



AMERICAN HAFLINGER REGISTRY  
Breeding, Registration and Transfer Rules and Regulations  
*Updated February 2026*



The primary reason for the existence of the American Haflinger Registry is to preserve and maintain with absolute accuracy a Studbook which records appropriate identification information and ancestry on Purebred Haflinger horses in North America and their ownership. It is the duty of every owner of a Purebred AHR registered Haflinger, member or non-member, who enjoys the benefits that come from owning an animal that carries an AHR Registered Pedigree to do everything in his/her power to live up to these Rules and Regulations.

Further, it is the duty of any member or non-member who encounters any irregularity in the Registration or Transfer of an AHR recorded horse to report same to a member of the Board of Directors.

The Boards has the right to order physical or technical examination, including but not limited to photographing, obtaining hair samples, or any other action deemed necessary or desirable for any reason including but not limited to questions of identity, breeding, and parentage. The Boards also has the right to conduct random testing to ensure the correctness of its records of Haflinger horses.

If an owner of a registered Haflinger fails to cooperate in investigations or is found culpable in irregularities, the Boards has the right to assess and impose such sanctions or penalties as it sees fit, including but not limited to fines, expulsion of members, refusal to accept registrations or transfers from that person, and cancellation of registration on specific horses.

In order to protect the integrity of the Studbook and the Registry, the Board of Directors shall have the right to make any decision deemed proper and necessary with regard to Registrations and Transfers in specific cases.

## **I. Basic Rules**

1. Throughout this document reference to the American Haflinger Registry (AHR) or (Registry) is deemed to also include past recording activities, documents, and pedigree certificates issued by the Haflinger Association of America (HAA) and the Haflinger Registry of North America (HRNA), both of which have been legally succeeded by AHR. All animals recorded by HAA and HRNA were accepted in AHR in 1998.
2. An animal must be the offspring of a purebred Haflinger sire and a purebred Haflinger dam with at least six (6) generations. In the sixth generation pedigree (64 animals), one may be non-Haflinger – 1.56% per World Haflinger Federation.
3. Except as specifically noted herein with regard to animals accepted from other registering entities, an animal must be the offspring of parents who are recorded in the records of the American Haflinger Registry.
4. Colors recognized for Registered Haflingers are the full range of “chestnut , from blond to dark liver. White markings are permitted. Mane and tail should be white or flaxen.
5. There is no absolute minimum or maximum in size. The desired size at maturity is 54 inches to 60 inches measured at the highest point of the withers with leveled stick, not tape. A horse is deemed to reach full maturity at 6 years of age.
6. Ages of all animals are reckoned from January 1st. An animal is considered a yearling on January 1st of the year following the calendar year of its birth, etc.

7. Animals may only be registered if both parents were 3 years old or older at date of conception.
8. Naming of Haflingers must follow the traditional method: a male foal's name must begin with the same letter as the name of its sire; a filly foal's name must begin with the same letter as the name of its dam. There are 7 (only) stallion lines: A, B, M, N, S, ST, and W.
9. Names of horses may not exactly duplicate any name already recorded by AHR. Suffixes may only be used in the original naming of a foal and the first AHR recording of an imported animal. Inclusion of another owner's suffix, either foreign or AHR, in the name of a horse is not permitted. Use of suffixes in the name is optional to the owner. Name changes, except in the case of proven error, are not permitted.
10. Any owner may request a registered suffix to identify that owner and to be used only by that owner (no duplications). Upon application and payment of fee, AHR will record the suffix and limit its use to the recorded owner.
11. All foals must be sired by a fully licensed (by AHR) stallion that is vet inspected. All licensed stallions are required to be DNA identified.
12. DNA testing is required for all presently licensed stallions still alive and breeding, all stallions being newly licensed for breeding, and all breeding mares. Also requiring DNA testing are all overage registrations, and foals applying for registration as follows: all fillies, all shipped semen AI foals (except geldings unless the result of frozen semen) and any other horses regardless of sex or age that owners choose to DNA voluntarily. Haflingers being presented for Inspection & Classification (I&C) must be DNA tested and a copy of the DNA test results sent with their I&C application form prior to the inspection. DNA kits will be automatically generated for fillies/mares being registered. All other DNA Typing requests will need to complete the DNA Request Form.
13. All mares bred in a given year and not previously so done, are required to be DNA identified prior to foaling the following year. Any bred mare being transferred to a new owner while pregnant must be DNA identified prior to the recording of the transfer of ownership. Seller is responsible.
14. All filly foals are required to be parentage proved by way of parental DNA before they can be registered.
15. Stallions are required to be parentage proved before they can be licensed as breeding stallions.
16. Voluntary DNA identification of any horse not requiring same by these rules may be done by payment of proper fee and submission of hair sample to the lab.
17. An owner may apply for licensing of a breeding stallion any time after the stallion is deemed a 2 year old. To be licensed, a stallion must be physically inspected by a licensed veterinarian and certified free of cryptorchidism and free of monkey mouth or parrot mouth. The stallion must also be DNA identified and that information filed in the records of AHR.
18. On all animals submitted for DNA identification, the report received by AHR from its lab shall be kept in the records of AHR and a copy provided to the owner. That copy is to accompany the pedigree certificate and remain with it ever after, including with transfer of ownership.

