



# UNITED STATES DRESSAGE FEDERATION™

## USDF Transfer of Ownership Instructions

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

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

- Copy of breed papers registered in the name of the new owner accompanied by the USDF Transfer of Ownership Form (available on the USDF website).
- Copy of the breed papers showing the signature of the current owner(s) on record with USDF, signing over the horse to the new owner, accompanied by the USDF Transfer of Ownership Form.
- 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.
- Once the transfer has been processed, a new certificate will be issued reflecting the new ownership.

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

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

### Fees:

1. Transferring ownership of a horse with a USDF Horse Identification (HID) number: \$20
2. Name change for a horse with a USDF HID number: \$20
3. Upgrading a horse from an HID number to a USDF Lifetime Horse Registration (LHR): \$95
4. Transferring ownership of a horse with a USDF LHR: \$45
5. Name change for a horse with a USDF LHR: \$45

### 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 website under awards) must be on file with USDF by August 1st of the current competition year. 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 and the declaration process can be directed to the USDF Competitions Department at (859) 971-2277, or via e-mail at [horsedeclarations@usdf.org](mailto:horsedeclarations@usdf.org).*

- **Do not apply for a USDF HID number or USDF LHR if you believe that the horse already has a USDF registration! Please call the USDF office to confirm that the horse is not registered.**
- **USDF will not accept an agent's signature as authorization for an ownership transfer.**
- **USDF allows a minor to be the recorded owner of a USDF registered horse.**
- **The horse's registration in the new owner's name begins when the appropriate paperwork 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.**