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For those of you actively breeding, selling and showing Paso Fino horses, filling out a PFHA registration application may be becoming almost second nature. However, there are still members contacting us everyday confused and needing instruction on how to complete this form. In the next few issues, I am going to discuss each individual section of our registration application and the mistakes commonly associated with those sections in hopes of clearing up any uncertainties.

Section 1 of the registration application provides us with some very important details regarding the horse being registered. First, the Name Choices for your horse should be written in print with one letter per box in the appropriate space. If the name contains a combination of capital and lowercase letters, they must be clearly designated to ensure our staff transcribes the name properly at the time of registration. It is not uncommon for registration applications to be submitted with only one name choice; however, I would suggest calling our office to check the availability of a name before submitting the form or providing at least two name choices.

Next, the Foaling Date must be supplied. Once a horse is registered with PFHA it becomes fairly difficult to correct a mistake on their date of birth; therefore, it is very important to provide an accurate foaling date on the application.

Then you need to select the Sex of the horse and list the State or Country Foaled. These two portions of Section 1 are commonly overlooked, and not having this information will cause the registration to be pended. Finally, if you have completed a DNA kit on the horse prior to submitting the registration application there is a place to note the test kit number; however, if you would like to request the DNA kit at the time of registration the Genetic Testing box beneath Section 1 must be marked. If the box is not marked and you are paying with a credit card, it is assumed you have not given permission for your card to be charged for the DNA kit fee. We also offer the option of having the DNA kit emailed to you which lowers the price to $45.00 per kit. To request the emailed version, mark the Genetic Testing box, write "email kit" next to the box, and provide your email address somewhere on the form.

Remember, the details are important when registering a horse. If you have any questions or concerns regarding this article or any other part of the registration application, we are always available to help. Contact information for all PFHA employees can be found on our website, www.pfha.org.
After completing Section 1 of the registration application with your horse’s specific information, the process gets a little more interactive. The remaining sections, beginning with the Breeder’s Certificate, need signatures that may require you to reach out to other members.

The Breeder’s Certificate requires the signatures of both the stallion owner at time of breeding and dam owner at time of breeding, as recorded in the PFHA database. Even if the mating is reflected on the stallion’s breeding report, Section 2 must be signed by both parties. The Breeder’s Certificate is commonly filled out with incorrect signatures, so if you are unsure who owned the sire or dam at breeding or which agent can sign for a particular farm, please contact us and that information can be provided.

If you are ordering your genetic test kit via the registration application, the sire and dam information provided in Section 2 will be used to create the kit. Therefore, it is important to list the horses’ correct registered names and numbers to avoid problems during DNA testing.

The portion of the Breeder’s Certificate that is most commonly forgotten or filled out incorrectly is the breeding date and method. When working on this portion of the application, be sure to reflect the correct breeding method. Oftentimes, mares being used for embryo transfers will have multiple foals registered for the same year and all will be reported by the owners as natural service breedings. Things like this can cause major delays in the registration process of a horse because the situation will have to be researched and corrected prior to completion. Also, don’t forget that all foals born as a result of embryo transfer after January 1, 2010 are required to have an embryo transfer permit submitted with the fee of $500.

Any questions you may have regarding Section 2 of the registration application or other items discussed in this article can be answered by the PFHA employees. We will try to make the process of registering your horse as smooth as possible.
Written by Shanon Hawkins, Membership Services/Administrative Assistant, Paso Fino Horse Association
Photos by Cheri Prill

Most people are great about providing payment information in Section 3 of the registration application, so I’m going to skip straight to Section 4 – Description. This section requires you to provide photos of your horse, as well as written and illustrated explanations of all markings. Both aspects of the description section are equally important, and not completing all of the requirements will cause your registration to be pended.

Any photos being submitted with a horse registration must be in color, have a clear resolution, provide a view from all angles (front, back, and both sides including legs), and show any markings. If your horse has something that is difficult to see from the normal angles, like a scar, dorsal stripe, or white coronet, sending an additional photo to show that characteristic will be very helpful. Photos do not have to come as prints with your registration application; they can also be emailed to the PFHA office. If you choose to email your horse’s photos, make sure the image is large enough to be viewed clearly.

Often, owners assume submitting good photos means they do not have to draw the markings or write a description on the registration application; this is not the case. The information provided on the registration application is used to verify the markings our employees spot in the pictures. Section 4 illustrations are also important when multiple registration applications and sets of photos are mailed together; we can make sure the correct pictures are matched with each horse.

If you are having difficulty deciding how to describe your horse or how the markings should be drawn, you can always reference the horse’s Coggins or Health Certificate or contact a PFHA employee for helpful tips. I can be reached at 859-825-6005 or shawkins@pfha.org.
The last two sections of the PFHA registration application are seemingly the most confusing. The majority of pending registrations I handle have mistakes in Section 5 and/or Section 6, but I’m hoping through this article you can gain a better understanding of how to correctly complete the final portions of the application.

Section 5 requires the signature of the original owner of the foal being registered, and per the PFHA Rulebook, the original owner of a foal is considered the recorded owner of the dam when the foal was born; there are two scenarios that will dictate how these sections should be filled out.

**Scenario 1:** you are the current owner on record of a mare, and that mare has a foal. When filling out the registration application for the foal, you will be required to fill out and sign your name in Section 5. Nothing will be required in Section 6; it can be left blank. As the dam owner at time of foaling, you are considered the original owner of the foal.

**Scenario 2:** you purchase a foal, but do not own the dam. In order to register the foal and have it listed under your ownership, you must obtain the dam owner’s signature in both Section 5 and 6, print your name as buyer in Section 6, and submit additional money for the transfer fee. Once the foal’s registration is complete, the dam owner at time of foaling will appear on the ownership history, but will not receive any type of documentation for the foal. The original certificate and all correspondence for our office will go through you, the buyer listed in Section 6.

Many people who buy an unregistered foal assume they will be considered the original owner and sign their name in Section 5 of the registration application; however, this is not correct and will cause the paperwork to be pended. I understand that many members hurry through the last couple sections of the application in an attempt to get it finished, but this is when mistakes occur. By referencing this article and reading the instructions in Section 5 and 6 carefully, you can tackle the confusion and register horses without risk of having the paperwork pended. As always, for clarification or questions regarding the registration process, please call me at (859) 825-6005, or you can also speak with any of our other PFHA employees.