19. Any additional physical identification added to a horse, including but not limited to tattoos, hot brands, freeze brands, electronic implants, are required to be reported to the Registry and will be noted in the Studbook record and on the pedigree certificate. This applies at the time of initial recording of the animal and at whatever later date these physical identifications may be applied or discovered.
20. Leases of breeding animals must be provided to the Registry identifying the animal, specifying the duration, and signed by the Lessor and the Lessee.
21. Assisted reproduction
  - a) Assisted reproduction refers to any process by which an embryo/oocyte is transferred from its genetic dam (donor) to another mare (recipient). The recipient thus will carry the foal to term. This process includes but is not limited to embryo transplant, oocyte transplant and in vitro fertilization. This does not include cloning, or any other method prohibited by the AHR.
  - b) The number of foals that may be registered per donor mare per year is 3 (three).
  - c) The Registration certificate will note that the foal is a result of assisted reproduction
  - d) AHR reserves the right to inspect any or all practices of any party using or intending to use assisted reproduction.
  - e) The burden of proof as to true parentage is to be borne by the applicant for registration and any question of parentage shall be resolved against registration of a foal carried by a carrier mare through assisted reproduction.
  - f) The owner of the donor mare at the time an embryo/oocyte is transplanted in a recipient shall be the original owner of a foal which is the product of assisted reproduction.
  - g) Any party using embryo or oocyte transplant shall furnish to the registry a signed statement certifying the date of the transplant, which shall contain the veterinarian's contact information that provided the service. The certification shall
  - h) accompany the application for registration of the foal. AHR is authorized to contact such person or the facility where the embryo or oocyte transfer was performed concerning such transfer.
22. Cloning
  - a) When the AHR Board of Directors is satisfied that it has gained a comfortable level of scientific knowledge and assurances that specific technical and legal aspects of cloning, gene splicing, or other artificial attempts to enhance or manipulate the equine genome are resolved, the AHR can revisit cloning rules. At this point AHR will not allow registration of any horses produced by such a manner.

## **II. Stallion Service Report**

1. The owner or manager of a registered Haflinger stallion which has been bred to any registered Haflinger mares during a breeding season must submit a Stallion Service Report on or before January 31 of the following breeding year.
2. For stallions where ownership has changed during the breeding year or where frozen semen with ownership rights has been retained, a separate stallion service report must be submitted by each ownership entity. The following information shall be included:
  - a) Registered name and number of each mare bred.
  - b) Name of each mare owner
  - c) All dates mare was bred; mare must be listed separately for each embryo/oocyte

- d) Method of service; transported semen (fresh cooled or frozen), natural cover, artificial insemination, pasture breeding with date range mare was in with stallion.
- e) Stallion report must be completed in database or a paper copy sent in to the office by December 31st of every year.
- f) Penalties may be assessed at the discretion of the AHR if the stallion report is not submitted on or before January 31.
- g) Any foals produced by the stallion and owned by the stallion owner and/or authorized agent bred in the breeding season for which the Stallion Report was not filed will not be eligible for registration until the Report has been filed for such breeding season with the AHR and the penalty fee paid. Failure to file said report or making a false or fraudulent statement on the report shall be considered a violation of the rules of the AHR.
- h) In the event that several frozen semen straws are sold to another individual, the sale of the frozen semen shall be recorded with the AHR and the agent of those frozen straws then becomes responsible for filling out the annual stallion report.
- i) Falsifying transported fresh cooled or frozen semen records or failing to report a breeding by use of transported semen or the date of death or castration of a stallion are considered as violations of the rules of the AHR.

