



## Duplicate Certificate Instructions

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When an original Certificate of Registration is lost, a duplicate certificate can be obtained by the recorded owner. A [Duplicate Certificate Request and Affidavit](#) form must be completed and signed (notarized) by the recorded owner and returned to the Association, along with a \$25 fee (\$75 for Non- Members).

If the horse has been sold and a transfer of ownership is to be completed, you may fill out the transfer section on the form OR provide a separate bill of sale signed by the recorded owner as the seller. The bill of sale must include the date of sale, the registered horses name and number and the name and number of the buyer. The fees for the transfer are as follows:

Date of Sale to 2 Months	Member	\$15.00
	Non-Member	\$65.00
2 - 6 Months from Date of Sale	Member	\$30.00
	Non-Member	\$80.00
After 6 Months	Member	\$50.00
	Non-Member	\$100.00