



**Independent**  
Miniature Horse Registry Inc  
www.minihorseinfo.com

# HELP CARD

## How To Register A Horse with IMHR Inc.

Due to the increasing number of registration applications received at the office with incorrect or missing information, we have introduced an Additional Processing Fee. This covers the additional costs associated with the transaction and encourages members to check their paperwork before sending it to the office.

To keep costs down, many of the policies below are designed to reduce processing costs. Anything that requires printing incurs a cost to IMHR. This includes copies of payment information.

**DO NOT EMAIL INFORMATION – INCLUDE IT WITH YOUR POSTED PAPERWORK.**

This Help Card is to help you get your registrations correct the first time to avoid delays in processing your registrations and also avoid any penalty fees.

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## COMMON MISTAKES

### 1. No photographs or the photos are poor quality.

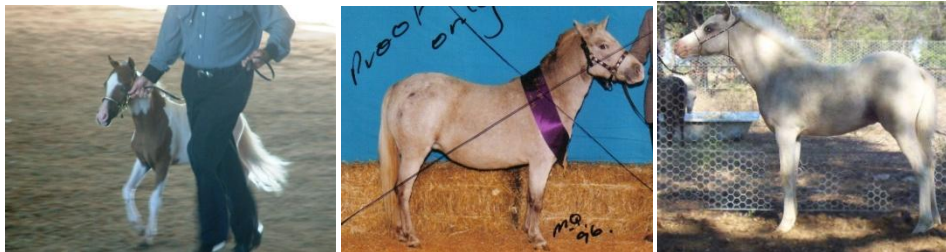
Take the photo with the horse in full sun with any shadow behind the horse. Standing under a tree or in shadow will not reflect your horse's true colour. Do not obscure the horse with other objects such as having its head in a bucket, a person or other horses standing in front, a tree in front etc... Take your horse from a full profile each side. Not facing the camera.

Photos can be printed or stored on CD/USB thumb drive. If printed, it must be done on quality paper with the HORSE'S NAME on the BACK and your Membership #. Paperclips do not stop photos becoming unattached from your registration application. If your photo becomes unattached and we are unable to match it back up, you will be charged a re-processing fee. For photos on CD or thumb drive, you must store the image in JPG format and the name of the file must be the horse's full name. Your CD will not be returned however, your USB drive will be.

Examples of good registration photographs:



Examples of bad registration photographs:



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### 2. Incorrect height or no height at all.

We need your horse's CURRENT height. Not the height when it was born or the height you expect it to mature at. The height must be current at time of application. You may measure your own horse but this is subject to verification at Committee's discretion.

Miniature horses are measured in INCHES. Not centimeters or hands. Please ensure that you have recorded **all heights on your registration application in INCHES including heights of parentage.** We will no longer convert this figure for you as it results in delays in processing for all.

Here is a handy table to help you convert:

<u>cm</u>	<u>inches</u>	<u>hands</u>	<u>inches</u>
69	<b>27.2</b>	7	<b>28</b>
70	<b>27.6</b>	7.1	<b>29</b>
71	<b>28.0</b>	7.2	<b>30</b>
72	<b>28.3</b>	7.3	<b>31</b>
73	<b>28.7</b>	8	<b>32</b>
74	<b>29.1</b>	8.1	<b>33</b>
75	<b>29.5</b>	8.2	<b>34</b>
76	<b>29.9</b>	8.3	<b>35</b>
77	<b>30.3</b>	9	<b>36</b>
78	<b>30.7</b>	9.1	<b>37</b>
79	<b>31.1</b>	9.2	<b>38</b>
80	<b>31.5</b>	9.3	<b>39</b>
81	<b>31.9</b>	10	<b>40</b>
82	<b>32.3</b>	10.1	<b>41</b>
83	<b>32.7</b>	10.2	<b>42</b>
84	<b>33.1</b>		
85	<b>33.5</b>		
86	<b>33.9</b>		
87	<b>34.3</b>		

For other heights please go to [www.onlineconversion.com](http://www.onlineconversion.com)

### 3. Incorrect date of birth or no date of birth at all.

We are unable to 'guess' the birth date of your horse. If you are in a situation where you honestly do not know the date of birth for a horse you have, ask your vet to check your horses teeth and provide an estimate of the age. Then record the date of birth as 1<sup>st</sup> of August for that year.

### 4. No payment details provided.

The easiest way to provide payment details is to use the Work Order form. Check your calculations carefully. Also attach a copy of the banking receipt to the work order. Do not email your payment information – send it in with your registrations.

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### 5. Incorrect colour or no colour provided at all.

You must advise the colour of your horse. If you honestly do not know, ask someone who is more knowledgeable about colours to help you. It is very hard for the office to determine a horse's true colour from a registration photograph.

