A GUIDE TO REGISTERING
A CANADIAN-BORN DOG ONLINE WITH CKC

If you are registering a Canadian Born Dog on CKC's Online Portal, use this guide to ensure an easy and streamlined registration process.

Reading this guide carefully before starting the application will ensure you have all the necessary information and supporting documentation needed in order to successfully complete the online application.

To register a Canadian-Born Dog, you need to have obtained a Litter Registration Number with CKC.

QUICK HELPFUL TIPS:

• To complete your application, it is recommended to use Google Chrome as your default browser. If you are trying to complete an application using another browser, you may experience difficulties.

• When entering a CKC membership/contact number in an online application, ensure the number is entered **without preceding zeros**.

• When entering a Province/State into an online application, ensure the **full name of the province/state** is entered- abbreviations will not be accepted.

• If you submitted a Canadian-Born Dog Application online and encountered an error message, or the application has not appeared on the **My Applications page**, it may be considered incomplete. **Incomplete Applications can be accessed on the Dashboard page under "My Applications"**. Click the **red "VIEW"** button to complete the application or the **red "DELETE"** button if you wish to restart and re-submit the application.

IMPORTANT DETAILS BEFORE YOU GET STARTED

Use this chart prior to starting your application to ensure you have all the information and supporting documentation needed to complete the online form:
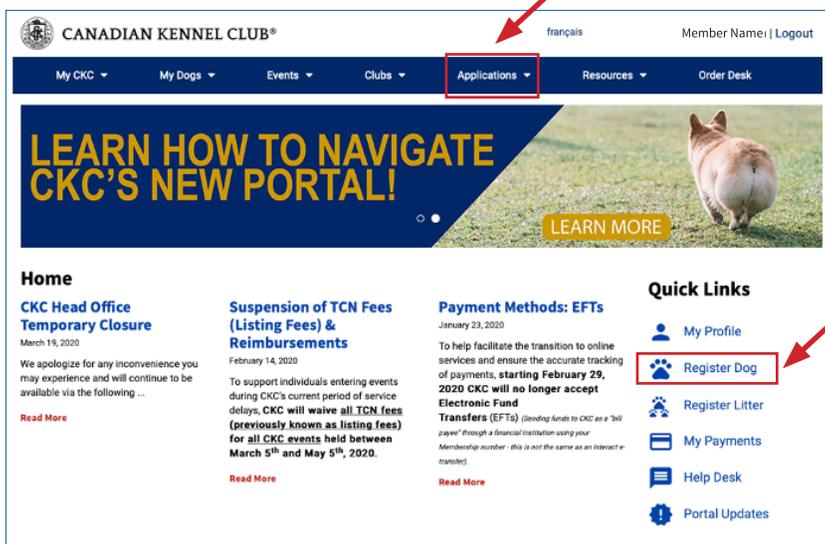
APPLICATION SECTION	INFORMATION YOU WILL NEED	REQUIRED DOCUMENTS
LITTER INFORMATION	• Dog's Litter Registration Number	
DOG'S INFORMATION	• Dog's Registered Name • Dog's Colour • Dog's Gender * Spay/Neuter Information	If the dog is spayed or neutered, a document from a veterinarian indicating the date the spay or neuter took place must be provided with this application.
IDENTIFICATION	**If your dog has a microchip:** • Microchip Number • Microchimp Implant Date **If your dog has a tattoo:** • Tattoo Series • Location of the Tattoo • Number • Year Letter • Location of the Tattoo Number and Year Letter • Date the Dog was Tattooed	
LOST DOG RECOVERY	• Dog's Call Name • Emergency Contact's Name • Emergency Contact's Phone	
PEDIGREE	• If you would like to purchase a pedigree at an additional cost.	

