

Step by step instructions for completing an AMHA Transfer application

- **Be sure to obtain a *current* transfer application.**
- To determine if you already have a current application, please look for the date in the bottom lower left corner of the transfer application.
- The transfer application is available to be downloaded from the AMHA website:
<http://www.morganhorse.com/benefits/forms.php> .
- Contact AMHA, (802) 985-4944 to request a form be faxed or mailed to you.

1) Section 1 – Buyer:

- a) Print name(s) of purchaser(s) in the format the new owner's name should appear on the registration certificate.
- b) Do not exceed 29 letters and space per line. Two lines are provided.
- c) Enter the address of the new owner that all correspondence and certificates should be **mailed to**.
- d) AMHA Owner/ Membership No.
 - i) The membership number and the names must match. i.e. if Mary has membership #100, Mary & John cannot use membership #100 – Mary and John must have their own number. Check your current membership card. If you are a new member, leave this blank and you will be assigned a number. If you have questions, please read the article called **What's in a Name**. If you still are unsure how to proceed, contact the AMHA Registry Department at (802)985-4944.

2) Section 2 – Registered Morgan:

- a) List the complete REGISTERED name of the horse
 - i) If this is an unregistered horse and the transfer is submitted with a properly completed registration application, list the foaling year and the dam's registered name. i.e. 2006 foal out of "mare's name".
- b) Reg. No. Record the AMHA registration number of the horse being transferred. It can be found on the registration certificate.
 - i) If this is an unregistered horse insert **RAF** which stands for **Registration Applied For**.

3) Section 3 – Transfer Date:

- a) Insert the complete date (**Month/Day/Year**) that this horse changed ownership.

4) Section 4 – Sex:

- a) The sex of the horse must be indicated. If he is a gelding and the gelding date is not recorded on the registration application, a gelding date must be provided.
 - i) If you acquired the horse already gelded and do not know the exact date the horse was gelded, you will need to contact the previous owner for that information.

5) Section 5 - Frozen Semen/Frozen Embryo:

- a) You must answer yes or no to these questions.

Signature of Seller:

EVERY person's name appearing on the registration certificate being submitted, must sign. (Unless signature authorization or power of attorney has been previously filed with the AMHA)

Registration Certificate:

- > The ORIGINAL registration certificate must be submitted.
- > Photo copies will not be accepted.
- > If the original registration certificate can not be located, an application for a duplicate certificate must be completed and submitted.

Transfer fees:

- > All fees are listed on current transfer applications and are subject to change. Please be sure you have a current application.
- > Depending on the date of transfer and membership status of the buyer or seller, different rates apply.
- > If requesting a membership at the time of submission, member rates will apply for this transaction.