

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

To update the ownership of the horse, the following must be submitted to the ASHA mailing address:

1) **Transfer Report:**

This form must be completed in its entirety, and signed by the owner(s) of record. (The Original certificate will list the last recorded owner(s). If the horse is currently registered to more than one person, and the names of the owners are joined by "and", ALL of the recorded owners will need to sign the transfer report as the sellers.)

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 have been lost/destroyed, the buyer, or owner of record, will need to complete an **affidavit for duplicate certificate** form. This affidavit requires the submission of four (4) current, color photographs of the horse (1 each- front, back and both side views). The affidavit will need to be signed by a valid notary public, complete with original notary signature and seal. **The fee to replace the certificate is \$50. in addition to basic transfer fees.**

**Please note:**

All transfer information must be completed IN FULL. **Any alterations, (including white out,) or erasures of the transfer information listed on the transfer report, may cause ASHA to void the transfer.** Any transfer information omitted from the transfer report, must be obtained from the seller.

All associated transfer fees, including membership dues and, if applicable, late fees and affidavit fees, are due at the time of transfer submission.

**Regarding Joint ownership:**

If you be 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 reflect the needed signatures for future transfers. Please circle only one joint ownership selection.

If the new owner, or one of the new owners, of the horse is a minor child, please indicate the child's date of birth, and advise of the name of a parent or legal guardian who may sign on the child's behalf until the child is of legal age (18.) Additionally, if a minor child will be listed as either as joint or sole owner, active Junior or Special Junior membership in the name of the child is acceptable to meet needed membership requirements. (See membership information for additional child category membership information.)

**\*\*If the Buyer information lists the name of *more than one buyer*, only ONE address should be listed on the transfer report.** ASHA will only issue one certificate per horse. This certificate will be mailed to the address listed as the buyers mailing on transfer report.

**Associated Fees:**

\*Transfer fees are \$50. each, *if received 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.

\*Active American Saddlebred Horse Association membership, in the name of the seller(s- or 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.

Current Senior (adult) membership is \$70. per year (12 full months from date of submission.) For child (Junior or Special Junior category) membership &/or additional membership information/categories, please review the information on our membership page.

**\*\*ADDITIONAL INFORMATION\*\***

**Return of updated original certificate to New Owner(s):**

Once the transfer has been processed, a new certificate of registration, will list the "buyer(s)" from the filed transfer report as the new owner (s) record. This new certificate of registration will be mailed via first class mail to the address indicated on the transfer report as the mailing address of the buyer. \*Please allow 4-6 weeks for the return updated certificate of registration. \*

**\*\*\*Certified mail & Special Handling Options/ FYI:**

ASHA recommends that mailing of transaction to the ASHA office be sent by certified mail. ASHA can not accept responsibility of any transaction &/or documentation lost in route to the ASHA office. This includes the loss of the original certificate of the horse, due to improper US Postal Service handling.

All update certificates are mailed **from the ASHA office to the new owners(s) via first class mail, unless certified mail return is requested**. This option is listed on the transfer report as "Certified Mail" for an addition fee of \$10. ASHA assumes no responsibility for the safe return of certificates, if certified mail is not requested.

**Priority ("Rush") handling** is available for an additional \$50. fee. A Priority processing requests allows ASHA to process your transaction within 24 hours of receipt. The new certificate is mailed from the ASHA office to the new owner(s) within 48-72 hours.

**Upon receipt of your new certificate:**

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 any errors on the certificate *within 30 days of the mailing date for the certificate*, ASHA will correct the error **free of charge**.

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

Sincerely,

Jennifer Wasserzug  
Senior Associate/Transfers  
ASR

**ASHA  
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