

209. REGISTRATION PROCEDURES

PROCEDURES SPECIFIC TO WEB -BASED REGISTRATION APPLICATION

Q. The following CANNOT BE done as web-based registration application and must be sent to the ApHC using the paper form. The ApHC recommends sending applications, original documents and supporting documents in a trackable method.

- 1. Registration of the applicant horse using a Frozen Semen retention permit or Embryo retention permit. The recorded owner, authorized agent, or recorded lessee of the dam must fill out the paper registration form and send it in along with the retention permit to the ApHC.**
- 2. A registration that includes a transfer.**
- 3. Any rush application.**

R. Any party who must sign the registration department form, application or any supporting document must sign the ApHC Electronic Signature Agreement found in the ApHC membership portal or attached to the document that is to be signed.

S. In order to use the web-based registration system the following things will need to be completed BEFORE the application can be processed.

- 1. ALL dams and foals must have DNA on file with the ApHC at the time of application or a DNA kit will be issued for each horse. (See Fee Schedule.)**
- 2. Only the recorded owner, authorized agent, or recorded lessee of the dam at the time of foaling can apply web based and must electronically sign the form to attest to that fact. Authorized agents or recorded lessee must be on file with the ApHC or the approved breed registry the dam is registered with.**
- 3. The recorded owner, authorized agent, or recorded lessee of the applicant foal's dam at the time of foaling must be an ApHC member.**
- 4. The recorded mare owner, authorized agent, or recorded lessee of the dam at the time of foaling must have a valid email address on file with the ApHC so as to receive all information on web-based registrations. Correspondence will also be placed in the applicant's ApHC member portal.**
- 5. A stallion breeding report must be on file listing the mare as bred to the stallion on the application.**
- 6. Stallion owners will be required to release the ApHC breeders certificate using the ApHC member portal before work may be completed for ApHC web-based registration applications.**
- 7. Approved breed mares must be listed with the ApHC prior to submission of foal registration application.**
- 8. Photos will only be accepted that are image files with extension .JPG .GIF and .PNG with a file size of 5mb or less.**
- 9. All signatories for the registration application must have accepted the electronic notices and signatures agreement on the ApHC member portal.**
- 10. All fees must be paid in full before application will be accepted by the ApHC.**