

# Livestock Ownership Records

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## Goal (learning objective)

Youth will:

- Learn what the paperwork requirements are for livestock ownership and transfer of ownership in the state of Idaho.
- Learn the difference between a bill of sale, receipt, proof of ownership form, and a brand inspection.

## Supplies

- Photocopies of the following handouts (enough for group)
  - a. Handout 1 - "Proof of Ownership for 4-H Market Animals in Idaho"
  - b. Handout 2 - "Market Beef Help Sheet"
  - c. Handout 3 - "Bill of Sale Examples Packet" (4 copies for groups)
  - d. Handout 4 - "Correct Bill of Sale Example 1"
  - e. Handout 5 - "Correct Bill of Sale Example 2"
- Pencils (enough for group)
- Flipchart paper and markers

## Pre-lesson preparation

- Make photocopies of Handouts 1, 2, 4, and 5 - enough for group
- Make 4 photocopies of Handout 3
- Read/Review lesson
- Review the handouts and terminology
- Become aware of any additional county requirements

## Lesson directions and outline

Have youth make a list of the types of paperwork that could be provided to show proof of ownership (using flipchart paper and markers). Review the list with them and then share the following information with the youth:

It is important that market livestock projects are properly identified and members have the proper proof of ownership paperwork for that project. The University of Idaho Extension 4-H Youth Development program requires that any 4-H member participating in a 4-H Market animal project must have proof of ownership for their animal, which includes a brand inspection for beef and a bill of sale for goats, sheep, and swine. (UI P&P, page 8). Most Fairs and open shows also require proof of ownership paperwork when you are entering livestock shows across the United States.

### Bill of Sale vs. Receipt

When items are sold, which can range from livestock to a piece of farm equipment, it is important that the sale of those items is recorded properly. In 4-H we refer to a bill of sale in livestock projects. It is extremely important that you have a bill of sale to serve as proof of ownership of an animal. A bill of sale is a legal document made by a "seller" to a purchaser, reporting that on a specific date, at a specific locality, and for a sum of money or other "value received", the seller sold to the purchaser a specific item of personal, or parcel of real property of which he had lawful possession.

A bill of sale does not replace a brand inspection for cattle and horses. A valid bill of sale must include:

- Date of the sale
  - Complete description of livestock sold
  - Name of the purchaser
  - Signature of the seller

A receipt is a written acknowledgement that a specified article or sum of money has been received as an exchange. An example, a receipt from Wal-Mart lists the items that were purchased and has the date, store information, and amount of money paid. A receipt is not sufficient documentation to establish livestock ownership.



- Bill of sale sample <http://www.ownershipid.ca/images/BillofSale.gif>
  - Wal-Mart receipt sample <http://thecouponcru-sader.blogspot.com>

## Brand Inspection

Why are brands and brand inspections important?

Branding is very important in proving ownership of lost or stolen animals, specifically cattle and horses. Sheep and swine do not need a brand inspection. An unbranded animal is called a “slick,” and is almost impossible to legally identify. No other way is as easily visible as branding, not only for identification, but as a deterrent to theft.

Other methods such as implanted computer chips are positive identification, if a new owner is aware of them, but hot or freeze brands are highly visible and hard to alter. A brand inspection is required when:

- Livestock ownership of cattle or horses' changes in any manner
  - Leaving the state of Idaho
  - Animals going to slaughter a brand inspection is good for 96 hours

Generally, it is responsibility of the “seller” or “current owner” to obtain the brand inspection and pay the appropriate inspection fees. Always ask for a brand inspection when buying cattle or horses.

If the seller issues you a bill of sale instead, make sure the bill of sale is valid and you can call for a brand inspection within 10 days from the date of sale. In this case, the buyer is the one responsible for getting the inspection completed within 10 days and paying the inspection fees.

If you accept a bill of sale in lieu of a brand inspection certificate, and the animal is carrying a brand not recorded to the person who issued the bill of sale, you will need to clear the brand before the inspection can be done. Not obtaining a brand inspection when required by the Idaho brand laws is considered an infraction for the first offense and a misdemeanor for the second offense, punishable by a fine not to exceed \$300 and or six months in jail.

