



# UNITED STATES *Dressage* FEDERATION

## Transfer of Ownership Instructions

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### Transfer procedures when the USDF Registration Certificate is available

1. If the new owner has the horse's original USDF certificate with signature from the current USDF owner(s) on record, simply fill out the transfer of ownership section on the back and return it, with the appropriate fees, to USDF.
2. Once the transfer has been processed, a new certificate will be issued showing the new ownership.

### What to do if the USDF Registration Certificate is not available

You must supply one of the following with the appropriate fees:

1. Copy of breed papers registered in the name of the new owner accompanied by the USDF Transfer of Ownership Form (available on the USDF Web site).
2. Copy of the breed papers showing the signature of the current USDF owner(s) on record with USDF signing over the horse to the new owner accompanied by the USDF Transfer of Ownership Form.
3. A statement or bill of sale with the signature of the current owner(s) on file with USDF that states they have sold the horse. This should be accompanied by the USDF Transfer of Ownership Form.
4. Once the transfer has been processed, a new certificate will be issued showing the new ownership.

### What to do if the USDF Registration Certificate, breed papers, or a signed bill of sale is not available

1. A USDF Transfer of Ownership Form II (available on the USDF Web site) must be notarized and submitted to the USDF office with the appropriate fees.
2. Once the transfer has been processed, a new certificate will be issued showing the new ownership.

### Fees

1. Transferring a USDF HID registered horse is \$10.
  2. Name change for a USDF HID registered horse is \$10
  3. Upgrading a horse from an HID to a USDF Lifetime Horse Registration (LHR) is \$70.
  4. Transferring a horse with a USDF LHR is \$25.
  5. Name change for a horse with a USDF LHR is \$25.
- **Do not apply for an HID or lifetime number if you believe that the horse already has a USDF registration! You can research the horse by name to see if the horse is already registered on the USDF Web site by using the membership and horse verification searches or by calling the USDF office.**
  - **USDF will not accept an agent's signature as authorization for an ownership transfer.**
  - **The horse's registration in the new owner's name begins when the form and correct fees are received at the USDF office. If you have any additional questions, please contact the membership department at [horseregistration@usdf.org](mailto:horseregistration@usdf.org).**
  - **USDF is not responsible for late, delayed, or misdirected mail. USDF may require fees for replacement certificates when errors are reported after 45 days or non receipt of certificate is reported after 60 days.**

### Breed Association/Registration Papers

To be eligible for the Adequan/USDF All-Breeds Awards, a copy of breed registry papers and the All-Breeds Awards Declaration Form (available on USDF Web site under awards) must be on file with USDF by August 1st of the current competition year. *Questions regarding the declaration process can be directed to USDF Membership Department at (859) 971-2277, or via e-mail at [horseregistration@usdf.org](mailto:horseregistration@usdf.org).* The horse must have a USDF LHR at the time the scores are earned. Members should contact the breed registry for additional requirements. *Questions regarding the Adequan/USDF All-Breeds Awards can be directed to the USDF Competitions Department at (859) 971-2277, or via e-mail at [allbreeds@usdf.org](mailto:allbreeds@usdf.org).*