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EQUINE PASSPORT UPDATE FORM 2024

***Indicates mandatory field**

SECTION A: HORSE DETAILS

* Equine Birth Name:			
Current Name(if different):			
* UELN:		* Microchip No:	
* Sex (please tick):	Stallion: <input type="checkbox"/>	Gelding <input type="checkbox"/>	Mare <input type="checkbox"/>
* Date horse acquired:		* Colour of horse:	
* Type of Update	Owner change: <input type="checkbox"/>	Imported Horse (ownership correct): <input type="checkbox"/>	

SECTION B: OWNER DETAILS *: if your ownership details are already registered in the passport, please reconfirm.

*New /Existing Owner Name:			
*Address Line 1:			
*Town:			
*County:			
*Post Code:		*Contact Tel No:	
*Contact Email:			

Please read the important information notes before signing

- I declare that to the best of my knowledge, the particulars contained in this application are accurate. I understand that the ownership record does not infer legal title.
- I confirm that the ownership page is bound within the passport and is not a separate document.
- I confirm that I wish to have my details updated and added to BEF's database and the information registered on Defra's Central Equine Database

Change of current owners name or address (Overstamped horses only)

BEF can make changes to name and address details for owners already named in the passport. Horses MUST be registered into our database and we MUST already have an appropriate scan held on file. Please fill in the form using your new details and email the form to passports@bef.co.uk. (See page 3 for more details)

Signed:		Date:	
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Fee: Includes Royal Mail Special Delivery before 1pm service. If you are paying by bank transfer this will be checked before your passport is sent back to you and may affect your express fee turnaround if payment is not received.

Normal service passport (within 10 working days)	£30.00 <input type="checkbox"/>	Payment Type:	Cheque <input type="checkbox"/> Bank Transfer <input type="checkbox"/>
Fast track service- turnaround 3 working days	£40.00 <input type="checkbox"/>		
Update current owner's name/address	£10.00 <input type="checkbox"/>		

Payment	Postal Address
Cheques payable to the British Equestrian Federation. If you wish to pay by bank transfer, please quote the surname you have put on the change of owner form.	Please return this form and your equine passport to:
Sort Code: 60-12-35 Account No: 00943460	British Equestrian Federation (Equine Passports) Abbey Park Stareton Kenilworth Warwickshire CV8 2RH

IMPORTANT INFORMATION

Please read before sending in your completed form. Do not send these pages with your application form.

Data Protection Act:

British Equestrian (BEF) undertakes to respect the privacy of the individual and has implemented strict procedures to protect the individual's rights under the Data Protection Act 2018 (the "Act"). The BEF is a Passport Issuing Authority under the Horse Passports (England) Regulations 2009 (the "Regulations") and is obliged to provide certain information which you have provided on this form ("Mandatory Data") to Department for Environment, Food and Rural Affairs ("DEFRA"). You are not able to opt out of the processing of this Mandatory Data by the BEF and our passing this data to DEFRA.

By submitting this Application Form you consent to the BEF holding, processing and disclosing all other information which you supply on this form for the purposes of efficiently administering the BEF passport system. Please note that your name and address details will not be made available to the general public.

UELN and Passport Number:

The UELN is the Unique Equine Life Number of the horse and is made up of 15 digits, and in some cases also contains letters. This number should be written in the space provided on the attached form. If you are unable to find the UELN, or if the passport does not contain a Section IX (in which case it will not have a UELN), then the Passport Number/PIN should be entered in the space provided. Again, this can usually be found either on the front page or on the diagram page and is shorter than a UELN.

Section II / Section IX – food chain status:

All passports must contain a Section II/IX. If you are unsure as to whether or not your horse/pony's passport has a Section II/IX. There are two parts to the Section II/IX referred to as either A & B or Part I & Part II. The first part declares that the horse **is not** intended for slaughter for human consumption and the second part declares that the horse **is possibly** intended for slaughter for human consumption.

It is up to the owner of the horse to read the Section II/IX carefully and then complete and sign under the chosen statement. Please be aware that a non-slaughter declaration is a definitive statement and cannot ever be altered. Once the Section II/IX has been completed by the owner it **must** be authorised by a vet in the form of a stamp and signature.

If a passport issued before 10 June 2004 does not contain the required Section IX, that passport is no longer compliant. If you own one of these passports, you are required to contact the original PIO or another officially approved PIO in the UK to have one inserted and rebound into the document. If that is not possible the PIO must issue you with a duplicate or replacement passport in accordance with Article 29 or 32 of the 2016 EU Regulation which the UK abides by. In either instance the equine will be signed out of the food chain. **Please note:** the BEF are no longer able to add a Section II/IX to existing passports that do not have one.

Microchipping:

All horses must be microchipped. If your horse has a passport issued in a European Union country, you will need to make sure that it is also recorded on the Central Equine Database, with its microchip number, within 30 days of it having arrived. If your horse has one of these passports and has been in the UK for a while or is a foal that was born in the UK which has a passport from an EU country, BEF can update this for you at the time of doing your change of ownership.