### **III. Foal Registration**

1. The owner of the mare at the time of foaling is the first owner and is required to complete the original registration of the foal. The Application for Registration of a foal must be completed in full and accompanied by the proper fee. It will include the following:
  - a) Foals requested name and a 2nd choice if a suffix is not used.
  - b) Sex
  - c) Date of birth
  - d) Sire's name, registration number and stallion license number
  - e) Dam's name and registration number
  - f) Name and address of owner of dam at time of service (breeder)
  - g) Name, address, and signature of owner of dam at time of foaling
  - h) Name, address, and signature of owner or keeper of sire. This applies only when foal owner is owner of sire. See "L" below.
  - i) Body color and white markings: White markings shall be indicated on both the drawings and described in words. Pay particular heed to lower lip and leg markings (wet legs to be sure).
  - j) Other identifications. Describe in words and locate items such as tattoos, hot or freeze brands, electronic implants, (include number), etc
  - k) Facial markings
    1. Photograph: Clear photograph of facial markings (color preferred and Polaroid not recommended). If other white markings are determined, one of two additional photos should be included.
    2. Religious objection to photography: Where definite religious objections exist regarding photographs, an owner may request a form from the Registry office that describes and provides for the signature witnessing of preparation of the drawing of foal markings. This choice requires also submitting the foal's hair sample for DNA recording (at owner's expense)

- 1) Breeding certificate: When the first owner of the foal is not the owner of the sire of the foal, a completed Certificate of Breeding signed by the stallion owner or keeper must accompany the Application for Registration. In the case of a leased breeding stallion, the Lessee is the “keeper” and will be required to sign the breeding certificate.
2. Artificial insemination is permitted with either chilled or frozen semen. When semen is transported away from the farm of the residence of the stallion for insemination of the mare, and in all cases of frozen semen, the resulting foal will be required to have proof of parentage by way of DNA verification of foal, sire, and dam. Sire signature must come from the recorded owner of the stallion, except that the owner of an overseas stallion that is the source of frozen semen may appoint a single North American agent with power to control semen and provide signature. If so appointed and recorded with AHR, that agent will be recognized until the owner revokes such agency, at which time said agent may no longer possess any semen from said horse. Even overseas stallions must be duly licensed according to AHR rules before offspring can be registered. If a stallion dies with frozen semen existing, there is no limit on its use by the final owner.
3. The requirement of proof parentage through DNA is waived in the case of a male foal resulting from artificial insemination if that foal has been gelded prior to filing an Application for Registration (except when frozen semen is used; See 1 above). Along with the Application for Registration, the owner must submit signed certification by the veterinarian or other person performing the surgery that both testicles have been removed from said foal.
4. Any Haflinger stallion being used for breeding purposes in North America that is a temporary resident in North America or any foreign Haflinger stallion for which frozen semen is being used for breeding in North America shall be treated as a foreign horse for numbering purposes when said Haflinger's ownership remains with his foreign owner. Each stallion lessee or agent must comply with the following conditions:
  - a) Copy of the stallion's foreign pedigree showing six generations (64 animals in six generations).
  - b) Copy of the agreement between the owner and the North American agent, including dates of lease.
  - c) Proven evidence that the animal has passed all agricultural authority imposed health requirements applicable to the age and sex of the animal at importation.
  - d) Stallion License Application signed by a veterinarian stating that the stallion has been inspected and found free of cryptorchidism and mouth defects.
  - e) DNA results from the lab currently specified by AHR.
  - f) Submission of proper licensing fee.

Upon completion of these forms, the stallion will be licensed for breeding. Ownership recording remains in the name of the foreign owner. The stallion is not given an AHR registration number. In the AHR database and in recording of offspring, the stallion is identified by his foreign registration number. Lessee or agent is the accepted signer on Breeding Certificates. *(effective July 2001)*

5. Application for registration of a foal must be sent to the Registry within the calendar year of birth of the foal, postmarked no later than December 31. An animal can still be registered after the year of its birth, but there will be penalty in addition to the regular registration fee and the owner will be required to prove parentage by way of DNA verification of foal, sire, and dam, at owner's expense.

