# **AERA Horse Logbook Application Procedure**

The following is the only process that will be accepted when submitting either a Novice or an Endurance AERA Horse Logbook application. Please note:

* **Logbooks will be only issued to current financial members of VERA Inc.**
* **Applications received that do not comply with this procedure risk being returned to the applicant and the application being delayed.**

### Novice Horse Logbook

When applying for a Novice Horse Logbook:

* Complete a [Logbook Application](http://www.aera.asn.au/vera/forms/logbook_app.htm) form (available on the VERA website – [www.vicera.com.au](http://www.vicera.com.au)):
	+ **ALL pages and sections of the form must be completed**
	+ Include a copy of any registration certificate if you wish these to be documented
* The two-page Horse Identification pages must accompany the Logbook Application:
	+ It is the owner's choice if the horse has a Vet-completed ID at the Novice stage
	+ An Owner completed identification is required if a Vet-completed ID is not supplied
	+ Markings recorded must be a true record of those displayed on the horse at the time of identification. **DO** **NOT** just copy markings from registration papers.
	+ Refer to the AERA website for ID guidelines
* If the horse is registered with the AHSA or any other breed society, a copy of the registration papers must be attached. Registration details will not be included in your logbook if copies of the documents are not supplied.
* Make payment via EFT, cheque or money order for the correct amount payable to **‘VERA Inc’**
* Post or email all forms to the Logbook Registrar.
* If the logbook is required in less than seven days, nominate for express posting and include payment of the express processing fee of $20 for the logbook to be returned within 5 working days.

### Qualified Endurance Horse Logbook

When applying for an Endurance Horse Logbook:

* Complete a [Logbook Application](http://www.aera.asn.au/vera/forms/logbook.pdf) form (the same form as for the Novice horse):
	+ **ALL pages and sections of the form must be completed**
	+ Include a copy of any registration certificates if not previously supplied
	+ If a Vet-certified ID with microchip has been previously supplied with the Novice Horse Logbook Application, it is not necessary to supply it again. The Logbook Registrar will have retained your previous correspondence.
	+ If you are now completing the Veterinary ID, the Certifying Vet is to complete the Markings section, Diagram section and the Vet Certification on the two-page form provided.
	+ DO NOT allow your vet to write in the logbook. **ID details can only be inserted into Logbook by the Logbook Registrar.**
	+ All qualified endurance horses **must be microchipped,** and the Microchip number is to be provided on the ID. If you are able, provide the barcode sticker provided with your microchip for the Logbook Registrar to enter into the book.
* All qualified endurance horses **must have an AERA registration** – lifetime or annual to compete
* Make payment via EFT, cheque or money order for correct amount payable to **‘VERA Inc’**
* Post or email all forms to the Logbook Registrar as per the contact details on the Application form
* **NOTE:** if you have completed 240k in less than 90 days from the first successful endurance ride the logbook registrar will retain your logbook until the 90 days have passed (AERA Rule 46.5).
* If the logbook is required in less than seven days, nominate for express posting and include payment of the express processing fee of $20 for the logbook to be returned within 5 working days.

**If you have any questions, please contact the Logbook Registrar for clarification and to avoid any possible delays:**

Bronwyn Cuthbertson

VERA Logbook Registrar

Phone: 0400 677 005 (AH)

Email: logbooks@vicera.com.au