

Section 4: Registration and Transfer of Animals

Purpose: The purpose of this procedure is to guide owners/breeders through the process of registering and transferring their purebred Dexter cattle with the ADCA.

Privileges of Registration: Members in good standing may register cattle with the American Dexter Cattle Association. Non-members of the Association shall not be entitled to the privileges of registration.

General Information for Registration and Transfer

Definitions:

Owner of Record: the ADCA-recorded current owner of the animal. Spouses, partners, and other family members must be listed with the Registrar's office to be considered "Owner of Record."

First Owner: the ADCA-recorded owner of the calf's dam at the time of calving.

Breeder: the ADCA-recorded owner of the calf's dam at the time of breeding.

Authorized Representative: an ADCA regular member in good standing who has on file at the ADCA Registrar's office the required documentation to register and transfer animals of another ADCA regular member.

Registration:

- A. Application for registration of Dexter cattle shall be made to the ADCA Registrar. A Certificate of Registration shall be furnished by the Registrar for all animals meeting the ADCA registration criteria and shall be sent to the owner on the form adopted by the ADCA.
 1. The Registrar is responsible for accepting or refusing registration applications or transfer applications from any person. The Registrar shall request a review and/or recommendation by the Pedigree/Genetics Committee, prior to accepting or refusing any registration or transfer application that does not comply with this Standard Operating Procedure for registration of animals with the ADCA.
 2. Any grievance or complaint concerning a registration or transfer application should be submitted to the ADCA Secretary, in writing, within 90 days of the postmark on the Registrar's decision, for a Board review and final decision.
- B. The First Owner, unless under exemption (see Section C) or unless designated as an Authorized Representative (see Section D), must apply to the ADCA for registration using the form adopted by the ADCA. All required sections must be filled out. Failure to completely fill out the form(s) will result in the form being returned. The Registrar may assess penalty fees for repeated rejections of any application.
- C. Exemptions to the First Owner policy can be granted as follows:
 - A. Exemption #1: Registration/Transfer for the Estate of a Deceased or Incapacitated First Owner.
 - i. In the event of the death or incapacitation of the First Owner, an ADCA member or members in good standing may formally apply for First Owner Policy Exemption #1 (denoted FOE#1) under this exception by submitting the required documentation and the proper form to the ADCA Registrar.
 - ii. **Acceptable Documentation** for an FOE#1 is documentation of the date of death, a power of attorney, or other suitable document that indicates the recorded First Owner is not able to complete registrations and transfers and

that the proxy listed on the form is authorized to act on behalf of the deceased/incapacitated.

- iii. **Proper Form** for an FOE#1 is the **First Owner Exemption for Registration and Transfer of Dexter Cattle in the American Dexter Cattle Association** form (available on the ADCA website or by request) must be filed with the ADCA Registrar in order to acquire a FOE#1.
 - iv. Upon receipt of the required documentation and the required form, the ADCA Registrar will notify the member requesting FOE #1 of approval or disapproval. If the exemption is approved, the persons/s listed on the **First Owner Exemption for Registration and Transfer of Dexter Cattle in the American Dexter Cattle Association** form will be identified by the ADCA as the Owner of Record and can then register and transfer animals on behalf of the estate.
- B. Exemption #2: Significance to the National Herd.
- i. In rare instances when a genetically or historically significant herd or line of animals will be lost to the ADCA national registered herd due to the inability of the first owner policy to be met, an ADCA member or members in good standing may formally apply for First Owner Exemption #2 (denoted FOE#2) using the proper form.
 - ii. **Proper Form** for an FOE#2 is the **First Owner Exemption for Registration and Transfer of Dexter Cattle in the American Dexter Cattle Association, page 2** (available on the ADCA website or by request). This form must be filed with the ADCA Registrar in order to acquire a FOE#2.
 - iii. Upon receipt of the required form, the ADCA Registrar will forward the form to the Pedigree and Genetics Committee Chair.
 - iv. Upon review of the request, the Pedigree and Genetics Committee will inform the ADCA Registrar as to the acceptance or denial of the request.
 - v. The ADCA Registrar will inform the applicant as to the acceptance or denial of the request.
 - vi. If a FOE #2 is granted the member/members listed on the request will have 120 days from time of notice from the P&G committee to complete all ADCA required registration requirements and submit registrations to the ADCA registrar for the animals identified in the request.
 - vii. If not completed within 120 days the exception is ended, and no further exceptions, maybe granted, for the animals specified. One, 30-day extension for good cause may be granted to the members with submission of extension request to P&G committee 3 weeks prior to exception end date. All rulings on FOE#2 exceptions by the P&G Committee are final and without appeal.
- C. Authorized Representative Exception
- i. ADCA members may delegate to another ADCA member, known as an Authorized Representative, the authority to register and transfer animal(s) for which they are first owner and owner of record.
 - ii. Authorized Representative can perform registrations and transfers for another ADCA Originating Member under these conditions:
 - 1. The authorized representative is an ADCA member in good standing.
 - 2. The proper form has been filed with the ADCA Registrar prior to any action by the Authorized Representative.
 - 3. The Proper Form is the Authorized Representative form. It is available for download on the ADCA website.
 - 4. Authorized Representatives are time limited and are only for the requested time period.

