

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.
 - Principal Owners/Officers are **not required** to be USEF Members.

HOW TO REGISTER

Register a New Licensee

- [Log in](#) as the Organization or Individual's My USEF account or [Create a new account](#).
 - 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](#).

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.
- The registration **must** be completed yearly before any competition applications or renewals can be submitted.
- 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 Owner/Officer 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.