What information is required to obtain a brand inspection? Proof of ownership, which can be determined several ways:

- Your recorded brand on the animal/brand card
- Valid and current bill of sale
- Idaho brand inspection or another state's brand inspection
- Purebred registration papers or possibly health papers
- Lip tattoos or other permanent markings are not acceptable for brand recording, but are acceptable for proof of ownership

An annual brand inspection (also known as a “seasonal”) is good for up to 12 months. This brand certificate is designed to allow the livestock owner to travel in and out of the state of Idaho to our neighboring states annually. Idaho has reciprocal agreements with most all neighboring states except Montana and Wyoming. A lifetime certificate can only be issued on horses, mules, and donkeys.

What happens if I can't produce evidence of ownership?

If you can't produce proof of ownership to any brand inspector, deputy brand inspector, or peace officer of the state your livestock can be impounded at the expense of the owner until proof of ownership is established. However, if you can't establish proof of ownership within 10 days the livestock can be sold at public sale in any auction house or sales ring.

There are a lot of opportunities with our neighboring states to obtain animals or participate in events. It is easy to forget that paperwork is needed, confusing as to what's required, or perhaps you don't know what is required. As livestock owners, it is our responsibility to ensure compliance with state livestock transportation requirements.

### Conducting the activity (DO)

1. Have the group split up into 4 groups.
2. Ask for a volunteer to distribute Handout 3 to each group.
3. Each group will answer the following questions for each sample in Handout 3:
  - a. Is this a valid bill of sale?
  - b. What is the bill of sale missing?
  - c. Is there additional information on the bill of sale that is not needed?
  - d. What changes need to be made to the bill of sale to make it valid?
4. Have one person per group report their answers to the questions in front of the entire group
5. Review the issues with the examples as a group:
  - a. Example 1 - No date of purchase
  - b. Example 2 - No description of livestock (only says “hog”); No name of purchaser; No signature of seller
  - c. Example 3 - No signature of seller
  - d. Example 4 - No date of purchase; No description of livestock (only says steer calf).
6. Have a volunteer distribute Handout 4 and Handout 5 to the group.
7. Review and discuss the handouts and compare the wrong examples covered in Handout 3.

### What did we learn? (REFLECT)

- Ask: What did you learn? Any surprises?
- Ask: What is the difference between a receipt and a bill of sale?
- Ask: What document(s) are needed to prove ownership of an animal?
- Ask: What information is required to provide at your initial weigh-in?

## Why is that important? (Apply)

- Ask: Why are ownership records important?
- Ask: How do animal records impact the industry?
- Ask: What happens at school if you don't turn in the right homework assignment?

## Resources

Idaho State Department of Agriculture: Swine Identification and Import Requirements: <http://www.agri.idaho.gov/AGRI/Categories/Animals/import-Export/importswine.php>

Idaho State Department of Agriculture: Sheep & Goat Identification and Import Requirements: <http://www.agri.idaho.gov/AGRI/Categories/Animals/importExport/importsheepgoats.php>

Idaho State Department of Agriculture: Cattle Identification and Import Requirements: <http://www.agri.idaho.gov/AGRI/Categories/Animals/import-Export/importbovine.php>

United States Department of Agriculture Animal and Plant Health Inspection Service: Animal Disease Traceability: [https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/SA\\_Traceability](https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/SA_Traceability)

Idaho State Brand Inspector: <https://isp.idaho.gov/brands/>

University of Idaho Extension 4-H Youth Development Policies & Procedures: <http://www.uidaho.edu/extension/4h/documents-records>

Ohio State University Extension. (2011). Management Practices. *Beef resource handbook* (page 3-7).

Ohio State University Extension. (2008). Herd Management and Diseases. *Goat resource handbook* (pages 83-84).

Ohio State University Extension. (2011). Management Practices. *Sheep resource handbook for market and breeding projects* (page 31).

Ohio State University Extension. (2000). Ear Notching. *Swine resource handbook for market and breeding projects* (page 10-1 and 24-1 through 24-3).

## RECORDKEEPING: LIVESTOCK OWNERSHIP RECORDS – HANDOUT 1

### Proof of Ownership for 4-H Market Animals in Idaho (page 1)

It is important that your market livestock project is properly identified and that you have the proper proof of ownership paperwork to prove that you own your project animal. This includes market beef, swine, sheep, and goats. The University of Idaho (UI) Extension 4-H Youth Development program requires that any 4-H member participating in a 4-H Market animal project must have proof of ownership for their animal, which includes a brand inspection for beef and a bill of sale for goats, sheep, and swine. (UI P&P, page 8). Most Fairs and open shows also require proof of ownership paperwork when you are entering livestock shows across the United States.

