

Registry Policy for the Replacement of the *Application for Registration of Individual Dog "blue paper"*

- A. Restriction as to Who May Apply Only the recorded Litter Owner to whom the original blue paper was issued may request a replacement. Requestors must be Boykin Spaniel Society members in good standing (and therefore subject to the Society's Code of Ethics) prior to making their formal request.
1. Requests must be in writing and mailed to the Executive Secretary of The Boykin Spaniel Society, and must include:
 - a. the Litter Owner name and full mailing address, and telephone number
 - b. the Litter Number originally assigned to the litter which included the dog for which the replacement request is being made
 - c. the registration numbers of the litter dam and sire
 - d. the litter whelp date
 - e. whether the dog who needs the replacement is Male or Female
 - f. the name, address and telephone number of the original buyer
 2. The Litter Owner of Record shall sufficiently describe the measures he/she will use to ensure that the person to whom the replacement paper is given is the same person to whom the original paper was given.
 3. If the Litter Owner is deceased or is legally mentally impaired, their legal heir or legal guardian may make a written request that the Board of Directors waive the above restriction. The Board shall deliberate upon that request and may, at its sole discretion, issue a non-precedent-setting waiver
- B. Applications for Registration of Individual Dog issued on or after November 5, 2021: The printed-and-issued format of every individual blue paper prepared by The Boykin Spaniel Society administrative office staff and delivered to Litter Owners bears a unique code number for each registrable puppy.
1. The format of the written request described in paragraph A.1. shall be as shown in the attached Exhibit.
 2. The Executive Secretary, or her/his designee, will review the written request.
 - a. If the written request is found to lack sufficient information and/or clarity, or has been submitted by anyone other than the recorded Litter Owner, or if the Registry database determines that an original blue paper containing the unique identification code has already been processed and a *Certificate of Registration* for that particular dog has been issued, the request shall be returned to the requestor. Advice as to the reason for its return shall be included.
 - b. If the written request is found to contain sufficient information and clarity, the Executive Secretary, or her/his designee, will prepare a duplicate copy of the originally issued *Application for Registration of Individual Dog*. This duplicate copy will bear the same unique code number as contained on the original blue paper.
 - (i) All duplicate copies issued under this policy shall be printed on colored paper. The color shall be determined by the Executive Secretary and must be uniform for all duplicate copies issued. The color shall not be blue, or any shade of blue, and should be different from all paper colors used for the production of documents which are pertinent to Boykin Spaniel Registry operations.
 - (ii) All duplicate Applications will bear the same embossed-stamp identification as beared by the original blue-colored Applications.
 - (iii) The Boykin Spaniel Registry computerized database will record the issuance of the duplicate, and the duplicate Application will display the now-current date as the "Date Issued".
 - c. Duplicate Applications shall only be sent to the requestor (the Litter Owner of record.) Requestors will be advised that the duplicate is expected to be completed and submitted within 21 days of the (new) Date Issued.
 - d. Only one duplicate of the original blue-colored *Application* will ever be issued.
 - In the event that a duplicate "Application for Registration of an Individual Dog" paper is submitted to the Registry office and the New Owner is not the same person as originally identified by the Litter Owner when he/she requested the issuance of the duplicate, that duplicate will not be processed unless the Litter Owner provides a written amendment to their original request. The

Executive Secretary has the authority to administer this section of this Policy.

