



# FAQ's *(Frequently Asked Questions)*

## **(Registry Work)**

*Updated December 2019*

This information is designed to answer questions you may have concerning the American Dorper Sheep Breeders' Society (ADSBS). Take a few minutes to review the information, and follow the tips when submitting future requests to the ADSBS Office.

Policies are set by the ADSBS Board of Directors, in the interest of keeping fees to a minimum, while providing complete records.

Work is processed on a first-come, first-served basis. Plan accordingly, and mail early. If you are needing your work faster than the normal turn-around time, you may request a rush order. See section marked "Rush". Normal turn-around time is approximately 1 to 3 days, once we have received it.

If you need further assistance, contact the ADSBS Office at (573) 696-2550. Normal office hours are Monday through Friday, 8:00 a.m. to 4:00 p.m., central time. After hours, voice mail is available for your convenience.

### **Membership**

#### **What is a Member Code?**

A member code is a six digit identification code that is assigned to the name in which an animal has been registered &/or transferred. It is designed to ease the tracking of ownership in our computer system and helps eliminate errors. NOTE! Having a member code does not automatically make you a member.

#### **Where can I find my Member Code?**

When you joined, your welcome New Member Letter would have your member code listed, or on your invoices or statements.

#### **What is a membership name?**

A membership name is the name in which your sheep are owned and the name in which you pay membership dues.

#### **How do I become an ADSBS member?**

To become a member of ADSBS, you will need to fill out a Membership Application, or you may fill out the top portion of the ADSBS Fee List. If you need a Membership Application, please request one from the ADSBS office, or you may download one from the ADSBS website. ADSBS Membership dues are \$50.00 per year, and they are not pro-rated. Membership dues run from January to December.

The benefits of joining the ADSBS are: 1) Promotional

breed advertising in national publications, 2) rapid turn-around time on registration papers and related business, 3) integrity of registration and pedigree records, 4) representation to national organizations like the American Sheep Industry and the North American Hair Sheep Association, 4) an army of volunteers to work on special projects, 5) national visibility and promotion through an active show committee, 6) relationships with national and international livestock judges, 7) access to educational opportunities, 8) a network of resources to help manage and improve your flock, 9) receiving the ADSBS quarterly Newsletter/Magazine, 10) your free membership listing on the ADSBS website, 11) advertising on the ADSBS website for a small fee, 12) reduced registration/transfer fees.

#### **How do I become an ADSBS Junior Member?**

As an incentive to young Dorper breeders, the ADSBS Junior Membership is open to anyone age 21 or under as of January 1. To become an ADSBS Junior Member, you will need to fill out a Membership Application, or you may fill out the top portion of the ADSBS fee list. If you need a Membership Application, please request one from the ADSBS office, or you may download one from the ADSBS website. ADSBS Junior Memberships are \$25.00 per year/ per individual, and they are not pro-rated. Membership dues run from January to December.

#### **Are ADSBS Junior Member partnerships available?**

ADSBS Junior Memberships are available on an individual basis. Each youth must pay a separate membership. However, ADSBS Junior members may own sheep in partnership with other ADSBS Junior members, provided each partner has a paid a junior membership. However, if an ADSBS Junior member owns sheep in partnership with someone who is 21 years of age or older, then you will be required to take out an ADSBS membership in the partnership name to receive reduced registration fees.

### **Rush**

#### **May I telephone in work requests?**

No, you will need to mail, fax or email your paperwork. Keep in mind, animals with a registration certificate can not be faxed or emailed. You will have to mail the original certificates into the office.

#### **What if I need my papers fast?**

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/ per item. Be sure to include complete fees and correct information to speed processing time. 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.

**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.**

### **What if I only need to have a few registrations processed on a “rush” basis?**

RUSH requests must be sent to ADSBS separately from regular work. Do not combine rush and regular work in the same envelope, or be prepared to pay RUSH fees on the entire work order.

## **Registrations**

### **How do I register new animals?**

You will need ADSBS's “Application for Registration” form. You can obtain the Application for Registration forms by requesting them from the ADSBS office, download them from the website: [www.dorpersheep.org](http://www.dorpersheep.org). You must be the recorded owner of the dam at the time the lamb was born, in order to apply for registration. If the sire was leased or borrowed, you will need to submit a “Breeding Certificate” at the time you submit your “Application for Registration.” You are not required to be an ADSBS member to register, but you will pay the non-member registration fees.

### **When should I apply for registrations?**

To avoid the late registration fees, you will need to apply for registration before the lamb is 18 months old.

### **How can I avoid paying non-member rates?**

If you have an ADSBS 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. Review the ownership of the animals and make sure they are recorded in your **exact membership name**. If they are not recorded in the exact membership name under which you are paying your membership dues, you may wish to change ownership of your animals by taking part in the “within the family transfer” program.

