



Detailed instructions are available by unfolding this brochure.

Currently industry sectors such as Feedlots, Auction Marts, Producers and Packing Plants can access Birth Date data (Herd of Origin is not released).

**How do I know if animals I have purchased are Age Verified?**

No. Animals must be Age Verified by the original herd of origin in order to maintain the accuracy and integrity of the system.

**Can I Age Verify animals I have purchased?**

If an Age Verified animal loses its tag and the tag number is known, it can be cross-referenced by logging onto your account and the system will merge the information accordingly. If the tag number is not known, the Birth Date data and new tag number must be resubmitted.

**What do I do if one of my Age Verified animals loses a tag?**

If the incorrect date is entered, simply re-submit the correct data for the specific animal and the system will update it accordingly.

**What do I do if I made a mistake when entering my birthdates?**

After Age Verifying your animals, you can print off a Birth Certificate identifying that the animal has been Age Verified. Detailed instructions on how to obtain a Birth Certificate are available by unfolding this brochure.

**How do I prove if my animals are Age Verified?**

No. You can enter exact Birth Dates with corresponding tag numbers, or a Calving Start Date associated with a tag range.

**Do I have to know exact birth dates?**

Yes. Bar Coded and RFID CCI Approved Tags can be Age Verified.

**Can I Age Verify Bar Coded and RFID tags?**

Animals born after January 1, 1990 can be Age Verified. The Canadian Food Inspection Agency (CFIA) does require that the animal being Age Verified has a CCI Approved tag in their ear.

**How long do I have before I have to Age Verify?**

With international trading partners proposing Age Verification information as a pre-requisite for export, producers are increasing this potential access to domestic and international markets by submitting birth date data. The Age Verification website also allows producers to track additional herd management information, obtain regular program updates, and submit feedback to the CCI. In addition, Age Verification commitments additional initiatives such as Full Animal Movement Tracking and Premise Identification.

**What Are the Benefits of Age Verification?**

Age Verification is the association of animal birth date data with an Animal Identification Number (Single Tag or Tag Group). With the ever increasing demand for accurate age determination in Canadian cattle, the CCI implemented technological advancements to the national database that provides an effective and internationally recognized Age Verification Process. This voluntary program enables producers to store information and have it readily available should it be required by domestic or export markets. Producers who do not have internet access can assign a third-party user to submit information on their behalf.

**What is Age Verification?**

**How do I Age Verify my animals?**

Detailed Instructions are available by unfolding this brochure.

*"In order to meet the needs of all producers, we have created a database that can be utilized by those without computers."*

- Nadine Meade, Project Manager of CCI Database Enhancements

*"The CFIA strongly encourages producers to submit birth date information to the CCI for all calves born in 2005 and future years."*

- The Canadian Food Inspection Agency



For more information on Age Verification, please call:

1-877-909-2333

or visit

[www.canadaid.ca](http://www.canadaid.ca)



A Guide to  
**Age Verification**



#218, 6715- 8th Street NE, Calgary, AB T2E 7H7

*The Canadian Cattle Identification Program is an industry initiated and established trace back system designed for the containment and eradication of animal disease.*



# Detailed Age Verification Instructions



## REGISTRATION & VALIDATION:

Prior to submitting Birth Date information for the first time, users must register and validate themselves on the CLTS System. Proper registration and validation of users ensures the highest levels of privacy, security & data integrity are met at all times. To register on the CLTS System, producers and/or their third party must do the following:

- Users should type [www.ccia.livestockid.ca](http://www.ccia.livestockid.ca) into the address bar of their web browser and press the "Enter" or "Return" key.
- If this is the user's first time using the CLTS System, they should select the following, by clicking the mouse pointer on the "Click here to Register For A New Account" link.
- Users must now complete the registration form that appears, clicking the "Next" button to proceed through the various steps. Please note that user validation requires that a minimum of four fields MUST match with the information in CCIA's database (i.e. Operating Name, Address, Postal Code, Business Phone Number, First Name, Last Name, previously purchased CCIA Tag Number that has been issued to your Account ID by your Tag Dealer)
- When a user enters their CCIA Tag Number, they only need to enter the last nine digits (usually starting with a "2") of the tag, with no spaces or other punctuation. Bar-coded tags only have nine digits, but an RFID tag may have 15 digits or more. If using an RFID tag, you only need to enter the 9 digit tag number after the "124" or "124000."
- Although users are not required to know their CCIA PIN, it can make the validation process easier. If you do not know your CCIA pin, please contact the CCIA Help Desk.

