

AMERICAN SADDLEBRED REGISTRY

The below information outlines the process to transfer ownership of a REGISTERED SADDLEBRED from the RECORDED OWNER(s) of the horse, into the name of the PURCHASER(s).

TO UPDATE THE OWNERSHIP OF THE HORSE, THE FOLLOWING MUST BE SUBMITTED TO THE ASR OFFICE:

1) **TRANSFER REPORT:**

This form must be completed **IN FULL**, and signed by the Recorded Owner(s) "Seller(s)". (The Original Certificate will list the Recorded Owner(s). If the horse is currently registered in JOINT ownership bound by AND the names ALL of the recorded owners will need to sign the transfer report as the sellers.)

ALTERATIONS, (including white out,) or ERASURES of information listed on the transfer report, will VOID the transfer report. OMITTED transfer information must be obtained from the SELLER.

2) **ORIGINAL CERTIFICATE OF REGISTRATION**

Please submit the **ORIGINAL CERTIFICATE OF REGISTRATION**. *Copies of this document are insufficient to process transactions.* If the Original Certificate of Registration has been lost/destroyed, an **affidavit for duplicate certificate form** must be completed. The affidavit form must be notarized and requires the submission of four (4) current, color photographs of the horse (1 each- front, back and both side views).

The fee to replace the certificate is \$50. In addition to basic transfer fees (*Effective October 1, 2007.*)

3) **ALL ASSOCIATED FEES** including transfer fees, membership dues and, if applicable, late fees and affidavit fees **are due at the time of transfer submission.**

Mail the completed & signed transfer report, the Original Certificate of Registration, and all required fees to:

ASR
4083 Iron Works Parkway
Lexington, KY 40511

****ADDITIONAL INFORMATION****

Regarding Joint/Combined Ownership:

If you are transferring the horse into the ownership of **more than one** new owner, please review the joint ownership selections located directly below the "buyers information" carefully, as the selected joint ownership will determine the required signatures for future transfers. Please indicate only one joint ownership selection.

If more than one buyer is listed as joint /combined owners of the horse, **only one address may be listed on the transfer report**. ASHA will only issue one Original Certificate per horse. This certificate will be mailed to the address listed as the buyers mailing address, as it appears on the on transfer report.

Associated Fees:

Transfer fees are \$50. each, *if submitted within 30 days of the date listed on the transfer report as the date of sale*. After the expiration of the day grace period, late fees in the amount of \$10 per month are assessed. (Effective October 1, 2007.)

Active *American Saddlebred Horse Association* Membership, in the name of the seller (s-ONE of the sellers listed as owner of record on the Certificate of Registration) **OR** the buyer (s-ONE of the buyers as listed on the transfer report,) is required to process this transaction.

Senior (adult) membership is \$60. per year. For Junior (child category) memberships &/or **Additional membership information/categories and Membership application please select here.**

Return of updated Original Certificate to New Owner(s):

Once the transfer has been processed, a new Certificate of Registration will be printed. This updated Certificate of Registration will list the "buyer(s)" from the transfer report as the Recorded Owner(s). The Certificate of Registration will be mailed *via first class mail* to the address indicated on the transfer report as buyers mailing address.

Certified mail & Special Handling Options/ FYI:

All update certificates are mailed from the ASHA office to the new owners(s) *via first class mail*, **unless certified mail return is requested**. *As ASHA cannot assume responsibility for the safe delivery of the Certificate of Registration, regardless of the reason, this option is recommended*. This optional service can be requested by selecting "Return by Certified Mail" on the transfer report and including the additional \$10. certified mail fee.

Priority ("Rush") handling is available for an additional \$50. fee.

Upon receipt of your new certificate:

It is important to inspect the new certificate of registration to insure accuracy. If there are errors on the certificate, notify ASHA immediately to request a correction of the error. If you notify ASHA of errors on the certificate and return the certificate of registration for correction *within 30 days of the mailing date* ASHA will correct the error **free of charge**.

If you have any further questions, please contact me at jenniferw@asha.net or at (859) 259-2742, ext 317.

Sincerely,

Jennifer Wasserzug
Senior Associate / Transfers