

## 200. GENERAL PROVISIONS

E. The burden of proving eligibility for registration of any horse with the ApHC rests with the applicant.

1. All required forms, submitted either web based or in a written manner, must be completed in their entirety and signatures provided as requested. The ApHC recognizes both electronic authorized signatures and written ink signatures.
2. Any letter from the ApHC registration department, sent either by electronic means or by postal mail or private courier, when requesting additional requirements regarding the registration or transfer of a horse must be complied with before work may continue.

## 209. REGISTRATION PROCEDURES

B. The ApHC accepts ONLY the following registration department forms to be filed electronically via a web-based application and/or email. These may also be sent to the ApHC via postal mail or private courier. All other registration department forms must be sent to the ApHC via postal mail or private courier.

1. ApHC registered stallion reports (web-based or email)
2. Approved breed stallion reports of stallions already listed with the ApHC (email only)
3. ApHC registration application (web-based application only)
4. DNA and/or Genetic test order forms (web based or email)
5. Approved breed listing form and required copy of registration papers (email only)

### **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.**

### **213. DNA TESTING**

**B. Any horse must be parentage verified, at applicants' expense, through DNA analysis by an ApHC-approved laboratory as required by ApHC rules if it is;**

- 1. The result of a cooled transported or frozen semen breeding.**
- 2. The result of an embryo/oocyte transfer.**
- 3. More than 48 months old at the time of registration if foaled after 2009.**

4. Dam was exposed to more than one (1) stallion during a 45-day period.
5. Requesting a Performance Permit.
6. Foals resulting from AQHA-registered stallions and mares born on or after January 1, 2007 and having HYPP status of NH or HH will be required to be HYPP tested at the same time they are parentage verified and to have their HYPP status designated on their ApHC Certificates of Registration.
  - a. Further descendants of NH or HH ApHC-registered horses will also be required to be HYPP tested and parentage verified and have that status designated on their ApHC Certificates of Registration.
7. **Any foal applying for registration via the ApHC web-based registration application.**
8. Any foal of a dam who is 30 years or more at the time of foaling.

## 217. STALLION BREEDING REPORT

A. Owners of all stallions registered with the ApHC or an approved breed registry which are used for ApHC breeding purposes must file a stallion breeding report **that must be** postmarked on or before November 30 of the breeding year to avoid late fees. **(SEE FEE SCHEDULE)**

1. **If a stallion report is filed using the web-based form or by email, the report must be date stamped by the program or the email carrier on or before November 30 to avoid late fees** (June 30 for stallions standing in Southern hemisphere.)
2. Until the stallion report is filed the resulting foals cannot be registered.

D. A separate report must be filed for each stallion for each year. Blank stallion breeding reports are available at no charge, upon request, from the ApHC. **All stallion reports may be emailed to the ApHC.** (See **REGISTRATION PROCEDURES** for rules on what may be filed via email)

1. **ApHC stallions may file stallion reports using the ApHC web-based report.**
2. **Approved breed stallions must file a paper breeding report with the ApHC.**

## 223. REQUIRED PHOTOGRAPHS

H. The photographs required for registration are reproduced on the back of the Certificate of Registration. Therefore, it is to the owner's advantage to send good, clear, in focus photographs.

1. **Self-developing photos will not be accepted.**
2. Printed photographs larger than 4x6 (10.2 cm x 15.2 cm) are not acceptable.
3. Computer-generated photographs must be at least 300 DPI (Dots Per Inch) and printed on photo-quality paper.
4. **Images included with web-based registrations must be files with extension .JPG .GIF and .PNG with a file size of 5mb or less.**