## THIRD PARTIES:

If a user chooses, they can assign a Third Party to submit Birth Date information on their behalf. Both the producer and the Third Party must complete a "Third Party User Application." To request information on the requirements for a Third Party Agreement and a copy of the application form, please contact the CCIA Help Desk at 1-877-909-2333 from 8:00 AM to 4:00 PM (MST), Monday to Friday.

## USERNAME & PASSWORD:

As part of the registration process, users must set up a unique Username & Password, after they are successfully validated. This Username & Password combination is used for future visits to the CLTS System website. Both the Username & Password must be made up of a combination of numbers and uppercase and lowercase letters (as indicated on the website).

Users must also specify a Password Recovery Question & Answer. This is used to assist users in resetting their password, should it ever be forgotten.

## SUBMITTING BIRTHDATE DATA:

After successfully registering and setting up a unique Username & Password on the CLTS System, users may begin submitting BIRTHDATE information using one of the following methods:

### Option 1 - Directly Online:

1. Log onto the CLTS Website by entering one's unique Username & Password and clicking on the "Login" button.
2. Choose one of the following:
  - In the "Events" menu, select the "Submit Events - Directly Online" option ; OR
  - Click the "Option 1: Directly Online" link under the "Submit Tag/Animal Event Information" Header.
3. Click the circle beside the Birthdate event, and then click the "Next" button.
4. Enter the last nine digits of any single tag then click "Add Tags to List". To enter a range of tags put the last nine digits of the first tag in the "Range Start" field and the last nine digits of the last tag in the "Range End" field or the quantity of tags in the range.

5. For each single tag or range of tags, users will need to click the "Add Tags To List" button, which will add them to the list at the bottom of the page. To remove a tag from the list enter the tag number and click the "Remove Tags From List" button.
6. Once all tags are entered and added to the list, click the "Next" button.
7. If the user is submitting the same date for all the tags (i.e. Calving Start Date) they entered, they should click the "Same For All Tags" button. If they are submitting an individual date for each tag (i.e. Actual Birth Date), they should click the "Not Same for all Tags" button.
8. If the user chooses "Not Same for all Tags", they will need to select the tags they want to apply the date to, and click the "Apply Event Details To Selected Tags" button to proceed. If the user entered a range of tags, they can click the "+" to expand the range. The system will move the user through the tags they entered until the user has submitted dates for all of them.
9. If the user had previously registered a "Source Premises" in their account, they can select it from here using the drop-down box. This is an optional requirement.
10. Enter the "Date of Birth" in an YYYYMMDD date format. For example, January 1, 2006 would be written as 20060101.
11. Users should select the "DOB Method" (Actual Birth Date or Calving Start Date) choice that best suits their needs. If they have additional documentation on other age identifiers (i.e. Branding Date records), optional "DOB Method" selections can be made as well.
12. Users may enter the following optional items by selecting the appropriate information from the drop-down boxes:
  - Sex (This is an optional requirement)
  - Species (This is an optional requirement)
  - Breed (This is an optional requirement)
  - Colour (This is an optional requirement)
13. Users can also enter additional information about the tag or animal in the optional "Comment" field. This is an optional requirement.
14. When all of the information is entered for the tag (or tags) being entered, click the "Next" button to review your submission.
15. If the user entered incorrect information, they can change it by clicking the "Back" button, make the changes and click the "Next" button again. If everything is correct, click the "Confirm and Submit" button.
16. Users will receive a Transaction ID and a message confirming that their request has been submitted for processing. Please note that processing may not be immediate, and users are encouraged to keep track of the ID's they receive.
17. Users can view the status of their request by clicking the "Request History" link or submit another event by clicking the "Submit other Events" link.
18. It is recommended that users confirm the status of their data submission by selecting the "Request History" option under the "Search" menu and inserting the Transaction ID provided.

