



**Executive Secretary  
David Wallace**

# THE OFFICE CONNECTION

## REGISTRATION & RECORDS

### ***PLEASE FILL OUT ALL APPLICATIONS COMPLETELY & LEGIBLY***

Any paperwork submitted to the office must be filled out completely, accurately & legibly or it may be returned for completion. Services may not be rendered via telephone including but not limited to BSA/PTPR applications, Registrations, Transfers, Embryo Registration & Transfers, Classification, Bulletin/Sire Summary Subscriptions, and Membership Applications etc. Parentage, SMA and Pedigree requests are still accepted via phone or email. In special cases, signing up for Classification may also require a phone call. A call may be given to acquire missing information, but if no return call is received, paperwork will be mailed back for completion.

Applications must be submitted with a signature by the owner of the animal.

Transfers are not accepted via telephone or on-line database and must include signatures from the original owner(s). Embryos are also required to be transferred. If this is not done, the resulting calf will remain in the name of the original owner when it is registered.

### ***EMBRYOS & ET REGISTRATIONS***

If an ET is being registered, the animal's Application for Registry must include an Embryo ID/straw number. Donor dams are required to have a Parentage test performed prior to registration of the flush. In turn, flush reports must be submitted and processed prior to registration of any animals resulting from that flush.

### ***PARENTAGE WAIVERS***

Prior to requesting parentage on an animal via genomics, the requester is required to complete a genomic waiver designating parentage-only or parentage & genomics. This waiver must be returned prior to processing of the sample. The invoice for the request will accompany the genomic kit. It is asked that payment be returned prior to results being received.

**\*NEW** - For breeders who choose to consistently request the same designation each time, (either parentage-only or parentage & genomics) the option now exists to sign a genomic parentage waiver to keep on file instead of signing a waiver with each new parentage request. If there is a change in designation, a new waiver may be put on file specifying the new designation. **\*\*Note** the option for "waiver on file" does not apply to requests that switch back and forth between the two designations.

### ***RFID NUMBERS/TAGS***

World Dairy Expo is requiring entries to have RFID tags for identification. These tags are available for purchase at [shopbrownswiss.com](http://shopbrownswiss.com) via the Brown Swiss website. If RFID is the preferred choice of identification, the animal may also be registered using the RFID number instead of the Brown Swiss series of registration numbers. On the database, at the bottom of the registration screen next to the space for the Animal name a NUMBER field exists. For animals with RFID tags, type the entire RFID number into this field. For example: if using an 840 series number the number would read: 840003012345678. **DO NOT** omit the 840 code. **SELECT DROPDOWN** for country code United States 840. **SELECT UPDATE**. A message will appear saying the series is out of the range, **CLICK OVERRIDE** and then **CLICK REGISTER**. If the application is being submitted on paper, there is a box in the upper left-hand corner for "office-use only". **FILL** in this space with the entire RFID number including 840 if this is the series. For both the on-line database and paper registration application, in the LE or RE a tattoo number is still recommended in the event the button or dangle tag is lost. (The tattoo number may be part of the RFID number).

For any animal that is currently registered using the Brown Swiss series numbers, but is also given an RFID tag for show purposes, please **USE THE BROWN SWISS REGISTRATION NUMBER** on your test sheet in the Identification field. If the RFID tag number is used in this spot, your production records will not be received by Brown Swiss for awards or use on pedigrees. Also use the Brown Swiss number for registering the animal's offspring.