### 6. Sex of horse.

You must advise the sex of your horse ! Do not expect the office to guess this for you.

### 7. Branding.

The different states in Australia have different rules regarding branding. They advise what side, size and branding style you may adopt. However, in all cases you need to brand a horse with the foal number for that breeding year and the breeding year. Do not confuse breeding year with calendar year. The breeding year (or season) starts 1<sup>st</sup> August and finishes 31<sup>st</sup> July the following year. The number you use is based on the last digit of the 1<sup>st</sup> August year.

For example:

- First foal born for the season was born 29 Sep 2008. This foal would be branded with your stud brand PLUS a 1 over 8. With the one representing the foal number and the 8 representing the breeding year.
- Fifth foal born for the season was born 21 Feb 2009. This foal would be branded with your stud brand PLUS a 5 over 8 (not 9 !). This represents my fifth foal for the season and the 8 represents the 2008 breeding season.

The logic for the single digit year is that you should be able to tell the difference between a horse born in 1998 and 2008 – a difference of 10 years.

If you are unsure please check with the office to make sure your horses are branded correctly. We will publish on the website what the current breeding year brand information should be.

Your foal does not need to be branded at time of registration but you can indicate on the registration application form the intended brand. Branding is optional and you may choose to microchip instead.

### 8. Parentage Verification.

From 1<sup>st</sup> August 2009, all parentage for registrations must be verified via stallion return, registration certificates from other societies or DNA.

Horses registered after this date without verification may be recorded as parentage not on file.

DNA testing confirming parentage will be recorded as 'Parentage Qualified' on the certificate.

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### 9. Extended Parentage.

Part two of the registration application provides space to include extended parentage (parents of sire and/or dam) however, it is not compulsory. If your horse's parentage is also in the IMHR studbook you do not need to provide this information again. This is also not required if you have supplied a copy of a certificate from another society that contains this information.

You may find out additional information that was not provided or available at time of registration regarding the parentage of your horse. There is no charge to add this information to your horse's certificate however, a duplicate certificate fee will be charged if you require an updated printed copy.

IMHR will make best efforts to investigate parentage for horses registered with IMHR through the use of the AMPS studbooks and AMHA Studbook Online however, due to time-constraints this is not guaranteed and it is expected that the member will provide this information to IMHR at registration time. Contact AMPS or AMHA USA directly for more information on accessing their studbook information.

### 10. Copies of Existing Registrations.

If your horse currently holds a registration (does not need to be current) then please attach a photocopy to your registration application for our records and for proof of parentage. Do NOT send the originals and DO NOT store them on CD. We need to attach them to your file and will not print them for you. This results in extra costs for IMHR.

### 11. Micro-chipping.

It is recommended that all horses in the studbook carry an identifying brand or microchip for identity and security of your horse by the time it is 12 months old. All microchips implanted by a vet or qualified person are acceptable.

You do not need to fill out an additional form to get your horses microchip added to the registration. Please place the bar code sticker that comes with the microchip directly onto the registration application or directly on the original registration certificate if the horse is already registered IMHR when microchip is inserted.

There is no charge to add microchip information to the registration for existing horses however, a duplicate certificate fee will be charged if you require an updated printed copy.

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### 12. Naming Your Horse.

The owner/lessee of the mare at time of foaling has naming rights including prefix of the foal.

Any horse previously registered with ANY other society MUST carry that name in the IMHR studbook. Anyone knowingly registering a horse under their own stud prefix when the horse has been previously registered under the breeders prefix shall be investigated as per the Constitution's rules.

### 13. Upgrading Your Horse.

Horses under 5 years actual age are registered as 'Temporary'. Once they turn 5 years old actual age, they can be upgraded to 'Permanent' status. This assumes that the horse will not grow any more once it reaches its fifth birthday.

On the back of the registration certificate, there is a section for the owner to complete to upgrade the horse. Complete the height section, sign and date it. Obtain two new photographs (one of each side) and send the certificate, photos, work order and fee to IMHR. A permanent certificate will then be issued.

### 14. Leasing or Selling Your Horse.

You must complete the Transfer application and attach the ORIGINAL papers. IMHR does not permit for old copies of registrations to be left in circulation. If you do not have the original papers as they are misplaced, you must pay a replacement fee as acknowledgement that original papers are missing.

The transfer must be signed by the seller who is the current owner as listed on the IMHR studbook and signed by the purchaser/lessee.

You MUST measure the horse at sale/lease time and include that on the transfer paperwork.

IMHR recommends that in all instances a sales contract or lease contract is drawn up between the parties. IMHR will NOT enter into any ownership or lease disputes and will process paperwork as provided in good faith.