



# The American Rabbit Breeders Association, Inc.

*Devoted to the Interest of Rabbit Raising for Commercial and Fancy*

PARENT BODY OF ALL CHARTERED LOCAL AND SPECIALTY CLUBS

## ONE NATIONAL JUDGING AND REGISTRATION SYSTEM

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The following process is to be followed when registering an animal:

Person(s) registering the animal must be members of ARBA, and shows their ARBA App, brings an official email from @arba.net or provides a physical membership card as proof. Member brings a fully complete 3 generation pedigree with name, ear, variety, and weight for every animal. Animal to be registered is 6 months old and meets the senior weight guidelines and is an accepted variety in the SOP. Member brings \$6 for each registration to be completed. If bringing additional documents to send in to the ARBA office with the registration if arranged with the registrar, the fees are: transfer \$2 (back of registration certificate completed,) requesting a reprint \$2, requesting a GC \$4, or requesting a BIS \$3 – please include notes if needed. Documents are found at <https://arba.net/registrars/>

Registrar inspects membership and that the pedigree is fully complete (if these are not viable, the registration is to be declined until they are provided.) The registrar confirms the age, breed, and variety of the rabbit are valid for registration. If animal is not valid for registration, then the registration will be refused.

The registrar will weigh the rabbit, and the registrar (the registrar is required to fill in the top of the application gray area) records all information at the top of the application. A computer typed pedigree can be attached in lieu of filling out the pedigree section. If a handwritten pedigree, or electronic pedigree was presented (on a phone etc), then the front pedigree section must be filled in. Handwritten pedigrees may not be attached in lieu of filling out the front of the application pedigree section. You may fill in the front and attach the handwritten pedigree both if you wish. The registrar signs their affirmation area. Registrar tattoos animal.

The member reviews the complete application, paying mind that everything is clear (I vs 1, 5 vs S, O vs 0 etc) and that everything is complete and appears exactly as intended with the ear number field being of utmost importance for accuracy and handwriting being clearly understood. Member then signs AND DATES affirming that everything is complete and correct, and that the tattoo is complete on the animal.

Registrar gives pink copy to the member.

\*\*\*All registrations are done in person with both parties present, and then signing affirming that the registration was completed at the same time the rabbit was tattooed/inspected/weighed.\*\*\*

Registrar mails applications completed within 15 days. The ARBA office validates based on the postmark date from the post office. Non-emergency or excuses otherwise will not be shown leniency. If there is an emergency, or unavoidable circumstance that would cause the registrations to not be postmarked within the 15 days given, then please contact the office prior.

Your most affordable option is typically to mail a 9x11 manila envelope first class – if you want tracking it can be added at the post office also.

### Registration Policy

-Owner of rabbit/cavy must be a current ARBA member.

-Rabbit/Cavy being registered must be at least 6 (six) months of age. Animal must meet all senior requirements for their breed to be eligible for registration.

-Rabbit/Cavy being registered must have a complete three generation pedigree.

-Imported animals are not allowed on the pedigree unless name, ear number, variety, and weight of said animal are listed. The word "import" alone is not acceptable.

-Each animal listed in the pedigree must show complete name (even if same as ear), ear number of the animal, variety, and weight. Listing only the breeders' name or rabbitry/caviary name is insufficient. If a pedigree animal is registered, please include their registration number on the pedigree, or at least knowledge it may have been registered.

-Each listed rabbit/cavy in the pedigree must be of the same breed as the one being registered.

-Cavies listed on the pedigree must be of the same breed, or the normal coated/satin counterpart of the same breed. Satin or normal coated animals in the lineage are to be denoted with either (satin) or (normal) on the line with the variety ie TSW (satin), Golden Agouti & White (normal)

-Seek out a Licensed Registrar. An ARBA sanctioned show is one source. Please contact show secretary prior to attending for Registrar's availability. Contact information for show secretary is located at our website – [www.arba.net](http://www.arba.net). List of Registrars near you can be obtained from our website also.

-Present current ARBA membership card. Primary and any co-owners of the rabbit or cavy must show a current ARBA membership card or proof of current status from an @arba.net email from the office, or from the ARBA official app. If proof is not provided, Registrar will collect membership payment, or deny registration at that time. Individual name(s) must be listed. Cannot list ownership under a company, rabbitry/caviary name, family name, or any collective. If the animal is owned by an adult and co-owned by a youth, it should be noted that the rabbit or cavy can only be shown in an open show.