Civil sanctions are now able to be applied (as well as criminal sanctions) for failing to comply with these deadlines. Civil sanctions mean that anyone not complying on time may be liable for a compliance notice which may lead to a fixed penalty notice and a fine. It is important that you check that your horse has a microchip AND that this microchip is recorded on the Central Equine Database. You can check your horse's microchip here at:

<https://www.equineregister.co.uk/home>.

If it doesn't appear and your horse already has a microchip, this will be updated on the Central Equine Database once BEF do your ownership change for you. If your horse has not been microchipped, you will need to contact your vet to arrange for this to be done before the deadline. It does not need to be done before the ownership change.

Diagram and description pages:

The diagram and description pages in the passport must be completed and stamped and signed by a vet.

FEI Horses:

If your horse has a FEI Recognition Card or has a FEI ID number, you must get in contact with your competing Discipline to ensure that the FEI database is correctly updated with the horse's new ownership details. If you do not compete with a Discipline, British Equestrian is very happy to update the database. Please ensure that you Please contact 02475 313 434 if you require further assistance. It is vital that the FEI database is correctly updated as all FEI Horse App sanctions will be sent to the horse's registered owners.

Unnamed Horses:

If your horse is currently unnamed in their passport, BEF cannot officially change their name. We can register your horse as their stable name in our database and a sticker will be added into the passport stating the name the horse is registered with us as. **Please note:** if you later register the horse with FEI they will see this as a name change and charge accordingly, which can be around £1000. Please give us a call on 02475 313 433 if you have any questions.

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Imported Horses:

If a horse is imported from a third country with a valid passport (issued by a recognised body, national branch of an international organisation/association or competent authority), under EU law, you should register the horse with a PIO in the UK. This also applies to a horse arriving from a Member State. If you are unsure whether or not you have a valid passport, please contact the BEF before sending your passport on 02475 313 433. Please tick the imported horse box on update type. If your address is not registered correctly on the passport you will need to tick change of ownership and the horse will be registered as living in the UK at the same time.

Ownership pages:

If your passport does not have a specified ownership page bound within the physical passport, the BEF will not be able to update it for you. If you send the passport to us, it will be returned to you unchanged. Some national passports have a separate card for your ownership details. Please call 02475 313 433 and we can advise you where you can get this done. Please contact the original Passport Issuing Organisation to do your change of ownership if it has been issued in the UK.

Spanish Passports:

If your horse has a Spanish passport, we may not be able to update it. It may not be compliant, and you may need to have a replacement passport. We would highly recommend that you contact BAPSH Ltd, (Registry and Pedigree Studbooks for Spanish Horses & Associated Breeds) Mary McBride on 01749 838791 as it would be best placed for them to update your passport rather than British Equestrian. Mary is hugely experienced in dealing with Spanish Bred horses and we would advise you contacting them rather than sending to us.

Change of current owners name/address:

Please note BEF are able to change a current owners name and address details for a £10 administration fee. This can only be done for horses which have previously been registered into our database AND we hold an appropriate scan of their passport on file. Please check with us by calling 02475 313 433 or emailing passports@bef.co.uk. If we do not have a scan you will need to send the passport in to us for a change of ownership which will be charged at £30.

If the scan exists:

- Email the form to passports@bef.co.uk and either bank transfer or post a cheque for the £10 administration fee.
- We will print a new ownership label which will be sent out to you in the post.
- Once you have received your label please stick it below the existing address label.
- Email a copy of the updated ownership page to passports@bef.co.uk quoting your horses name and UELN number.
- BEF will confirm receipt of your photo.
- The Central Equine Database will be updated for you.

Sending your passport to the BEF:

It is recommended that you send the passport with your application form via a recorded method to our offices, making note of the UELN and microchip numbers. We would also recommend you taking a photo of your passport just in case it gets lost. This will provide you with the passport details to enable you to obtain a duplicate from the original PIO to comply with the regulations. Please note that the normal turnaround time for passports is between 5 and 10 working days unless you have opted for a Fast Track service.

Address: British Equestrian (Horse Passports)
Abbey Park
Stareton
Kenilworth
Warwickshire
CV8 2RH

If you require the passport to go back to a different address registered in the passport, please send us a letter with your application form detailing where you would like it posted. Please remember it is a signed for service.

Payment:

If you are paying by bank transfer, please note your passport will not be started unless your funds have cleared with the bank.

Fast Track service:

If you require your passport back within 3 working days from receipt in our office (using a next day Royal Mail Special Delivery Service before 1pm), please tick the express passport service. Please note if your bank transfer payment has not cleared, this may delay your passport coming back to you.

Still unsure of something?

If you are still unclear on any of the details within the form, or on the accompanying important information pages, please do not hesitate to get in contact with the BEF.

Email: passports@bef.co.uk
Telephone: 02475 313 433

More information can be found on our website : <https://www.britishequestrian.org.uk/equine/passports/introduction-to-passports>