a name has been used in the ADSBS, it cannot be reused under the same exact spelling. (Rule 210)

Q. How much is it to rechristen?

A. The fee is \$10 for members and \$20 for non-members and is due at the time of request.

Q. How do I rechristen an animal?

A. To rechristen an animal that has been registered, send the certificate of registration along with the name preference and the appropriate fee. The rechristened name must not exceed 25 total letters and spaces in length. To inquire about a particular name, contact the ADSBS office. Animals being registered for the first time may also be rechristened at the time of registration by including the rechristened name on the application for registration form.

Dead Animals

Q. Do I need to inform ADSBS of animals that are deceased?

A. Yes. Registered animals that have died, slaughtered or sold without registration certificates should be reported to ADSBS so we can indicate that information on that animal's record. You must be the recorded owner of the animal, to have it recorded as such. Mail in the registration certificate(s), and we will mark the animal accordingly and retain the certificates. No fees apply.

Artificial Insemination

Q. Does ADSBS allow for ewes to be artificially inseminated?

A. Yes, ewes may be bred by artificial insemination using either fresh, chilled or frozen semen. (Rule 400)

Q. I own the ram, what documentation do I need to provide to register lambs?

A. No additional documentation is needed with the Application for Registration. (Rule 401B)

Q. I do not own the ram, what documentation do I need to provide to register lambs?

A. You will need to have a "Certificate of Semen" transfer signed by the owner of the semen submitted to ADSBS National Office by mail or e-mail at time of sale and with the Application for Registration of the resulting offspring. (Rule 401A)

Q. What documentation do I need to provide if the semen is imported?

A. Dorper or White Dorper sheep semen imported from other countries must have documentation from the supplier verifying that the semen is from Fullblood stock. Copies of these documents must accompany the registration application. (Rule 401E)

Embryo Transfers (ET)

Q. What documentation do I need to submit with my Application for Registration to register an embryo transfer lamb?

A. As of September 1, 2023 you will need to submit a properly completed and signed Embryo Transfer Form with each application for registration of lambs resulting from that particular embryo flush. If the embryo that you are registering was frozen you will also need to submit the Certificate of Embryo Freezing in addition to the Embryo Transfer Report. (Rule 503)

Helpful Hint: All these forms can be found on dorpersheep.org under the Registry tab or by contacting the ADSBS National Office.

Q. What is the Embryo Transfer Report?

A. At the time of the embryo flush, the person or company providing the service is required to complete an embryo transfer report and will include the following information. (Rule 501)

- A. Record of service (date, registration number and permanent ID of embryo, sire)
- B. Registration number, permanent ID (tattoos), and DNA case number of donor ewe
- C. An AI service, a completed and signed AI memo must be included
- D. Date of embryo transfer
- E. Name and signature of technician/company
- F. Number of embryos recovered
- G. Number of embryos transferred
- H. Number of embryos frozen
- I. ID of recipient ewe(s)

Helpful Hint: If your veterinarian or embryologist has their own version of an Embryo Transfer Report, that documentation may be submitted instead of the ADSBS Embryo Transfer Form with the Application for Registration as long as all the information required under Rule 501 is listed.

Q. What documentation do I need to submit with my Application for Registration to register a lamb that I purchased as an embryo?

A. If you purchased either a fresh or frozen embryo you will need to submit an Embryo Ownership Transfer Form with the Application for Registration. The form can be found on dorpersheep.org under the Registry tab or by contacting the ADSBS National Office. (Rule 503B). After September 1, 2023, a properly completed and signed Embryo Transfer Report will need to be included with the Embryo Ownership Transfer Form and the Application for Registration.

Helpful hint: One embryo ownership transfer form must be submitted with each change of ownership.

Q. I transferred embryos from multiple donor ewe into one recipient ewe, how do I register those lambs?

A. You will need to provide DNA parentage verification in addition to the other forms required for registering an Embryo Transfer Lamb. (Rule 501J)

Q. When I apply for registration for an embryo transfer lamb who do I list as the breeder?

A. The breeder of an embryo is defined as the owner or lessee of the dam (in this case, the donor ewe) at the time of service. (Rule 500)

Q. I imported a frozen embryo, how do I register the lamb?

A. You must have documentation from the exporter verifying the embryos originated from animals eligible for registration with ADSBS. These documents must also accompany the application for registration. (Rule 504)

Helpful hint: Federal rules and guidelines for importation of live animals, embryos, and/or semen applies. (Rule 204I)

Payment & Fees

Q. How do I pay for submitted work?

A. Payment must be received in full before work is completed. You can send a check/money order/cash to the ADSBS office or pay online via the online registration portal for new registrations. If you do not include full payment with your order, ADSBS will not release paperwork until full payment is received.

Q. Can I pay with a credit card?

A. Yes, a 4% charge is added when using a credit/debit card. You may either complete the credit card section at the bottom of the Fee List or request an emailed invoice with a link to click and pay.

Q. Can I pay by ACH transfer?

A. Yes, a \$0.25 + 1% charge is added when using an ACH Transfer. The pay by ACH Transfer please request an emailed invoice with a link to input your banking information.

Q. When should I register my animals?

A. Lambs 18-months and younger qualify for regular registration fees. To avoid the late fee, you will need to apply for registration before the lamb is 18 months old.

Q. Can I fax registration applications?

Yes, if you include a credit card number for the work order payment. If you are mailing in a payment, please do not fax the application, so the entire work order and payment is kept together.

*Helpful Hint: If you have an ADSBS Regular or ADSBS Junior Membership, it is critical that your animals be recorded under that **exact** membership name. Otherwise, you will pay non-member registration fees.*

Q. What happens if all or part of my work cannot be processed?

A. If work submitted cannot be processed due to incomplete or incorrect information, you will be notified of the error. Registry work that cannot be processed will not be invoiced. Remaining money would be credited to your account for future work.

Shipping/Handling

Q. What is a shipping/handling fee?

A. There is a \$3.00 shipping/handling fee per work order.

Helpful Hints:

- *If you are only paying membership dues you do not pay a \$3.00 shipping/handling fee.*
- *A work order can include multiple items. For example: a work order that has membership dues, 15 registrations, and five transfers, in one envelope, the shipping/handling fee for the work order is \$3.00. However, if you email an application for registration and then mail in a transfer, that is considered two work orders and shipping/handling will be charged for each work order.*

Rush Orders

Q. What if I need my papers fast?

A. If registration papers or other items are needed in your hands within 2 weeks, you may request a rush order for an additional \$10.00 per head or per item. Please specify the date needed when requesting rush service. If you want your rush order mailed back to you via Priority mail or Express mail, please indicate this request in writing. You are charged extra for this type of service.

Helpful Hints:

- *Be sure to include complete fees and correct information to speed processing time.*
- *Most importantly, when requesting rush service, write "RUSH" on the outside of your envelope to speed mail sorting time once your work arrives in the ADSBS office.*

Q. What if I only need to have a few registrations processed on a rush basis?

A. Rush requests must be sent to ADSBS separately from regular work. Please do not combine rush and regular work in the same envelope or else you will be charged rush fees on the entire work order.