5. Authorized Representatives can be for the entire herd or specific listed animal(s).
 6. Regional Directors will give their approval to the actions being made on a case-by-case scenario when all of the other listed avenues have been exhausted.
- D. Animals must be identified on the registration application form with some form of permanent identification. The three acceptable forms of animal identification are tattoo or USDA 840 tags or BANGS tag. It is recommended that tattoo markings include a letter representing the first letter or letters representing the initials of the breeder's prefix where the cow was bred; a number representing the number of the birth for that year by that breeder; and a letter representing the ADCA year.
 - E. The full name given to an animal must not be more than 25 letters and spaces. Any registration request sent to the Registrar with more than 25 letters and spaces will be returned to the breeder with a reminder of this requirement. Repeated submissions of incorrect registration application forms may result in a penalty fee.
 - F. The animal's registration name shall include either the herd name/breeder's prefix or the herd name/breeder's prefix initials reflecting the breeder that owned the cow at the time of the breeding. If a member is "leasing" cows but wants the offspring to carry their herd prefix the animal must be transferred into their name for the duration of the lease. The Registrar reserves the right to approve, modify or reject a breeder's prefix in order to avoid duplications in the ADCA database and to provide the consistent naming of animals associated with each breeder. **In registering a herd name/breeder's prefix, priority shall be given to previous first use by a breeder.** Any dispute between breeders as to the right to use a specific herd name/breeder's prefix shall be referred in writing to the ADCA Secretary for a Board review and final decision.
 - G. The herd name/breeder's prefix must remain the same for all animals bred by that breeder. The herd name/breeder's prefix of a breeder may be used by a son, daughter, husband, wife, or family member with the breeder's written consent. Use of a different herd name/breeder's prefix requires a separate ADCA membership of the person registering the animal.
 - H. Included on the ADCA registration application form for each animal is birth date; color; sex; permanent identification; sire and dam registration names and numbers; horned or polled status; on a voluntary basis, chondrodysplasia and PHA test results; if required, genotype test status; breeder contact information; owner contact information; and other information as deemed important for proper registration by the Registrar. All tests, whether required or voluntary, must be done at an ADCA approved lab in order to be entered on the pedigree.
 - I. All non-ADCA animals of US origin must have both ADCA-registered sire and dam, and a 5-generation (62 ancestor) ADCA-registered pedigree in order to apply for registration. This information is in addition to the information required for all registrations. These applications shall be reviewed by the Registrar and may also be reviewed by the Pedigree/Genetics Committee.
 - J. A calf that is produced as the result of artificial insemination (AI) must be noted as such on the registration application form.

Transfer Procedure

- K. Transfers shall apply to a change in ownership of an animal previously registered with the ADCA.
- L. A transfer application is available online and can be completed online or in a printable format.
- M. The preferred method of transfer of animals is online by using Dextercattle.org. The transfer application is also found on the back of the registration certificate which may be mailed to the registrar, with payment for transfer.
- N. It is strongly encouraged that if the animal is to be registered and transferred at the same time, that both applications be submitted for processing at the same time. These two tasks can be done during one session on Dextercattle.org.

Non-members of the Association

- O. Any person, firm, corporation, or organization who is not a member of this Association, and who makes application for transfer of an animal, or who avails himself of any of the privileges of the Association, shall be deemed to have thereby subjected himself to the By Laws and rules of the Association to the same extent as its members.



PO BOX 209 Stephenville, TX 7641 / 1-844-588-2322 / Website: <https://dextercattle.org>

Authorized Representative Form American Dexter Cattle Association

This form is to authorize another ADCA member to submit registrations and transfers on your behalf.