## 6. Embryo Transplants

Purebred Haflinger foals which are produced as an embryo transplant are eligible for registration in the AHR Stud Book provided the following conditions are met:

- a) The number of embryo transplants which can be registered with this association from any one mare is limited to three (3) per year. The regular conditions of eligibility outlined in the by-laws of the association must be met.
- b) The association must be notified in writing within (90) days of an attempted embryo transplant. The notice must contain the following information:
  1. Name and registration number of the donor mare
  2. Name and registration number of the sire
  3. Name, breed, registration number if registered, and description of the carrier mare
  4. Name and address of person doing the transplant
  5. Date egg was fertilized
  6. Date transplant was made

Failure to file this notification within ninety (90) days, will result in a \$200 penalty.

- c) The application for registration and the certificate of pedigree must identify the foal as an embryo transplant.
- d) DNA sample for typing of the sire and dam must be submitted to a designated laboratory for testing within ninety (90) days of transplant. The DNA report is to be returned directly to the association by the laboratory. The foal must be DNA typed and matched with the sire and dam within 90 days of foaling and before submitting an application for registration. All DNA typing is to be done at the expense of the foal owner.
- e) An official designated by the association may inspect the premises and practices of any party using or intending to use embryo transplant procedures to produce purebred Haflinger foals at any time.

## IV. Other Registries

1. Horses imported into North America that have been registered with non-United States or non-Canadian registries may be registered with AHR only by the importer, subject to the following items submitted and accepted.
  - a) Original (or complete copy) of initial foreign pedigree showing six or more generations (64 animals in six generations).
  - b) Proof of ownership by the person applying for registration.
  - c) Proven evidence that the animal has passed all agricultural authority imposed health requirements applicable to the age and sex of the animal at importation.
  - d) An AHR Application for Registration form completed as far as possible per Section II, 1, above. (signatures of breeder, first owner and owner of sire will not be possible. Importer must sign in first owner space).
  - e) The proper registration fee.
2. Horses owned by residents of Canada recorded with the Canadian Haflinger Association can be transferred to AHR by submitting that original CHA pedigree, showing ownership in the name of the applicant, and the payment of the proper registration fee.

## V. Transfer of ownership.

1. All changes of ownership must be made on the records of AHR. The Registry considers it the obligation of the seller to complete and submit with proper fee payment to the AHR the Application for Transfer of Ownership on every AHR registered Haflinger that is sold. (In the case of auction sales, it is expected that the auction management will submit the Application for Transfer, original Registered Pedigree Certificate, and fee). Regardless of public or private sale, Applications for Transfer are expected to be submitted within 30 days of sale. Blank or open signed Applications for Transfer are prohibited except in the case of auctions sales where a seller may submit a signed Application for Transfer to auction management, completed except for the buyer's name and address.
2. A complete Application for Transfer of Ownership must contain:
  - a) Name, registration number, and sex of the horse
  - b) Date of sale
  - c) Name, address, phone number, and signature of seller
  - d) Name, address, and phone number of buyer, exactly as the buyer wishes his ownership to be recorded.
  - e) a pregnant mare, a Certificate of Breeding must be provided that includes dates of breeding, name, registration number and license number of stallion, signature, name and address of mare owner at time of service, and signature, name and address of owner or keeper of stallion at time of service.
  - f) Application for Transfer must be accompanied by the original Registered Pedigree Certificate showing the applicant as the recorded owner, and, in the case of a Licensed Stallion, the original Stallion License. The owner copy of the lab report on DNA is also to be included.
3. Owners of AHR recorded Haflingers, whether members of AHR or not, when selling at breed sales are required to provide sale management with the original Registered Pedigree Certificate showing the consignor as recorded owner and other items in IV, 2, F above, along with a completed signed Application for Transfer. (Per 2, E above, complete breeding information must accompany a pregnant mare). Any Haflinger sold by someone who is not the listed recorded owner, but who has a signed transfer from the owner of record, will be considered the owner of record.
4. Effective with sales on and after 1/1/2004, any animal that is required to be DNA identified and/or parentage proved will not be transferred until such requirement has been met and confirmation provided to AHR by its designated lab.
5. Suckling foals sold with dam must be recorded and transferred per all rules herein at the same time the dam is transferred. The owner selling the mare is responsible.
6. The American Haflinger Registry will maintain, on each Pedigree Certificate, the complete history of ownership of the animal, i.e., every owner and date of sale beyond the original owner.
7. In the case of refusal or willful neglect of a seller to give an Application for Transfer without reasons satisfactory to the Pedigree Committee, the Pedigree Committee may approve a recorded change in ownership upon satisfactory evidence of sale and delivery.