### **What is the private flock name?**

The private flock name is the name under which you choose to register your new animals. Anyone who registers new sheep has a private flock name. Your private flock will remain on record unless a change is requested in writing. When filling out ADSBS paperwork, the only time you list your private flock name is on the Application for Registration.

We do not allow two of the same private flock names within a particular state. Therefore, 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. Your private flock name can be your initials, your last name, your farm or ranch name or name or code of your choosing, provided it is not already in use (outside other members of your immediate family), and it complies with general policy. **NOTE! DO NOT transfer sheep under your flock name unless your flock name is the same as your membership name.**

### **Does every Animal need a unique private flock number?**

Yes. We require that every animal submitted for registration carry some type of unique, individual, numbered, identification. For example, individual eartag numbers or tattoos.

### **May I change an animal's private flock name and/or number?**

No. Once a sheep has been registered in the ADSBS, the private flock name and number will not change. If the tag fell out, you will need to obtain a blank ear tag and write that exact number on it and put it back in the animals' ear. Even if the animal is deceased, the private flock name and number remains alive and you are not allowed to use it again.

### **What is a breeding certificate, and when will I need one?**

If you are registering lambs sired by a ram you did not own at the time the ewes were bred, we must have a written breeding certificate. The breeding certificate must be signed by the recorded owner of the ram (according to records on file with the ADSBS). Breeding certificates are printed on the back of the Application for Registration forms, or they are available separately from the ADSBS. In addition to the signature of the ram's owner, the breeding certificate must indicate the ram's private flock name and number and association registration number. The date(s) of service must also be listed.

If a registered ewe was sold and she was bred, then the back of the registration certificate marked “Certificate of Service” should be filled out prior to transferring the ewe.

### **Who is considered the breeder of an animal?**

The breeder is the recorded owner of the dam at the time the ewe was bred.

### **Who is considered the owner of an animal?**

The owner is the recorded owner of the dam at the time the lamb was born.

### **What is Permanent Identification (if any)?**

Permanent ID can be a tattoo, scrapie tag number or electronic implant.

### **Can an animal be registered and transferred at the same time?**

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 purchasers membership name, complete address, and date of sale. A transfer fee applies in addition to the respective registration fee.

### **Will the ADSBS forward registration certificates directly to the new owner?**

Yes, Any animal being transferred will be mailed to the buyer from the ADSBS once full payment is received. If you do not wish to have the registration certificate mailed to the buyer, you will need to include a note stating that you would like to have the paperwork returned to you.

### **What if I have a South African, Canadian or an Australian registration certificate?**

If you purchase a Fullblood or Purebred 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 American Dorper Sheep Breeders' Society. 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. The ADSBS currently accepts South African, Canadian, Australian and Mexican registry associations/societies as Recognized Dorper Registry Associations/Societies.

### **Can I fax registration applications?**

Yes, but we must receive complete payment to release your work.

## **Transfers**

### **How do I transfer an animal that has been registered?**

Dorpers/White Dorpers registered with the ADSBS may be transferred by sending the certificate of registration, along with appropriate fees. The recorded seller must sign the back of the certificate of registration, listing the date of sale and the exact membership name and address of the purchaser. 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. Refer to the "fee list" for fees.

### **Will ADSBS process a transfer without a signature from the recorded owner?**

No. ADSBS requires a written signature from the owner on record. Unsigned transfer requests will be returned for a signature authorizing the transfer. How long do I have to record a transfer with the ADSBS once I've made a sale or purchase? To obtain the lowest rates, submit transfers to the ADSBS for processing within 90 days of the sale date.

### **Can I fax transfers on animals that have been registered?**

No. We must have the original certificate of registration.

### **What happens if all or part of my work cannot be processed?**

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

## **Married/Divorced**

### **What do I need to do when I get married or divorced and want to change my membership and ownership of my animals?**

You will need to take out a new membership under your new name. You will need to transfer all of your animals over to the new name. Everything must read the same in order

to benefit under the new name. We have a special rate for married or divorced breeders wanting to change their membership and ownership of their animals, it's called a within the family transfer. The special rate is \$2.00 per head and it is only allowed once, so be sure to mail in ALL animals at one time. You will need to fill out a New Membership Application. You will need to mail in ALL of your Registration Certificates and fill them out on the back, just like you would do with a regular transfer. You will need to choose a date of sale that will not interfere with any lambs that are born and needs to be registered. The date of sale determines the ownership of the offspring, so be sure to use a date prior to lambing. If the date of sale is more than 90 days, you WILL NOT be charged late transfer fees, you will be charged the \$2.00 within the family transfer fee.

