PUPPY PASSPORT / FREE TOOLKIT

Handover workbook

Give families an understandable, secure transition

Practical planning support only. Not a veterinary diagnosis, official registration or legally recognized travel passport.

1. Run a puppy handover readiness review

Find missing information before the family arrives

[ ] 1. Confirm the intended recipient's email address privately

[ ] 2. Check identity information against its source documents

[ ] 3. Gather current feeding routine, belongings and care notes

[ ] 4. Prepare a secure handover invitation and explain what it does not legally change

Open this tool online:
https://puppypassport.theknowledgeformula.com/tools/run-a-puppy-handover-readiness-review

2. Prepare a family handover meeting agenda

Make the meeting calm and useful

[ ] 1. Start with the puppy's everyday routine and comfort cues

[ ] 2. Review included records and answer factual questions

[ ] 3. Show the new family how to access its digital history

[ ] 4. Agree on whom to contact if a document needs correction

Open this tool online:
https://puppypassport.theknowledgeformula.com/tools/prepare-a-family-handover-meeting-agenda

3. Create a puppy belongings inventory

Avoid forgotten items and mixed instructions

[ ] 1. List food, supplies and any source-labelled medication

[ ] 2. Mark which physical documents are included

[ ] 3. Add a note for items being delivered later

[ ] 4. Ask the family to confirm what was received

Open this tool online:
https://puppypassport.theknowledgeformula.com/tools/create-a-puppy-belongings-inventory

4. Make a breeder to owner transfer plan

Keep a clear continuity record through the change

[ ] 1. Check the receiving account's email identity

[ ] 2. List records intended to transfer with the puppy

[ ] 3. Explain how breeder access changes after handover

[ ] 4. Confirm official keeper registration must be handled separately

Open this tool online:
https://puppypassport.theknowledgeformula.com/tools/make-a-breeder-to-owner-transfer-plan

5. Resolve a missing handover document

Handle uncertainty without rewriting history

[ ] 1. Identify precisely which record is missing

[ ] 2. Ask the original issuer for a copy where permitted

[ ] 3. Save the replacement with provenance and dates

[ ] 4. Record a correction instead of silently editing previous entries

Open this tool online:
https://puppypassport.theknowledgeformula.com/tools/resolve-a-missing-handover-document