#### **Proof of Ownership**

As stated in UI Policies and Procedures, all beef must have a brand inspection and all sheep, goats, and swine must have a bill of sale. Let's take a closer look at what are the differences between a brand inspection and a bill of sale.

#### **Brand Inspection:**

A brand inspection is a physical examination of livestock by a brand inspector to determine ownership of the livestock. A brand inspection includes examination of proofs of ownership, including the visual examination of brands and marks.

The Idaho State Brand Department requires a brand inspection on cattle, horses, mules, and asses when:

- ownership changes in any manner,
- the animal leaves the state of Idaho,
- or the animal is going to slaughter.

It is the responsibility of the seller or current owner to obtain the brand inspection and pay the appropriate inspection fees. When you purchase your market beef project at the beginning of your project year, you must have proof of ownership to prove that that is your animal. Did you purchase your steer from someone? Did someone give you your project animal (grandparent or parent example). Or did you raise your own animal? It is important that you understand the different proof of ownership scenarios.

Here are some questions to ask yourself:

1. Did you raise your own animal? YES or NO?
  - a. YES – if you raised your own animal, the next question to ask yourself is this: Is your name on the Brand Card?
    - i. YES – if your name is on the brand card (thus ensuring the brand on your animal is registered to you), you will not need a brand inspection.
    - ii. NO – if your name is not on the brand card (even though you raised it), you will need a brand inspection because you are transferring ownership from the seller (whom ever's names is on the brand card) to you.
  - b. NO - if you did not raise your own animal, and you had to purchase your animal, you will need a brand inspection when you purchase your animal from the buyer.
2. Did you purchase your animal?
  - a. YES – if you purchased your animal, you will need a brand inspection because you are transferring ownership from the seller to yourself.

NOTE: It is important to remember that ALL livestock (cattle and horses) must be brand inspected whether the animal is actually branded or not! A brand inspection establishes “Prima Facie” evidence of ownership.

## **Proof of Ownership for 4-H Market Animals in Idaho (cont.)**

What information is required to obtain a Brand Inspection? To obtain a Brand Inspection, you will need to provide proof of ownership. Ownership of the animal can be determined in several ways:

- Your recorded brand on the animal/brand card.
- Valid and current bill of sale.
- Idaho brand inspection or another state's brand inspection.
- Purebred registration papers or possibly health papers.
- Lip Tattoos or other permanent markings not acceptable for brand recording, but acceptable for proof of ownership purposes.

How do you get a brand inspection? Call your district brand inspector. If you do not know who the local inspector is, contact your local Extension Office, or the State Brand Inspector's Office in Meridian (1-800-772-8442). Before you contact your local brand inspector, make sure you have satisfactory proof of ownership. For most 4-H and FFA market animals, this will include a valid and current bill of sale.

### **Bill of Sale**

A bill of sale is the formal instrument for transfer of title to livestock. In the state of Idaho, a bill of sale must include the following:

1. date of sale
2. description of the livestock sold
3. the name of the purchaser
4. the signature of the seller

Again you will need a bill of sale if you purchased your animal from someone, or if you raised your animal and your name is not on the brand card. This bill of sale will be presented to the Brand Inspector when he or she comes to inspect your animal.

In the state of Idaho, a brand inspection must be done within 10 days after the date of the sale. A Bill of Sale does not replace a brand inspection.

### **Summary/Tips**

- All Idaho 4-H market swine, sheep, and goat projects must have a bill of sale (or proof of ownership if you raised your own)
- All Idaho 4-H market beef projects must have a brand inspection.
- To get a brand inspection in the state of Idaho, you must have valid proof of ownership.
- To prove ownership of your animal, your name must be on the brand card if you raised your own animal, or you must have a valid and current bill of sale.
- A valid and current bill of sale includes:
  - date of sale
    - *Remember that a brand inspection must be done within 10 days after the date of the sale*
  - description of the livestock sold
  - the name of the purchaser
  - the signature of the seller

### **Proof of Ownership for 4-H Market Animals in Idaho (cont.)**

Most 4-H county weigh-ins require your brand inspection paperwork to be turned in at weigh-in in the spring. Even if you are not required to hand it in until Fair with your record book (remember University of Idaho 4-H Youth Development Policies and Procedures require all beef to have a brand inspection), it is a good idea to contact your local brand inspector and get your brand inspection done when you get your steer in the Fall or Spring at the beginning of your project and not wait until the last minute!