## **VI. Standard Policy & Procedure: Ownership Transfers With Incomplete Chain**

### **1. Purpose**

To provide a consistent, defensible process for recording ownership when the Registry's Owner of Record is not the current possessor and the ownership chain is incomplete (including auction purchases), while protecting the integrity of Registry records through identity verification (including DNA when required).

### **2. Scope**

This procedure applies when any of the following are true:

- a. The registration certificate lists an Owner of Record who is not the applicant.
- b. One or more transfers were not recorded with the Registry.
- c. The horse was purchased at auction and a traditional bill of sale is not available.
- d. The ownership chain between the Owner of Record and the applicant cannot be clearly
  - a. documented.

### **3. Principles**

- a. The Registry records ownership based on reasonable, verifiable evidence of
- b. acquisition and identity.
- c. Applicants are not required to reconstruct an impossible chain when documentation is unavailable, provided Registry requirements are met.
- d. The Registry will require additional verification (including DNA) when identity, dispute, or fraud risk is elevated.
- e. Ownership can only be recorded if the registration is valid and transferable.

### **4. Definitions**

- a. Owner of Record: Individual(s) listed in Registry records.
- b. Applicant (Current Possessor): Individual requesting to be recorded as the Owner of
- c. Record.
- d. Incomplete Chain: Missing transfers and/or missing documentation connecting the Owner of Record to the Applicant.
- e. Proof of Acquisition: Documentation reasonably showing how the Applicant
- f. obtained the horse.
- g. Affidavit: A signed statement attesting to purchase and possession when standard
- h. documents are unavailable.
- i. Cancelled / Sold as Grade: Registry status indicating the animal's papers/registration were voided, cancelled, surrendered, or deemed non-transferable and/or the animal was designated as grade (non-registered).

### **5. Required Documentation**

- a. Always Required (all incomplete-chain cases)
  1. Incomplete-Chain Transfer Application (standard transfer form may be used, but must be processed under this policy)
  2. Proof of Acquisition (see Section 5B)
  3. Auction Consignor Information (if purchased at auction)
  4. Note: Possession of a registration certificate may be helpful, but it is not required for processing under this policy.
- b. Proof of Acquisition (choose the appropriate pathway)
  1. Pathway 1 — Private Sale (preferred when available):
  2. Provide a bill of sale/purchase contract identifying:
  3. Seller and buyer
  4. Horse name/ID (or equivalent identifier)
  5. Date of sale
- c. Pathway 2 — Auction Purchase (common substitute):
  1. Provide at least one of:
  2. Auction invoice/paid receipt
  3. Auction buyer confirmation

4. Auction settlement statement
5. Auction checkout document referencing lot number/date/horse description
- d. If none of the above exist, provide:
  1. Signed Affidavit of Purchase & Possession (Section 10), AND
  2. Auction name/date/location + any identifying info (lot #, catalog listing, etc.)
6. Registration Status & Transfer Eligibility (Hard Stop Gate)
  - a. Before processing, staff must verify the animal's registration status is active/valid and transferable in Registry records.
  - b. If Registry records determine the animal's papers were cancelled, surrendered, voided, or the animal was sold/recorded as grade:
    1. The registration is not transferable.
    2. The registration cannot be transferred or reinstated under this procedure.
    3. Staff will issue a written notice to the applicant that the registration is invalid/non-transferable, and the request is closed.
7. Horse Identity Verification
  - a. DNA verification
    1. If DNA is already on file: require DNA match/verification to the horse presented.
    2. If DNA is not on file or is insufficient: require submission of a DNA sample per Registry protocol.
  - b. DNA triggers (when DNA will be required):
    1. Unknown/incomplete chain (including auction + missing transfers)
    2. Markings/brand/tattoo/microchip discrepancies or identity concerns
    3. Suspected document alteration or inconsistency
    4. Ownership dispute or elevated fraud risk
    5. Any case where staff cannot confidently confirm identity via markings/microchip/tattoo/brand alone
8. Registry Processing Steps
  - Step 1 — Intake & Completeness Review
    - a. Staff confirm receipt of:
      1. Transfer application
      2. Proof of acquisition (Pathway 1 or 2)
      3. Auction consignor info (if applicable)
  - Step 2 — Approval Standards (Decision Rule)
    - a. A transfer under this procedure may be approved only when all are true:
      1. Registration status is valid and transferable (Section 6).
      2. Applicant provides credible proof of acquisition (auction documentation or affidavit + supporting info).
      3. Applicant meets the special fee requirements (Section 9).
      4. The Registry can confirm horse identity to the registration record.
    - b. DNA under approval standards (explicit requirement when triggered):
      1. If any DNA trigger in Section 7 is present, approval is contingent upon satisfactory DNA verification (match if on file, or sample submission and confirmation per protocol).
      2. If DNA verification fails or cannot be completed to the Registry's satisfaction, the transfer is denied.
  - Step 3 — Record Update & Notation
    - a. When approved:
      1. Update Registry records to show Applicant as Owner of Record.
      2. Add an internal note: "Recorded via Incomplete-Chain Transfer Procedure," including known gaps (e.g., "auction purchase; prior transfers unrecorded").
  - Step 4 — Disputes
    - a. If an ownership dispute emerges at any stage:

