



## HOW TO TRANSFER AN NRHA COMPETITION LICENSE & OTHER FREQUENTLY ASKED QUESTIONS

### **Transferring an NRHA Competition License is simple; just follow these steps:**

- Obtain the original license from the previous owner.
- Complete the transfer report on the back of the license.
- Mail to NRHA office with the \$25 fee.
- The NRHA will complete the transfer and mail a new license within 2 weeks of the date received.
- Rush service can be requested by completing the Rush Request Worksheet and submitting with the original license and correct fee.

### **If it is not possible to obtain the original competition license then an Affidavit for Transfer must be completed.**

- Call or email the NRHA office requesting an Affidavit for Transfer.
  - Provide the horse's name, license number (if known) and the new owner's name and member number.
- The NRHA will email, fax or mail the affidavit, which must be signed by the new owner, notarized and returned with proof of ownership and the \$60 fee for the Affidavit for Transfer.
- The NRHA will complete the transfer and mail a new license within 2 weeks of the date received.
- A complimentary NRHA confirmation can be faxed or emailed upon request.

### **Frequently asked questions about NRHA Competition Licenses:**

- **How long will it take NRHA to process my license?**
  - If all paperwork is submitted correctly, NRHA should mail your license no later than 2 weeks after receiving it in the office. Missing or incomplete information will delay this process. If it takes NRHA longer than 2 weeks to process properly submitted paperwork, then the office will send you a free confirmation of the license upon request (the usual confirmation fee is \$25).
  - If you need the license more quickly you can submit it at a show or request a rush through the NRHA office. The 2012 Competition License Applications have a rush request box or if you have an older form or are doing a transfer you can download the Rush Request Worksheet from the NRHA website.
  - If you do not receive your new license within 60 days of sending it to the NRHA office, be sure to call and check on it as there is either a problem or it has been lost in the mail. If we mailed it but it was not received, an Affidavit for a Duplicate License will need to be completed. If the office is notified within 60 days of our mail date, then we will waive the affidavit fee, however if it has been longer than 60 days the NRHA will not be able to waive the \$30 fee for the Affidavit for Duplicate License.
- **Can a transfer/license application be submitted at a show?**
  - Yes, paperwork can be submitted at any NRHA approved show, a \$30 rush fee will be charged in addition to the licensing fee. The Show Secretary will submit the paperwork to NRHA with the show results.
  - Be sure you get a Temporary Competition License from the Show Secretary as you will need this if you go to another show prior to NRHA receiving and processing your paperwork.

- **Does the owner have to be an NRHA member?**
  - Yes, if not current a membership application should be mailed with the transfer.
- **If owned jointly, do both members have to have a membership?**
  - It depends. If the owners are immediate family as defined in the NRHA Handbook, then the horse can be licensed in any of the owner's names. If the owners are not immediate family then all owners must have a membership.
- **If the horse is registered under a ranch/business name, can the individual ranch/business owner license the horse under their individual NRHA membership?**
  - No, the ownership on the NRHA Competition License and breed registration papers must match. In cases where a ranch/business is listed as the owner then that entity must also have a membership. The exception would be in cases where the ranch is owned solely by an individual and that individual's name appears on the breed papers along with the ranch name (i.e. Ranch ABC and/or John Doe). In this case then the owner can license the horse in his/her individual name.
- **What if I want to change my horse's name?**
  - The horse's name must first be changed through the breed association. Once that is done, a copy of the updated breed papers, the original license and a note stating that a name change has occurred can be mailed to NRHA and we will record the name change and mail a new license for the \$25 license fee.
- **My horse is now a gelding, how do I get my license updated?**
  - Mail the original NRHA Competition License to the NRHA office with a note stating that he has been gelded. We will update the database and license and mail it back to you.
  - If you have an upcoming show, be sure to make a copy of the license to take with you and if competing in a Youth class complete a Gelding Statement at the show.
- **I lost my NRHA Competition License, how do I get a new one?**
  - An affidavit for a Duplicate License must be completed.
  - Contact the NRHA office requesting the affidavit.
  - The NRHA will email, fax or mail the affidavit, which must be signed by the owner and a witness and returned with the \$30 affidavit fee.
- **My name has changed; do I need a new license?**
  - Not necessarily, our database will show your updated name on the horse's information and your membership number will not change. Just be sure to let the individual show secretaries know about your name change so they can update their records.
  - If you want a new license, you can return the original with the \$25 license fee and a note asking for a new license due to a name change.

**View the Membership FAQ for Frequently Asked Questions about NRHA Memberships**