If your market animal qualifies and is sold through a market animal sale, the brand inspector will be on site to write a brand inspection, since transfer of ownership is once again occurring when you sell your animal through the Sale. Having the brand inspection paperwork from when you purchased your animal at the beginning of the project year will ensure this is a seamless and easy process on Sale Day.

## RECORDKEEPING: LIVESTOCK OWNERSHIP RECORDS – HANDOUT 2

### MARKET BEEF HELP SHEET

Sometimes it can be confusing on the differences between a bill of sale, proof of ownership form, or a brand inspection with market beef projects. This handout should help clarify any questions you may have.

- All beef are required to have a **brand inspection** if you are taking your market beef project in 4-H in the state of Idaho. (*This is normally required at your local county weigh-in, or prior to the Fair when you turn in your 4-H record book.*)

In order to get a brand inspection on your market beef project, you will need to provide proof of ownership on your animal to the brand inspector. Below are answers to the scenarios that you may encounter:

#### **SCENARIO 1: You raised your own animal and your name is on the Brand Card.**

- REQUIRED: Brand Inspection (you can show the brand card with your name on it to the Brand Inspector when he/she comes to do the brand inspection)
  - Remember, your name must be on the Brand Card and the brand must match what is on your animal! If your name is not on the brand card, you must have a valid and current Bill of Sale.

#### **SCENARIO 2: You raised your own animal, but your name is NOT on the Brand Card.**

- REQUIRED: Brand Inspection (to get a brand inspection, you will need to have a valid and current Bill of Sale to give to the brand inspector)
  - You must have a valid and current Bill of Sale. Even if a family member “gave” this animal to you, you must have a Bill of Sale that indicates they “sold” it to you, so you now have “ownership” of the animal. In Idaho a valid Bill of Sale includes:
    - Date of the sale.
    - Complete description of livestock sold (brand, brand location, sex, breed, etc.)
    - Name of purchaser (this is you).
    - Signature of the seller (family member, or whoever “sold” you the animal).

#### **SCENARIO 3: You purchased your steer in the state of Idaho.**

- REQUIRED: Brand Inspection (to get a brand inspection, you will need to have a valid and current Bill of Sale to give to the brand inspector)
  - In Idaho a valid Bill of Sale includes:
    - Date of the sale.
    - Complete description of livestock sold (brand, brand location, sex, breed, etc.)
    - Name of purchaser (this is you).
    - Signature of the seller (family member, or whoever “sold” you the animal).

#### **SCENARIO 4: You purchased your steer outside of the state of Idaho.**

- REQUIRED: Brand Inspection (to get a brand inspection, you will need to have a valid and current Bill of Sale to give to the brand inspector)
  - A valid Bill of Sale includes:
    - Date of the sale.
    - Complete description of livestock sold (brand, brand location, sex, breed, etc.)
    - Name of purchaser (this is you).
    - Signature of the seller (family member, or whoever “sold” you the animal).

*NOTE: Make sure the brand inspection paperwork has **YOUR** name on it, NOT your parent's name. The brand inspection paperwork that is turned into to the Extension Office and 4-H Program must show that YOU own the animal, not your parents/guardian.*

# Livestock Bill of Sale

Seller:

Printed Name: John Doe

Address: \_\_\_\_\_

City: MackayState: ID Zip: 83251

Buyer:

Printed Name: Jane Blair

Address: \_\_\_\_\_

City: MackayState: ID Zip: 83251

This is to certify that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
 the undersigned Seller, in consideration of the sum of \$ 900.00,  
 sold to the undersigned Buyer the following described livestock, the title to which the  
 Seller guarantees.

No. Head	Class	Age	Sex	Weight	Brands, Marks, & Description
1	Steer		M	92546	→A, RR, Angus

Seller:

John Doe

Date: \_\_\_\_\_

Buyer:

Jane Blair

Date: \_\_\_\_\_

Seller & Buyer agree to hold harmless The Cattle Range from any and all claims, demands, suits, or loss which are in any way connected or associated with use of this Bill of Sale.