Effective Date ____ / ____ / ____
End Date ____ / ____ / ____

Current Owner of Record requesting a Representative:

Name: _____ ADCA

Member number: _____

Herd Name: _____

ADCA member to become the Representative for Owner of Record:

Name: _____ ADCA

Member number: _____

I, _____, _____ hereby grant full animal registration and
(print owner of record member name) (ADCA member #)

transfer authority for:

Choose one: ☐ Entire herd ☐ Listed animals:

_____ to my Authorized Representative
(herd name/animal(s))

_____, _____
(print authorized representative member's name) (ADCA member #)

Owner Signature _____ (date)

Authorized Representative Signature _____
(date)



First Owner Exemption
For Registration and Transfer of Dexter Cattle in the
American Dexter Cattle Association

This form is to request exemption from the ADCA's First Owner policy.

Date: ____ / ____ / ____

First Owner Exemption Type (check one only)

- ☐ Exemption #1: Registration/Transfer for the Estate of a Deceased or Incapacitated First Owner
(fill out that section only)
- ☐ Exemption #2: Significance to the National Herd
(fill out that section only)

Exemption #1: Registration/Transfer for the Estate of a Deceased or Incapacitated First Owner:

Current Owner of Record to receive Exemption #1:

Name: _____

ADCA Member number: _____

Herd Name: _____

ADCA member applying to become the Owner of Record under Exemption #1:

Name: _____

ADCA Member number: _____

I, _____ request that the _____
(applicant name) (herd name)

with the current owner of record being _____ & _____ be granted
(name of current owner of record) (ADCA Member #)

First Owner Exemption #1 and that the owner of record be changed to _____
(applicant name)

on ____ / ____ / 20____. Applicant Signature: _____

Attached is documentation that the current owner of record is deceased or not currently able to conduct ADCA business and that I have been legally designated to act on behalf of the estate or as caretaker of these affairs.

Certificate of Acknowledgement

State of _____

County of _____

On _____, before me, _____,
(date) (notary)

proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument

WITNESS my hand and official seal

(seal)

(notary signature)

My Commission Expires: _____



First Owner Exemption
For Registration and Transfer of Dexter Cattle in the
American Dexter Cattle Association

This form is to request exemption from the ADCA's First Owner policy.

Date: ____ / ____ / ____

Exemption #2: Significance To The National Herd

Current Owner of Record to receive this exemption:

Name: _____

ADCA Member number: _____

Herd Name: _____

ADCA member applying to become the Owner of Record under Exemption #2:

Name: _____

ADCA Member number: _____

Animals to be registered/transferred under the exemption (use another paper for additional animals):

Animal Name:	ADCA #	Other #
Sire:	ADCA #	Other #
Dam:	ADCA #	Other #
Breeder Name:	Breeder #	Farm:

Animal Name:	ADCA #	Other #
Sire:	ADCA #	Other #
Dam:	ADCA #	Other #
Breeder Name:	Breeder #	Farm:

The animal/s are not able to be registered/transferred in the ADCA under the First Owner policy because:

The Dexter(s) is(are) significant to the National Herd and should be exempted because:

I understand that, if an exemption is granted, all animals listed must still meet all ADCA registration requirements in place at the time of their birth. Any animals not meeting these requirements cannot be registered in the ADCA. I understand that once notified that this request for exemption has been approved, I have 120 days to submit complete registration information including all genotype and parent verification testing to the ADCA Registrar to register the named animals.

_____ (signature of requestor)

Section 5: Genotype Requirement

Purpose: The purpose of this procedure is to help assure that the proper sire is indicated on a pedigree when an animal is registered with the ADCA.

Procedure:

