

# **Registration FAQs**

## ***How do I register my mule/donkey?***

NASMA's registration application can be filled out online and printed, or printed and filled out manually. **Owner Membership MUST be current.** Please review the [Requirements](#) section carefully. Incomplete or missing information can significantly delay processing of registrations.

## ***Does my mule/donkey need parentage verification?***

NO! We welcome mules and donkeys without verifiable parentage. If the animal is 5 years or under, NASMA does request a mouthing certificated signed by licensed Veterinarian.

## ***What photos are required?***

Send **four current color photos** of animal.

- (1) full facing forward, frontal view
- (2) full profile/side view of left side;
- (3) full profile/side view of right side
- (4) full rear view
- (5) close up of brand (if branded)

All parts of the animal must be seen in photographs including the tips of the ears, nose and all of the hooves. Animals are to be positioned where all four legs can be observed, and standing on a level surface where all of the hooves are visible (not in tall grass or snow). Additional photos should be submitted to show color not evident in the usual four photos mentioned herein (i.e. belly white, white under jaw, etc.). *NASMA reserves the right to require/request better quality photos.*

## ***May I email photos for registration? What are the size limits?***

NASMA can accept photo attachments totaling 10MB or smaller. Please identify the animal by owner and animal name in the subject line of the email.

## ***I'm buying a NASMA registered mule/donkey. How do I transfer into my name?***

Before you purchase, it's always a good idea to ensure that the seller has the original registration certificate as well as a transfer report. Contact NASMA Registrar to make sure that the person you're purchasing from is the owner on record.

## ***I purchased a mule/donkey, and there are multiple skipped owners between myself and the owner on record. How can I get the ownership transferred into my name?***

If you're not buying from the owner on record, check with your seller to ensure they have a signed transfer report from the owner on record before you complete your purchase. You may also try contacting the recorded owner for a signed transfer report.

## ***How do I make a minor change to my mule/donkey registration certificate?***

NASMA makes minor corrections to registration certificates for a \$15 fee. Corrections include color, gender, markings, scars, or brands. NASMA requires the original certificate and a completed Registration Application with requested changes indicated.

## ***I lost my mule/donkey registration certificate. How do I get a replacement?***

The recorded owner should use the NASMA Registration application to request a Replacement registration. Enter the animal's name in Section One, and complete Section Three. Circle *Replacement* in the Fee Schedule section in the top right. Submit appropriate payment with application or electronically through the NASMA website (PayPal). Please indicate the animal's name and reason for payment.

## ***I need a certificate mailed to an alternate address for the process of a transfer, duplication or registration. What do I do?***

Include a signed statement for the request by the owner/authorized agent designating where to mail the Certificate of Registration.

## ***How do I look up NASMA records?***

Individual animal records & registrations can be found on the *Forms* page, in the *Registrations* section by clicking on *Existing Registered Names*. Search for and find the animal. Click on the *Registered Name* to view the animal's NASMA show record. Click on the *Registration Number* to view the current registration information.