**LICENSEE REGISTRATION GUIDE**

How to Register, Update, or Modify a Licensee

**WHAT IS A LICENSEE?**

*GR133 Licensee - A Licensee is a person or legal entity who has obtained legal permission from the Federation to conduct a Licensed Competition.*

* All competitions are licensed under a Licensee Account, which consists of either an Individual or an Organization.
* The licensee is authorized by USEF to hold a competition and is legally and financially responsible for the competition.
* The Principal Owners/Officers are the individuals that may sign documents related to the competition.
	+ All individuals who hold 10% or more ownership interest in the licensee **must** be listed on the form.
	+ Effective December 1, 2024, at least one Principal Owner/Officer listed on the licensee must hold a Senior Active Competing Membership and have up to date SafeSport Training.

**HOW TO REGISTER**

**Register a New Licensee**

* [Log in](https://www.usef.org/log-in) as the Organization or Individual’s My USEF account **or** [Create a new account](https://www.usef.org/org).
	+ If creating a new account, you will be prompted to submit a new Registration of Licensee.
* A new Registration of Licensee submission must be completed on the Competition Dashboard [using this link](https://competitions.usef.org/licensee-registration).

**IMPORTANT:** **The form must be completed and e-signed by one of the listed Principal Owner/Officer to be accepted.**

**Register an Existing Licensee**

* A Registration of Licensee submission must be completed on the Competition Dashboard of the Licensee Account.
* The registration **must** be completed yearly before any competition applications or renewals can be submitted.
	+ Complete a NEW Licensee Registration form to populate the next competition year.
* To remove an existing Principal Owner/Officer, omit their name from the form.
* If the ownership interest will change by 51% or more, a Modification of Licensee Application **must** be submitted *(see below).*

**IMPORTANT:** **The form must be completed and e-signed by one of the current Principal Owners/Officers to be accepted.**

**REGISTRATION FEES**

* Licensee holding 1-2 competitions per year - **$50**
* Licensee holding 3 or more competitions per year - **$100**

**MODIFICATION OF A LICENSEE**

**When to Apply**

1. If ownership interest of a licensee account will change 51% or more.
2. If the licensee of a USEF Licensed Competition changes from one licensee to another.
3. Other situations may require a Modification of Licensee Application on a case-by-case basis. Please contact dates@usef.org with questions.

**REMINDER**: A Licensee does not own the Competition License. A Federation Competition License is a governance tool and not a commodity. As such, a sale of a competition must be contingent on Federation approval and issuance of a new license.