



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

### Transferring an NRHA competition license is simple; just follow these steps:

- Obtain original license from previous owner.
- Complete the transfer report on the back of the license.
- Mail to NRHA office with appropriate fee.
- 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 original license and rush 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 information (name and member number).
- 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 appropriate fee.
- NRHA will complete the transfer and mail a new license within 2 weeks of the date received.
- A confirmation from NRHA can be faxed or emailed upon request.

### Frequently asked questions about NRHA competition licenses:

- **How long will it take NRHA to process my license?**
  - NRHA will mail your license no later than 2 weeks after the received date. 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.
  - To expedite the process, you can request a rush. The new competition license application has a rush request box. If you are using a different form, 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 give us a call. 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 NRHA will waive the affidavit fee.
- **Can a transfer/license application be submitted at a show?**
  - Yes, paperwork can be submitted at any NRHA approved show; however, a 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 to 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 owner doesn't hold a current membership, an application should be mailed with the transfer.
- **If owned jointly, do both members have to have a membership?**
  - If the owners are immediate family as defined in the NRHA Handbook, then the horse can be licensed in any owner's name. 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 whose name appears on the breed papers along with the ranch name (i.e. Ranch ABC and/or John Doe).
- **What if I want to change my horse's name?**
  - The horse cannot have competed in any NRHA show or been listed as the sire or dam on an offspring's competition license or nomination. The horse's name must first be changed through the breed association. Then, a copy of the updated breed papers, the original license, a note stating that a name change has occurred, and the appropriate fee can be mailed to NRHA. The name change will be processed and the new competition license will be mailed out.
- **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. 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 \$40 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 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](#)**