

PALOMINO HORSE BREEDERS OF AMERICA

15253 E SKELLY DRIVE * TULSA, OK 74116-2637 * 918-438-1234 * FAX 918-438-1232

TRANSFER CHECKLIST

The items listed below are required in order to complete a Transfer.

- Original PHBA Certificate** of registration. If you don't have the Original Certificate a duplicate affidavit will need to be completed. This can be done at the same time as your Transfer, contact PHBA for the form.
- Transfer Application** needs to be completed in original ink. Be sure all areas of the Buyers information are completed. **Do not use** white out or erase/alter the transfer in any way for this will cause a delay. If any part of the seller's information is left unanswered please mail it to PHBA. Information may be needed to complete transfer.
- Current Membership** in the exact name as appearing on the buyer's section of the transfer application must be submitted. If you do not know the buyers identification number you may leave that area blank.
- Transfer Fees** must be enclosed with the transfer application.
- Breed Papers** Clear copy front and back of the Breed Papers (ie: AQHA) showing you as the current owner.

* These items are optional and may be requested before the Transfer will be completed.

- * **Skipped Transfer** - If you have a transfer but the seller is not the person you bought the horse from, you can still send in the transfer along with the PHBA Certificate and fees and a copy of the Breed Papers (AQHA) in your name. You may need to contact PHBA for the exact amount on the fees.
- * **Signature Authorization Form** – required only if the horse is to be owned by a farm, ranch, business, etc.
- * **Rush Fee** - Transfers usually take 3-4 weeks if everything is correct. If you need your Certificate sooner, a two (2) Week or seventy-two (72) hour rush may be needed. All documents and fees must be complete. PHBA Certificates go out First Class mail, if you would like it mailed differently you will need to send the additional fees to cover the special handling.
- * **Duplicate Affidavit** - Required if the Original PHBA Certificate has been lost/destroyed. Contact PHBA
- * **Photographs** - 35mm clear color photos (Full view, front, back and each side, and any additional photos of white markings, scars or brands.) No Polaroid photographs.

To attend a show before the completion of the Transfer, keep copies of all the information sent to PHBA (Certificate, transfer application, fees) and mail the originals to PHBA. If not a current PHBA member, memberships may also be purchased at the show. All documentation must be postmarked prior to showing. Please take the copies of the PHBA Certificate, transfer and fees along to the show.

If you have any questions feel free to call PHBA.