See Show Rule #52. See Show Rule #30. [www.arba.net/official-arba-show-rules/](http://www.arba.net/official-arba-show-rules/)

-Present the complete three generation pedigree to the Registrar.

-Present animal seeking registration to the Registrar. Registrar will examine and weigh the animal to verify it meets the standard for the breed. The pedigree will be reviewed. If everything is in order, the Registrar will proceed with registration.

-Registrar may have owner complete the pedigree portion of the application.

-A computer generated or typed pedigree may be used in lieu of handwriting out the pedigree section. The pedigree is attached to the back of the registration application (back-to-back) and becomes a permanent part of the registration file.

-If an offspring is registered PRIOR to any ancestral animal (parents & grandparents), and we are not notified of the update or no indication is made in the pedigree portion to add this registered pedigree animal it may not be added if we are not aware as the system is not dynamic with the addition of newly registered animals on past registrations' pedigrees; this is a key opportunity to "catch" any update oversights and amend our database.

-Owner MUST proof the entire COMPLETED application. An agent may proof and sign completed registration application on behalf of the owner(s). Check for omissions, corrections, and address any concerns PRIOR to SIGNING and DATING the "Owner's Affirmation". \*\*\*IT IS IMPORTANT TO SIGN A COMPLETED REGISTRATION APPLICATION AFTER YOU HAVE PROOFED THE APPLICATION, AND NOT PRIOR\*\*\*

-Check for clear, concise handwriting that is not open to interpretation. Make sure the difference is clear between a 1 and I or O and 0. Be sure to include your phone number and/or email address should we need to contact you. Registrar should have a contact source too. Reprint fee is \$2.00 for additional certificate or corrections.

-Registration Insignia is tattooed in rabbit's right ear or registration tag placed in right ear of cavy by Registrar. The registration insignia (R with a circle around it) must be tattooed using the clamp method and NOT the "pen" technique. The "pen" may be used if the COMPLETE registration number is placed in the rabbit's right ear in lieu of the circled R. The complete registration number includes both the letter that precedes the number(s) and the letter that ends the set. The 0's that precede the numbers are dropped. Ex: J0123K on application is placed in ear as J123K.

Signed and dated registration application is handed back to the Registrar.

Owner receives a copy (pink) of registration application from Registrar.

Registration fee is collected by the Registrar - \$6.00.

Registrar submits the application to the ARBA office for processing. The registration application is submitted within 15 days from date registered. Please follow up with the office only after 1 month's time from the date of registration if you have not received your certificate or other communication regarding the application (errors etc) as mailing time and processing time will often total 2-4 weeks total.

Application is processed by ARBA. Registration certificate is issued showing the registration number assigned to the animal by the Registrar on the day of registration. A registration file is maintained in the ARBA office on the rabbit or cavy.

**This process works best when member and registrar hold each other accountable to these procedures, and shortcuts or other noticeable non-adherence could result in discipline measures as deemed necessary.**

#### **Mailing/Sending Items to the ARBA office**

The best and most cost-efficient practice to mail items is to use a 9x11 manila envelope mailed first class, especially once you are sending more than 4 or 5 pieces of paper. If less, use a regular envelope.

Leave items loose in the envelope – do not staple money, checks, or GC legs to other items or to the registration paperwork. If you need to organize items for your benefit, please use paperclips instead. **Do not** staple items in between the registration and pedigree.

You may include and combine multiple items for payment as needed to only write one check. Please send all items together when able and not make multiple mailings/checks as there is no guarantee they will get processed together.

**DO NOT** send cash. While we will accept cash, there is no guarantee that it will arrive to us at the office. The mailing system is not entirely reliable – and payments and items have been lost in the past as we have never received them.

**You must mail original/handwritten/secretary typed legs with no barcode** for a Grand Champion. All other barcoded legs, or other items may be emailed to [kevin@arba.net](mailto:kevin@arba.net) as long as they are images of high quality or scans. Photos are usable on discretion – but may be denied. Please scan when able, or use a scanner app/document picture if it's your only option. You will need to provide your credit card info via the email (card#, exp date, sec code, and billing address) or call in during phone hours to make payment. Any credit card payment total under \$10 incurs a \$2 surcharge. We do not accept paypal – but special arrangements may be made with an additional surcharge fee if necessary.