3. In the event that an original blue-colored *Application* bearing the same Litter Number and dog code number is submitted to the administrative office after a duplicate has been issued to the Litter Owner, that original *Application* will not be processed.
 - a. If the person who submits the original blue paper is not the same person identified by the Litter Owner as the original recipient, the Registry Committee shall investigate the circumstances of the submission.
 - b. In the event of an inquiry by the submitter as to why their blue paper is not being processed, they shall be directed to contact the Registry Committee Chairman.
- C. Applications for Registration of Individual Dog issued prior to September 15, 2021: The printed-and-issued format of the individual blue paper prepared by The Boykin Spaniel Society administrative office staff and delivered to Litter Owners contained no way by which the office staff might distinguish which blue paper went to which puppy buyer.
1. A replacement (duplicate) of the original *Application for Registration of Individual Dog* will be issued regardless of his age at the time the Boykin Spaniel Society administrative staff receives a replacement request.
 2. The Executive Secretary, or her/his designee, will review the written request.
 - a. If the written request is found to lack sufficient information and/or clarity, or has been submitted by anyone other than the recorded Litter Owner, the request shall be returned to the requestor. Advice as to the reason for its return shall be included.
 - b. The Boykin Spaniel Registry computerized database will be used to compare the number of original blue papers for the litter to the number of dog registration certificates already issued for that Litter Number, for the sex of the dog in question.
 - (i) If that comparison seems to indicate that the request is invalid, the request will be denied and the Litter Owner will be informed as to the reason, in writing.
 - (ii) If the comparison indicates that the request could be valid, then the request will be processed if the Executive Secretary or her/his designee finds that there is sufficient information and clarity.
 - (a) A duplicate copy of the originally issued *Application for Registration of Individual Dog* will be prepared and printed on colored paper. The color shall be determined by the Executive Secretary and must be uniform for all duplicate copies issued. The color shall not be blue, or any shade of blue, and should be different from all paper colors used for the production of documents which are pertinent to Boykin Spaniel Registry operations.
 - (b) All duplicate Applications will bear the same embossed-stamp identification as beared by the original blue-colored Applications.
 - (c) The Boykin Spaniel Registry computerized database will record the issuance of the duplicate, and the duplicate Application will display the now-current date as the "Date Issued".
 - c. Duplicate Applications shall only be sent to the requestor (the Litter Owner of record.) Requestors will be advised that the duplicate is expected to be completed and submitted within 21 days of the (new) Date Issued.
 - d. Only one duplicate of the original blue-colored *Application* will ever be issued.
 - In the event that a duplicate "Application for Registration of an Individual Dog" paper is submitted to the Registry office and the New Owner is not the same person as originally identified by the Litter Owner when he/she requested the issuance of the duplicate, that duplicate will not be processed unless the Litter Owner provides a written amendment to their original request. The Executive Secretary has the authority to administer this section of this Policy.

EXHIBIT

Request for a duplicate blue colored application for individual dog registration

Only the recorded Litter Owner to whom the original blue paper was issued may request a replacement.

Requestors must be Boykin Spaniel Society members in good standing (and therefore subject to the Society's Code of Ethics) prior to making their formal request. **Payment of \$25⁰⁰ (check or money order only) for special processing and printing must accompany the request.**

1. Requests must be in writing and mailed to the Executive Secretary of The Boykin Spaniel Society, and must include:
 - a. the Litter Owner name and full mailing address, and telephone number
 - b. the Litter Number originally assigned to the litter which included the dog for which the replacement request is being made*
 - c. the full registered names of the litter dam and sire*
 - d. the litter whelp date*
 - e. whether the dog who needs the replacement is Male or Female. Note: for litters registered after 11/1/21, every original blue paper had a unique code number, and the pink-colored "Litter Registration" cover sheet included a table on the back side for recording which blue paper went to which New Owner, and you must use that number (for example: M-1, F-3, etc.)
 - f. the name, address and telephone number of the original buyer

* This information is shown on the pink-colored "Litter Registration" cover sheet originally provided to the Litter Owner after the litter was registered

2. The Litter Owner of Record shall sufficiently describe in writing the measures he/she will use to ensure that the person to whom the replacement paper is given is the same person to whom the original paper was given.

COMPLETE BELOW TO REQUEST A DUPLICATE

LITTER OWNER NAME (printed)

MAILING ADDRESS

I am requesting a duplicate dog registration paper ("blue paper") for LITTER NUMBER BSL _____
whose Dam was _____
and whose Sire was _____

The litter whelp date was _____ (month) _____ (day) _____ (year)

I am requesting this duplicate for a (check one) Male Female

IF THE LITTER WAS REGISTERED AFTER NOVEMBER 1, 2021, COMPLETE THE NEXT LINE OTHERWISE SKIP

"I originally provided the "blue paper" with code number _____ for this buyer's puppy:

ALL REQUESTS INCLUDE THIS INFORMATION:

ORIGINAL BUYER NAME:

BUYER PHONE #

ORIGINAL BUYER'S ADDRESS:

The means by which I will ensure that the person who gets this replacement Registration paper is the same person who got the first one is as follows:

I understand that only one duplicate registration paper will ever be issued for this dog, and that the Boykin Spaniel Society reserves the right to deny this request at its sole discretion.

Signed _____ Date _____