### Option 2 - File Upload (Using a data template based on an Excel spreadsheet):

Additional Detailed Instructions and the data template can be found at [www.canadaid.ca/info](http://www.canadaid.ca/info)

1. Log onto the CLTS Website by entering one's unique Username & Password and clicking on the "Login" button.
2. Choose one of the following:
  - From the "Events" menu on your Home Page, select the "Submit Events - File Upload" option; OR
  - Click the "Option 2: File Upload" link under the "Submit Tag/Animal Event Information" Header.
3. Users should click the "Browse" button to locate the CSV (Comma Separated Value) file they created on their computer that contains the tag numbers and birth dates. (i.e. filename.csv). For instructions on using the data template, see "DATA FILES" section below.
4. The local computer path to the file and the filename

file will now appear in the "Data File" box.

5. Click the "Upload File" button.
6. Users will receive a Transaction ID and a message confirming that their request has been submitted for processing. Please note that processing may not be immediate, and users are encouraged to keep track of the ID's they receive.
7. Users can view the status of their request by clicking the "Request History" link or submit another event by clicking the "Submit other Events" link.
8. It is recommended that users confirm the status of their data submission by selecting the "Request History" option under the "Search" menu and inserting the Transaction ID provided.

## BIRTH CERTIFICATES:

CLTS System users are able to create printable Birth Certificates that can be attached to their shipping manifest as proof that the animals they are shipping are Age Verified.

### Accessing Birth Certificate Creation Wizard:

1. Users can log onto the CLTS Website by entering their unique Username & Password and clicking on the "Login" button.
2. Click the mouse pointer on the "Reports" menu bar near the top of the screen.
3. Scroll the mouse pointer down and select "Create Certificate" from the menu.
4. Click the circle beside "Birth Date Certificate."
5. Click "Next."

Birth Certificates can be created using the methods listed below. In all cases, the following will be true:

1. Users should click the "Add Tags To List" button after each Tag, Tag Range, Transaction ID or CSV File they have entered to include them in the Birth Certificate.
2. Users should click the "Remove Tags From List" button to remove a Tag, Tag Range, Transaction ID or CSV File they have entered from the Birth Certificate.
3. If there is a plus sign (+) in the Details section beside Entry Type, users can click on it to view a list of the tags included in that Entry Type.
4. When the user is finished entering the tags they want to include they should click the "Next" button to continue.
5. Click the "Create Certificate" button to proceed and generate the certificate, or the "Back" button to change the tags selected.
6. Click on the hyperlink beside "Latest Birth Date Certificate" (i.e. BirthCertificate-AC3336#####) to view the Birth Certificate. Click the "Print" button to print the Birth Certificate.

### Birth Certificate by Single Tags or Tag Ranges:

Click the circle beside "Tag" or "Tag Range" and enter the following:

- Single Tag: Enter a single 9-digit tag number in the white box to the left of "Tag"
- Tag Range: Enter the first 9-digit tag number in the "Range Start" box and the last 9-digit tag number in the "Range End" box or the quantity of tags entered (i.e. 25).

### Birth Certificate by Transaction ID:

Enter the Transaction ID (or ID's) for any of the Birth Date information you have submitted in the box beside the "Transaction ID" option.

### Birth Certificate by CSV File:

To generate a CSV File, users should create a spreadsheet with TAG\_START in column "A" and TAG\_END in column "B". Enter any single tags in TAG\_START only and tag ranges using TAG\_START and TAG\_END. After entering tags, save the spreadsheet as a CSV File using the above instructions.

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