1. Pause processing and owner(s) must get satisfaction of ownership from a court of law.
  2. Do not record ownership until dispute resolution is completed and a copy of court decree deciding ownership is received by Registry.
9. Special Fee Requirement (Not Standard Transfer Fee). Transfers processed under this policy are subject to a special administrative fee due to the additional verification and review required.
- a. Required Fee
    1. Incomplete-Chain Transfer Administrative Fee (as established in the Registry Fee Schedule)
      - a. This fee applies instead of the standard transfer fee for these cases.
      - b. Fee: See the Fee Schedule
  - b. Additional Costs (when applicable)
    1. DNA testing fee(s) (lab fee and/or Registry processing fee), if DNA is required under Section 7/8.
      - a. Fee: See the Fee Schedule
  - c. Payment Timing and Refundability
    1. The Incomplete-Chain Transfer Administrative Fee must be paid before processing begins (or at intake, per office workflow).
    2. Fees are non-refundable once review has started, except in cases of Registry error (per Registry policy).
10. Affidavit of Purchase & Possession (When Documents Are Unavailable)
- a. If an affidavit is used, it must include:
    1. Applicant name, address, phone/email
    2. Horse registered name and registration number (if available)
    3. Acquisition method (auction/private), date, and location
    4. Auction name + lot # (if applicable)
    5. Statement of current possession and that the horse matches the Registry record to the best of the Applicant's knowledge.
      - a. Suggested statement:
        1. "I, [Name], attest that I purchased and took possession of the above-referenced horse on [date] at [location/auction]. To the best of my knowledge, I am the lawful possessor/owner and request that the Registry record ownership in my name. I understand the Registry will require DNA, to confirm identity."
    6. Signature and date (notarization only if required by Registry policy)
11. Records Retention
- a. Retain in the horse's record:
    1. Acquisition documents/auction verifications
    2. Affidavits
    3. Identity verification photos
    4. DNA verification or DNA submission results
    5. Status gate outcome (valid vs cancelled/grade)
    6. Notes documenting the basis for administrative approval/denial

## VII. Other Requirements

1. Owners are required to report the death of an AHR registered Haflinger within 30 days of death, sending in the original pedigree with the report.
2. Owners are required to report the gelding of a stallion within 30 days of the procedure and must submit to the office within those 30 days the Registered Pedigree Certificate and a dated and signed certification by the veterinarian or other person performing the surgery that both testicles have been removed from said animal. The pedigree will be stamped "Gelding" with the date and returned to owner.

3. An owner may at any time request that a recorded Haflinger's Pedigree be withdrawn and that said horse be henceforth considered a grade. This decision is permanent and may not be rescinded. The recorded animal remains in the permanent Studbook records but is
  - a. designated "Pedigree Withdrawn". Owner must submit the Original Pedigree Certificate with a written request to withdraw the same.

In the case of lost or destroyed Registered Pedigree Certificates, an owner may request issue of a replacement certificate by way of a signed, written statement explaining the circumstances, and paying the stated fee.