- A. A genotype for registration purposes must be obtained by testing a DNA sample from the animal.
- B. All bulls registered by the ADCA after December 31, 2008, shall be genotyped, and have the verification of genotype on file with the ADCA Registry Office prior to completion of their registration.
- C. Existing herd sires (all bulls used for breeding) shall be genotyped and have the report on file prior to registration of any calves sired by those bulls and born after December 31, 2009. Bull calves born on or after January 1, 2010, are required to be genotyped and sire qualified prior to registration.
- D. All females born on or after January 1, 2016, must have a genotype on file at an approved lab.
- E. The offspring of all 2016 calves (and all offspring thereafter) must have a genotype with parent verification on file at an approved lab (with their genotype reports residing at the same lab as the reports of both their sire and dam). (Must show G5 on the pedigree)
- F. For cows and heifers born prior to January 1, 2016, either lab can provide a “permanent record” of the genotype of the animal, showing no parentage verification. These animals will show as G2 on their pedigree.
- G. Effective January 1, 2024, all calves born on or after January 1, 2024, MUST be genotyped with full parentage verification to both sire and dam in order to be registered.
- H. Steers are exempt from these genotyping requirements.
- I. All genotyping shall be done at the owner’s expense at one of the ADCA’s designated laboratories (currently UCD or TAMU). The transfer of genotype data from one approved lab to another approved lab shall be done at the owner’s expense.
- J. Effective January 1, 2016, in order for a bull to be listed on the ADCA Artificial Insemination Bull Index on the ADCA website, the following requirements must be met:
 - 1. Bulls must have a genotype on file at both TAMU and UCD.
 - 2. Bulls must also have both of their genotypes (one from TAMU and one from UCD) on file with the ADCA Data base. Note: members purchasing straws should be certain to get the reference numbers of the bull’s genotypes from the seller in order to assist them in registering the bull’s offspring.
 - 3. A statement of the hip height of the bull and the bull’s age at which the height was recorded must also be part of the listing.

Section 6: Polled Animals

- A. If both sire and dam are registered as genetically horned and a polled mutation is suspected, then both sire and dam must be available for DNA genotyping and parentage qualification. If they are not available for DNA genotyping, then the lab will determine further testing procedures.

- B. Polled animals may not be registered as horned. If an animal is indicated as being horned at the time of its registration and then is found to be genetically polled at a later date, its registration may be reviewed and corrected by the ADCA.
- C. Horned animals may not be registered as polled. A dehorned animal must be registered as horned. If an animal is indicated as being polled at the time of its registration and then is found to be genetically horned at a later date, its registration may be reviewed and corrected by the ADCA.
- D. Polled Dexters from other recognized Dexter registries will be accepted by the ADCA if they meet all the ADCA registration criteria.
- E. The ADCA reserves the right to review the records from other Dexter registries, to require genetic testing and to revoke the registration of any animal that is improperly registered. All testing expenses are the responsibility of the registration applicant.

Section 7: Coat Colors

- A. Black, dun and red are the only accepted Dexter colors, and all three are verifiable by DNA testing. Any questions about the proper registration of the color of a Dexter shall be resolved by DNA testing.
- B. For any color or pattern genetics questions that are not answered by the above statements, the registration procedures shall be based on information that has been presented in ADCA publications:
 - 1. ADCA Breed Descriptions and Guidelines
 - 2. Basic Concepts of Dexter Color Genetics

Section 8: Embryo Transfers/Transplants (ET)

- A. DNA genotypes referred to in this requirement shall be compatible with the procedures and standards of the ADCA and the ADCA designated laboratory to determine and store genotypes, to maintain a genotype database and to utilize the genotypes in this database for parentage qualification of the animals in the ADCA Registry.
- B. The DNA genotype of an ET calf's sire shall be on file with the ADCA. The fee for this genotype shall be the responsibility of the owner of the semen used in the ET procedure unless the sire's genotype is already on file with the ADCA.
- C. The DNA of an ET calf's donor dam shall be on file with the ADCA. The cost of genotyping shall be the responsibility of the owner of the donor dam at the time of the ET procedure unless the donor dam's genotype is already on file with the ADCA.
- D. The DNA genotype of a calf resulting from an ET procedure shall be provided to and on file with the ADCA and shall qualify parentage by the sire of record out of the donor dam of 6 record. A calf resulting from an ET procedure shall not be registered in the ADCA without complete parentage qualification by DNA genotyping. The cost of genotyping for parentage qualification shall be the responsibility of the owner of the calf.
- E. The owner of record of the donor dam or her unfertilized egg(s) at the time of conception shall be identified as the breeder of the calf.
- F. The owner of record of the recipient dam at the time of the ET calf's birth shall be identified as the first owner of the calf.

- G. Registration of ET offspring shall be made on a regular registration application. Designation of the calf's ET status shall be recorded on that application.
- H. The registration certificate of every ET calf shall contain the designation ET.
- I. Calves born or conceived after the death of the donor cow shall be eligible for registration under the same conditions and provisions that govern the eligibility of ET calves prior to the death of the donor cow.