## **Member Passes Away**

### **What do I need to do if a member passes away and I am retaining the flock?**

If the membership and all of the animals are owned under the member's name that passed away, you will need to take out a new membership under your name and transfer all of the animals. The ADSBS requires proper documentation that you have the authority to act on the breeders' behalf. We have a special rate of \$2.00 per head for animals being transferred out of a deceased breeders name. The special rate is called a within the family transfer and it is only allowed once, so be sure to mail in ALL animals at one time. You will need to fill out a New Membership Application. You will need to mail in ALL of your Registration Certificates and fill them out on the back, just like you would do with a regular transfer. You will need to choose a date of sale that will not interfere with any lambs that are born and needs to be registered. The date of sale determines the ownership of the offspring, so be sure to use a date prior to lambing. If the date of sale is more than 90 days, you WILL NOT be charged late transfer fees, you will be charged the \$2.00 within the family transfer fee. If the membership and animals are owned with a farm, ranch or other business name, and you provide legal proof that the business ownership has changed from one name to another, no transfer of animals is necessary.

## **Corrections**

### **How is an error corrected on a registration certificate?**

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?**

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?**

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

## **Duplicates**

### **How do I request a duplicate registration certificate?**

The recorded owner of the animal may request a duplicate certificate. We must have the request in writing with your signature. You will need to provide us with the private flock name and number and the registration number if known. A duplicate fee would apply.

### **May I request a duplicate registration certificate with a transfer?**

Yes. If you are listed as the recorded owner and sold the animal, you are entitled to request a duplicate with a transfer. We need the request in writing. Please provide us with private flock name, number and registration number along with the date of sale, the exact membership name of the purchaser, their address and telephone number if available. A transfer fee in addition to the duplicate fee would apply.

### **May I fax a request for a duplicate certificate or duplicate certificate with a transfer?**

Yes. You may fax your written request for a duplicate &/ or a duplicate certificate with a transfer. NOTE! We need complete payment in order to release your work.

## **Rechristenings**

### **What is a rechristening?**

Rechristening is officially adding a name to an animal on the ADSBS certificate of registration. The rechristened name must not exceed 25 total letters and spaces in length. Once a name has been used in the ADSBS, it cannot be reused under the same exact spelling. To inquire about a particular name, contact the ADSBS office. To rechristen an animal that has been registered, send the certificate of registration along with the name preference and the appropriate fee. 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.

Once the animal has been officially rechristened, the name is added to the animal's certificate of registration above the private flock name and number. The rechristened name does not replace the private flock name and number which always remains a part of the registration certificate.

## **Dead Animals**

### **Do I need to inform ADSBS of animals that are deceased?**

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 animals record. You must be the recorded owner of the animal, in order to have it recorded as such. Mail in the registration certificate(s), and we will mark the animal accordingly. We will retain the certificates.

## **Imported Semen**

If you have imported semen from any of the recognized Dorper Society's, be sure to send all the paperwork needed to register their offspring.

- 1) The complete flock name and number and the registration number of the sire.
- 2) A signed semen transfer form from the owner of the ram at the time semen was collected, or an email from the ram owner stating semen was sold and the requestor is authorized to register resulting offspring.

## **Embryo Transfers (ET)**

If you have purchased embryo's and you want to register the offspring, be sure to include all paperwork with the Applications for Registrations.

- 1) The complete flock name and number and the registration number of the sire and the dam. A copy of the certificate of registration would be helpful.
- 2) We will verify authorization of transfer of ownership of the embryo by either an original statement from the breeder of the embryos or an email from the original breeder, or a subsequent purchaser, if re-sold (note: the paper trail must include a statement from the original breeder, validating the origin of the embryo).

## **Membership Lists/Labels**

### **Can I obtain the ADSBS Membership List?**

Yes. You must be an ADSBS member. You may request a Membership Mailing List containing current members and their addresses. The fee is \$20.00 and please specify if you would like a list format or labels.

## **Shipping/Handling Fee**

### **What is a shipping/handling fee?**

Each work order has a \$3.00 shipping/handling fee, unless you are ONLY paying membership dues. So if you are paying membership dues, registering ten animals, and transferring five animals, in one envelope, you are only charged \$3.00. If you email an application and then mail in a transfer, that is considered two work orders and shipping/handling will be charged for each work order.

## **Payment**

### **Who is responsible for payment?**

The person that mails in a work order is the person that is responsible for ALL fees involved.

### **What is the ADSBS's policy concerning payment and credit?**

Complete payment is required at the time work is processed. ADSBS accepts checks, money orders or credit cards as a method of payment. When using your credit card, please list the card number, cardholder's name, expiration date, and 3 digit security code. Credit card information is included at the bottom of the "FEE LIST". Please keep in mind that a 4% charge is added when using a credit card. If you do not include full payment with your order, ADSBS will not release paperwork until full payment is received.