



From CTHS National Office

To: Breeders/Owners

Registrations: A Review – Expanded v4.5 (including Digital Certificates)

When one is passionate about horses, breeding and racing can be quite fulfilling and exhilarating. But, like anything else there is the administrative side that can become arduous for those that might not have the experience.

Since 1906 the CTHS has been the Official Registrar for all Thoroughbreds born in Canada under the Animal Pedigree Act and we would like to take this time to give a quick review of the process.

Below is a step by step overview of the registration process for foals born in Canada:

1) Dual Registered

Canadian-breds must be dual registered with both The Jockey Club (TJC) and the CTHS to make them eligible to run in Canadian restricted races, provincial restricted races and Provincial Breeder bonuses.

2) Timeline

Breeders/Owners have one year from the date of foaling to submit **all** requirements to both TJC and CTHS to avoid late fee penalties. Late fees will increase after each deadline. For example, if your foal was born April 1, 2018, you have until 11:59 p.m. April 1, 2019 to submit **all** requirements.

<u>Deadlines:</u>	<u>CTHS Fees (CDN Funds)</u>	<u>JC Fees (US Funds)</u>
Within 1 year deadline for foals of 2021	\$84.75 (includes \$9.75 HST)	\$ 225.00
Within 1 year deadline for foals of 2022 and beyond	\$84.75 (includes \$9.75 HST)	\$ 245.00
After 1 year deadline to December 31 of current year	\$226.00 (includes \$26.00 HST)	\$ 570.00
By December 31 of 2-year-old year	\$226.00 (includes \$26.00 HST)	\$ 820.00
After 2-year-old year	\$226.00 (includes \$26.00 HST)	\$2045.00

3) Live Foal/No Foal Report

Breeders/Owners are required to submit a live foal/no foal report to TJC, within 30 days of foaling. This report triggers the Registration/DNA Application Kit to be issued.

A No-Foal Report indicates that no foal will be registered that year for any of the indicated reasons.

4) Requirements

Dual Registered means registered as a Thoroughbred with The Jockey Club and registered with CTHS as a registered Canadian-bred Thoroughbred. All requirements must be completed before the deadline to be registered without penalty.

A) The Jockey Club

· Registration Application (multiple parts)

- **DNA**, hair sample needs to be received and processed by the lab Maxxam Analytics' in Guelph, Ontario.
- **Microchip**, implanted in either (your choice) neck or nasal area (upper lip) and microchip number reported on Registration Application on front and back with the location printed beside it, as well as on the Canadian-Bred Declaration Form.
- **Photos**, minimum 4 clear colour photos are needed showing full views of (top of ears to bottom of feet); left side, right side, rear and front. Close-up photo of head and of any white chin or lip markings is recommended. Also, closer photos of any white leg markings. If there are no white markings, you need to do photos of the night eyes (chestnuts) on the inside of the legs.
- **Markings**, please write clear and detailed descriptions of any WHITE markings in the appropriate places.
- **Cowlicks**, look closely and mark all cowlicks on the form. Every horse has a cowlick on both the left and right side of the neck. Other locations can be at the throat latch, front of neck and jugular groove.
- **Registration Fee**, before the one-year deadline the fee is \$225 or \$245 US Funds payable to The Jockey Club, the fees go up after each deadline. Fees are payable through the Jockey Club's Interactive website or by Cheque, money order or US Draft.
- **Stallion Service Certificate (SSC)**, can be released by the Stallion Owner after the Stud fee has been paid. Contact the Stallion Owner to have the SSC mailed, scanned & emailed or faxed to you or released directly on-line to the Jockey Club.

B) The Canadian Thoroughbred Horse Society (CTHS)

· **CTHS Membership**, the CTHS asks Breeders registering a foal be members of the CTHS with a completed & signed Membership Form on file and applicable fees paid. You may register your foal(s) as a non-member, however, the fee is significantly higher.

· **Canadian Registration Fee** is \$75.00 plus \$9.75 HST totalling \$84.75/horse before the one-year deadline. After the one-year deadline the fee increases to \$226.00/horse.

· **Canadian-bred Declaration Form**, is enclosed with the Registration/DNA Application kit. The form needs to be completed, signed and returned to the CTHS National Office.

· **Provincial Requirements**, some provinces require additional forms to be completed to gain Provincial Status.

- Foals born in Ontario require the **Ontario Resident Mare Declaration Form** be completed, signed by the Breeder and submitted. If someone other than the Breeder is completing this form, then an Authorized Agent form signed by the Breeder is required to be on file with Ontario Racing.
- Foals born in Provinces other than where the breeder/owner resides require the **Out of Province Foaling Certificate** be completed, signed and submitted.

* All forms managed by the CTHS can be found on-line at the CTHS National Office website, www.cthsnational.com under the forms section.

