



INSTRUCTIONS TO REGISTRARS

1. **ASK FOR CURRENT ARBA MEMBERSHIP CARD** – Place the exact membership number on application. If the owner does not have a current membership card, a membership fee may be collected by the registrar and attached to the application. If animal is co-owned, list names of ALL owners. A rabbitry/caviary name may only be inserted if it appears on membership card. **ALL OWNERS MUST BE MEMBERS.**
2. **CHECK PEDIGREE – BE SURE THE ANIMAL IS AT LEAST SIX (6) MONTHS OF AGE** and that all three generations are complete and showing animals of the **SAME BREED.**
3. **CHECK ANIMAL THOROUGHLY** – Animal must be free from all disqualifications from competition. Check for specific breed disqualifications as well as for general disqualifications from competition. **EXAMPLES:** required ear length, eye color, markings. Refer to Standard of Perfection.
4. **WEIGH ANIMAL** – Use an accurate scale. All animals must be within their specific breed senior weight requirements. Record weight in pounds and ounces using a decimal. **EXAMPLE:** 10.04 or 11.12 meaning 10 pounds 4 ounces and 11 pounds 12 ounces respectively.
5. **COMPLETE REGISTRATION APPLICATION** – Clearly print or type all information. Several cautions: A) Fill in the blank, “VARIETY” with the exact color. Do not list groups. No unrecognized variety may be registered. **EXAMPLE:** Do not use “SOLID” or “BROKEN”. Use “FAWN” or “BROKEN BLUE”. B) Fill in “NAME OF RABBIT” with complete and exact name, not to exceed thirty (30) characters, including spaces and punctuation. If left blank, only the private ear number will be used as the name. C) It is not necessary to fill in any data in the pedigree portion of the application **behind** a rabbit or cavy that is registered. All information for non-registered animals must be complete, including a name or identifying number (not just an owner or rabbitry/caviary name), variety, ear number, and weight. A complete typed or computer-generated 3 generation pedigree may be attached to the application in lieu of completing the pedigree portion of the application by hand. Pedigree must be attached to the white copy only, and stapled along the indicators at the top of the page. You must still complete all shaded areas of the application even if attaching a pedigree.
6. **VERIFY REGISTRATION DATA** – You may have someone else fill in the pedigree portion of the application if you wish, as long as you verify it. When application is completed, the owner is to proofread it, and sign the affirmation at the bottom of the form. You will also need to complete the registrar’s affirmation box on the application.
7. **TATTOO REGISTRATION NUMBER – IT IS MANDATORY** – that the registration insignia ® or registration number be tattooed in the right ear of the rabbit at the time of registration. Do not use 0’s that precede the number. Examples: M0012P-use M12P...T0100X-use T100X. If it is a cavy being registered, the registration tag must be attached to the right ear at the time of registration.
8. **SEND COMPLETED ORIGINAL (WHITE COPY) TO ARBA** – The original registration application is to be sent to the ARBA office, within fifteen (15) days of the date registered. The registrar is to keep the yellow copy for their records one (1) year, and the pink copy is to be given to the owner at the time of registration.
9. **COLLECT \$6.00 for each animal registered** – The cost of a pad of ten (10) registration applications is \$30.00. The cost is prepaid to the ARBA. Do not send additional money with the completed application.
10. **IF AN APPLICATION IS RUINED OR LOST** – A replacement may be obtained by sending the registration number(s) to the ARBA office and \$2.00 per copy needing to be replaced.
11. **CORRECTIONS – ONLY** items listed here may be corrected once an animal is registered. Corrections which require verification and written certification by a registrar include: breed, sex, variety, ear number, weight. Corrections that **DO NOT** require verification by a registrar include: name of animal, date of birth, winnings, and the addition of breeder(s) names that were omitted during registration. Animal’s name may only be changed where corrections or additions are necessary. These changes are limited to the following: A) spelling corrections, B) add a breeder name, C) addition of a name of an animal identified only by its personal tattoo. Corrected certificated will be issued at **NO COST** if “typos” occur during processing by the ARBA office. For all other corrections, a fee of \$2.00 will be assessed for making a corrected certificate. **UNDER NO CIRCUMSTANCE** is an animal to be reregistered to reflect changes or corrections.
12. **INFORM THE OWNERS THAT IF AN ANIMAL IS REGISTERED AS BEING OWNED OR CO-OWNED BY AN ADULT, IT MAY NOT COMPETE IN A YOUTH SANCTIONED SHOW.**
13. **REGISTRAR** must provide their name and **MEMBERSHIP CODE** (not a license number) on all applications. **NOTE:** Any questions on the foregoing registration requirements or instructions to registrars may be directed to the ARBA office. You may wish to use prepared address labels printed with your information to speed completion of the application.

**IF IT IS THE OPINION OF THE REGISTRAR THAT AN ANIMAL IS UNWORTHY OF REGISTRATION,
THE REGISTRAR HAS THE PRIVILEGE NOT TO REGISTER THE ANIMAL.**

POLICY AND PROCEDURE FOR TIMELY SUBMISSION OF APPLICATIONS FOR REGISTRATIONS
Effective January 5, 2010

1. It shall be the policy of the ARBA that all licensed registrars submit applications for registration to the ARBA office within fifteen (15) days of the date of examining an animal and filling out the registration form.
2. The receipt of all applications for registration will be recorded by the ARBA Registration Department and reported monthly to the ARBA Board of Directors.
3. Registrations postmarked more than twenty-five (25) days of the date of registration will result in disciplinary action. The consideration period for offenses will be one (1) calendar year (January 1 to December 31).
 - a) First Offense: A letter of reprimand will be issued to the registrar.
 - b) Second Offense: A letter of reprimand will be issued to the registrar and the registrar will be required to pay a penalty fee of \$25.00. The registrar will not be allowed to purchase additional applications for registration until the penalty fee has been paid.
 - c) Subsequent Offense: All offenses beyond the second shall result in the recommendation that the registrar have his or her license suspended for such a period of time as deemed suitable by the ARBA Board of Directors.
4. Each registrar begins January 1 as a new consideration period.