Section 9: Registration of Foreign Animals and Animals Registered in a Competing US Dexter Registry

ADCA Registration of a Dexter that has already been registered in an ADCA-recognized foreign registry (Australia - DCAI, Canada -CDCA, Germany - DVD, South Africa -SA Dexters, United Kingdom – The Dexter Cattle Society) may be applied for under these conditions:

- A. The ADCA registration application form shall be accompanied with a copy of the animal's Foreign Registration Certificate showing the ownership and a five-generation (62 ancestor) registered purebred pedigree from the Country/Registry of origin
- B. The registration application must include: 1. the name of the importer of animal/s, 2. the owner of record in the foreign registry 3. a bill of sale (including date)
- C. Evidence of agreement between foreign registry owner of record (seller) for the buyer to register the animal in ADCA (letter from foreign owner of record stating such)
- D. All other ADCA eligibility requirements apply and must be in place prior to application for registration in ADCA including ADCA recognized DNA genotypes and parent verification, and permanent identification. Permanent ID may be any permanent ID tag accepted by the country of origin.
- E. DNA genotype test reports for the sire, the dam, and the animal qualifying both its parents shall also accompany the registration application for foreign animals.
- F. In case of a bred female, a properly signed and executed breeding service certificate and a registered five-generation (62 ancestor) purebred pedigree of the sire of the fetus are also required, along with a DNA genotype test report of the sire that is acceptable to the ADCA designated laboratory for sire qualification.

ADCA Registration of a Dexter that has already been registered in a Competing US Registry (any registry, database, or other Dexter organization within the US) may be applied for under these conditions:

- A. The animal must have a five-generation purebred pedigree in which all 62 ancestors are registered with the ADCA (full ADCA registration or previous P-number entry in the ADCA database).
- B. All other ADCA eligibility requirements apply and must be in place prior to application for registration in ADCA including ADCA recognized DNA genotypes and parent verification.

Section 10: Registration and Transfer Fees

Transaction	ADCA Member Fees
Registration: Cows 26 months and under	\$30
Registration: Cows over 26 months	\$50
Registration: Bulls any age	\$55
Registration: Steers any age	\$10
Transfer: Females and Bulls	\$25
Transfer: Steers	\$10

Note: Registrations are a separate transaction and fee, even if done at the same time as a transfer.

Section 21: Protocol for Parentage Genotyping from Meat Samples

Protocols for Genotyping a Deceased Animal:

To obtain a genotype for a deceased animal so its offspring can be parentage verified, members can use a meat sample, or a semen sample if the animal was an AI bull. Historic AI bulls that were in use before the genotyping requirements went into effect must now be genotyped from a semen sample if a member wishes to use remaining semen straws and register the resulting calves. If all else fails, sometimes the lab can build a derived/reconstructed genotype for a deceased animal.

A. Meat Sample Protocol:

1. The meat sample shall be obtained from solid muscle, such as steaks or roasts, not from ground meat. It must not have streaks of fat in it, but natural marbling is acceptable.
2. The size of the sample shall be the size of a sugar cube ($\frac{1}{2}$ " x $\frac{1}{2}$ " x $\frac{1}{2}$ "). If the sample is obtained from a fresh cut of meat, it must be frozen immediately. If the sample is obtained from a frozen cut of meat, it must be kept frozen. In either case, the sample shall be sealed in the smallest-possible re-closeable clear storage bag available. (A snack bag, $6\frac{1}{2}$ " x $3\frac{3}{4}$ ", is ideal.) Remove as much air as possible from the bag before sealing the meat sample in it.
3. Contact the lab (UCD or TAMU) for specific packaging and shipping instructions.
4. When a sire has been genotyped using the meat sample protocol, every progeny of that sire, regardless of gender, must be genotyped and qualified as an offspring of that sire to be registered.

B. Semen Sample Protocol:

1. A semen sample can be obtained from a full, unused semen straw or the remaining semen in a partially used straw. The straw should be sealed in a plastic ziplock bag and frozen.

2. Contact the lab (UCD or TAMU) for specific packaging and shipping instructions.
- C. Derived/Reconstructed Genotype Protocol:
1. Derived/reconstructed genotype can be done to register a deceased animal, but it is highly recommended to be referred to the Pedigree & Genetics Committee.
 2. Derived/reconstructed genotypes must be done at UCD.
 3. Samples are required from a minimum of 5 known offspring of the deceased animal needing a derived genotype. Samples are also required from the other known parent of each of those offspring (dams if the deceased is a sire; sires if the deceased is a dam). Each of the offspring used must be parentage verified to their known parent.
 4. Any offspring that must be parentage verified to the deceased parent in question, in order to be registered, may not be used in the reconstruction of that parent's genotype.