## **SALES RECEIPT**

Date: Feb. 16, 2017

**Subtotal:**

**Tax:**

Total: 200  $\text{a}$

Sale Made with :

- Cash  
 Credit Card  
 Check, No. \_\_\_\_\_  
 Other \_\_\_\_\_

## LIVE STOCK BILL OF SALE

Date Sold: May 5, 2017

SELLER'S

Printed Name: Hugh Bledsoe  
Address: 495 Highland Rd  
City: Challis  
State: ID Zip: 83227

BUYER'S

Printed Name: Mike Smith  
Address: 621 Dollar Road  
City: Ellis  
State: IP Zip: \_\_\_\_\_

This is to certify that the undersigned has this day in consideration of the sum of

\$ 100<sup>a</sup> x 2 dollars sold the following described livestock. The Title to

which hereby guarantees:

Signature of Seller: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Buyer: Miley Johnson

Date: 5-5-17

I sold 1 steer calf to  
Macey Garfield for her 4-H project  
in the sum of \$1,200<sup>a</sup>.

John Doe

## **RECORDKEEPING: LIVESTOCK OWNERSHIP RECORDS – HANDOUT 4**



## **4-H & FFA Market Beef Bill of Sale**



DATE OF PURCHASE: March 15, 2017

**DESCRIPTION OF ANIMAL: (one animal per form):**

Brand: UI Location of Brand: LR (Left Rib)

Breed: Angus Color/Markings: Black

Sex: Steer (male) Date of Birth: 2-20-16

PURCHASER INFORMATION: (if this is an "extra" steer, put all member's names here)

Buyer's (4-H/FFA member) Name (please print): Jane Doe

Buyer's (4-H/FFA member) Signature: Jane Doe

Buyer's (4-H/FFA member) Address: 1412 W. 1520N, Challis, ID 83224  
(Address) (City) (State) (Zip)

**SELLER INFORMATION:**

Seller's Name (please print): ZANE DUNBAR

Seller's Signature: 

Seller's Address: 1115 Cottonwood Lane Mackay ID 83251  
(Address) (City) (State) (Zip)

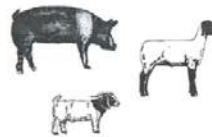
**ADDITIONAL INFORMATION:** (vaccinations given, etc):

- 8-Way at Branding (5-20-16)
  - Ear tag # 543 C out of site Cow 3, Traveler Bull
  - Weaned 9-15-16

## RECORDKEEPING: LIVESTOCK OWNERSHIP RECORDS – HANDOUT 5



### Custer County 4-H & FFA Swine, Sheep, & Goat BILL of SALE



Note: You MUST complete a Proof of Ownership form OR a Bill of Sale form PRIOR to Weigh-In.

#### DESCRIPTION OF ANIMAL (*one animal per form*):

Hog

Sheep

Goat

Breed: Suffolk

Color: white

Special Markings/Other: Black face & legs

Sex: Ewe (female)

Date of Birth: March 15, 2017

Ear Tag #: 631 Scrapie Tag : WXZ624-0631

#### PURCHASE INFORMATION:

Date of Purchase: June 1, 2017

Seller's Name (please print): Bob Clark

Seller's Signature: Bob Clark

Seller's Address: 123 Nowhere Lane Challis Idaho 83226

(Address)

(City)

(State)

(Zip)

#### YOUR INFORMATION (if this is an "extra" animal, put all member's names here):

Buyer's (4-H/FFA member) Name (please print): John Doe

Buyer's (4-H/FFA member) Signature: John Doe

Buyer's (4-H/FFA member) Address: 789 Mountain Drive Mackay Idaho 83251

(Address)

(City)

(State)

(Zip)

#### COUNTRY OF ORIGIN LABELING (COOL) AFFIDAVIT:

COOL Law became mandatory 9-30-08 and was modified effective 12-18-15. 4-H & FFA market sheep & goat projects must provide information to document animal origin to buyers. These projects should also maintain a record of animal(s) sold one year from the date of sale.

As an affidavit is deemed by USDA as an official record of Country of Origin, I attest through first-hand knowledge, normal business records, or producer affidavit(s) that all livestock referenced by this "bill of sale" are of USA origin.

(list country, example: USA)