IF YOU ARE TRANSFERING OWNERSHIP OF THE DOG, THE FOLLOWING APPLICATION SECTIONS MUST BE COMPLETED:

APPLICATION SECTION	INFORMATION YOU WILL NEED	REQUIRED DOCUMENTS
TRANSFER OF OWNERSHIP	**If you are transfering ownership of the dog:** • Transfer Date • Date the New Owner(s) Took Possession of the Dog	
NEW OWNER INFORMATION	**Owner information including:** • CKC Membership/Contact Number • Full Names • Address • Email • Phone Number This section of the application must be completed with the information all owner(s). *If an owner(s) or related contact is a CKC member, or has ever been a member, their CKC membership/contact number is required.* If a contact is not a CKC member, and has never been a member in the past, a unique email address for this contact is required.	
CO-OWNERSHIP	When the seller(s) and a new owner(s) are sharing ownership of a dog, all individuals must be listed in the New Owner Information section. **You must know:** • if you are transferring ownership of this dog on a co-ownership agreement.	If the dog will be co-owned between the seller(s) and the new owner(s), a completed Co-Ownership Form (signed by all parties) must be provided with the application.
NON-BREEDING	**You must know:** • if you are transfering ownership of this dog on a non-breeding agreement.	If the dog will be on a non-breeding a agreement, a Non-Breeding Agreement (signed by all parties) must be provided with the application.

HOW TO REGISTER A CANADIAN-BORN DOG

1. Login to your Portal account. If you have not yet created your Portal account, visit **Creating a CKC Portal Account**.

2. Once logged in, you will land on your Dashboard.

3. On the right hand side of your Dashboard, there is a section called **Quick Links**. Click on **"Register Dog"** under **Quick Links** to access the online application. ALL online applications can also be accessed by clicking the "Applications" tab at the top of the page in the blue header.

4. Ensure you read the instructions carefully before you start.

Registration of a Dog

What you need to know before you start

Please read all instructions carefully prior to filling out the application.

In order to complete this application, the CKC Membership/Contact Number is required for all owners and related contacts. If a new owner is not a CKC member, and has never been a member in the past, a unique email address for this contact is required.

All individuals living within the same household will require a unique email address as any specific email address can only be associated with one (1) person's account.

All required supporting documentation can be uploaded to accompany your application once this form is completed and submitted.

Where was the dog born? *
- ○ Canada
- ○ Outside of Canada

5. Select Canada.

6. Follow the form, ensuring you complete the information in the required fields denoted by a **red** asterisk (*****). This is required information in order to complete your application

7. Once all sections of your application have been completed, click the **red** **"SUBMIT"** button at the bottom of the page.

Certificate

What language should the certificate be issued in? *

English ▼

Submit

UPLOADING YOUR SUPPORTING DOCUMENTS

If you have answered questions in your application that indicate you require additional documents to accompany your application, an **"Upload Documents"** page will generate once your application has been submitted. Please ensure you upload all required supporting documents with your application.

Upload Documents

Select the registration type below to determine documents that must be uploaded before submitting the application.

- Canadian Born Dog
- Registration of a dog born in the USA owned by a resident of the USA. (breed recognized by AKC)
- Registration of a dog born in the USA (breed not recognized by AKC)
- Registration of a foreign born dog imported to Canada (can also compete in events)
- Registration of a foreign born dog owned by a resident of a country outside of Canada or the USA. (for competition purposes)
- Canine Companion Number (CCN)
- Event Registration Number (ERN)
- Miscellaneous Certificate Number (MCN) Canadian
- Miscellaneous Certificate Number (MCN) US Owned
- Miscellaneous Certificate Number (MCN) Imported Foreign Dog
- Performance Event Number (PEN)

Please upload at least one file!

[   ] Upload File

Submit Application

1. Click the **"+"** next to Canadian Born Dog for an overview of the documents required to be submitted with your application, depending on the circumstances of the registration.

2. Select **"Upload File"**.

3. Choose the file you would like to upload from your computer.

4. The document you have selected will appear under **"Please upload at least on file!"**. If more than one document is required to be submitted with your application, select "Upload File" again and continue to upload all documents that are required to be submitted with your application.

5. Once all documents required to be submitted with your application have been uploaded, click the red **"Submit Application"** button at the bottom of the page.