*Those wishing to complete the Ontario Resident Mare Declaration Form should visit Ontario Racing's website to download the form: <https://tip.ontarioracing.com>

*****NEW*****

5) Digital Registration Certificates & Certificate Manager

· Starting with the 2018 foal crop, Jockey Club Registration Certificates will be issued digitally. That means that there will be no paper certificate issued for foal crops of 2018 and on. The CTHS will be going digital as well.

What is a Digital Certificate?

A digital Certificate will look like the original paper Jockey Club/Canadian Certificates, only it will be on the computer in digital form.

Paper or Digital?

2018 foal crop and on: **Digital** Jockey Club Registration Certificates

2017 foal crop and earlier: **Paper** Jockey Club & Canadian Registration Certificates

The CTHS will be going digital as well in the future but will be issuing **Paper** Canadian Certificates until further notice.

Mailing Address:	CTHS National Office, P.O. Box 172, Rexdale, Ontario M9W 5L1
Courier Address:	CTHS National Office, Woodbine Racetrack - Gate 9, 555 Rexdale Boulevard, Rexdale, Ontario M9W 5L2
Contact Info:	Tel: (416) 675-1370 Fax: (226) 314-1237 Email: info@cthsnational.com

Where will the Digital Certificate go?

- Your Digital Certificate, when issued, will be assigned to the authorized “Digital Certificate Manager” as indicated on the Registration Application under the heading “Certificate Management”.
- On the Registration Application, this is Section E. *Digital Certificate Manager*. This is the name and address of the person to receive the certificate, just like it was previously with the paper certificate, only now it is digital.
- This person will need an Interactive Registration (IR) Account with The Jockey Club. If you or your authorized agent have already been submitting the registration applications on-line, naming on-line, etc... **it is the same account**.
- If you do not have an account, you will need to sign up for one on The Jockey Club website. Go to: www.registry.jockeyclub.com and then click on “Sign Up” and follow the instructions.
- If someone other than yourself will be managing the Digital Certificate on your behalf, you will need their IR account username, name and other information.
- If someone other than yourself is submitting the Registration Application on your behalf, they will need your IR account username, name and other information.
- The Digital Certificate(s) will NOT BE ISSUED until a Certificate Manager is named.

Can the markings on the Digital Certificates be checked/printed once issued?

Yes, you will be able to print a “copy” of the papers and markings from your computer, but the word “copy” will appear at the top. These are **NOT** valid papers! The Digital Certificate will still need to be transferred via the Jockey Club Interactive Registration (IR) Account to sales companies, the Race Office, new owners etc...

What if I am Computer Challenged?

- If you are unfamiliar with computers or do not have one, you may assign an authorized person(s) to be the “Certificate Manager” such as family member, agent, farm manager, trainer, or anyone of your choice. You can also assign a CTHS Division or CTHS National Office.
- If you wish to assign a CTHS Office as your Digital Manager please **phone the office and verify their IR account information**, so the Digital Certificate is correctly assigned.

Entering Horses in CTHS Sales OR Assigning a CTHS Office as Certificate Manager

The CTHS National Office and CTHS Divisions are currently working on making assigning Digital Certificates as easy as possible. If you have a foal with a digital certificate to be entered in a CTHS Sale or a Provincial Program, please assign your Digital Certificate to the appropriate CTHS Sales Account.

Under the Sales Company option; search by typing in exactly as shown below (with periods and spaces) to find the proper CTHS Office account, the address to the right will appear.

Type in exactly as below	Address that appears in search	Office / Division
C.T.H.S. National	REXDALE, ON, CAN	National Office
C.T.H.S. Alberta	CALGARY, AB, CAN	Alberta Division
C.T.H.S. British Columbia	SURREY, BC, CAN	British Columbia Division
C.T.H.S. Manitoba	WINNIPEG, MB, CAN	Manitoba Division
C.T.H.S. Ontario	REXDALE, ON, CAN	Ontario Division

***Please remember to **only assign** the Certificate and **not transfer ownership**, please see below for more details on the steps to transfer a digital Certificate.

Transferring Digital Certificates:

- a) Log in to your Jockey Club Interactive Registration (IR) Account
- b) Click on “Certificate Management”
- c) Click on the horse you wish to transfer
- d) Click on the green button “Assign Certificate”
- e) Select the option that describes the Certificate Recipient you want to transfer to. An additional search box will appear. Type in the name of the Recipient you wish to transfer the Digital Certificate to
- f) Check the address(es) of the Recipient search results, select the option that corresponds with the Recipient and click “Assign Certificate”
- g) If “Not Found” or the address is unfamiliar, stop the process. Contact the Recipient to verify their IR Account information before trying again
- h) Ownership Information is the next screen, **read carefully!** If you sold the horse, click “yes” to change the ownership. To only transfer the Digital Certificate to a trainer, sales company, race office, etc. click “No”
- i) Continue with “Assign”
- j) When the Transfer is completed, the screen shows “Congratulations” indicating the certificate was transferred

If you have questions, please phone or email Caitlin Grguric cgrguric@cthsnational.com or Candace Pion cpion@cthsnational.com