

|                               |  |                    |  |
|-------------------------------|--|--------------------|--|
| BEF Use Only<br>Date Arrived: |  | Bank Xfer<br>Paid? |  |
|-------------------------------|--|--------------------|--|

## EQUINE PASSPORT CHANGE OF ADDRESS FORM 2021

\*Indicates mandatory field

### SECTION A: HORSE DETAILS

|                             |  |
|-----------------------------|--|
| *Equine Birth Name:         |  |
| Current Name(if different): |  |
| *UELN:                      |  |
| Microchip No:               |  |
| Sex (please tick):          | Male <input type="checkbox"/> Gelding <input type="checkbox"/> Female <input type="checkbox"/> |
| *Colour of Horse:           |  |

### SECTION B: CHANGE OF ADDRESS DETAILS / CHANGE OF SURNAME

|                      |  |                     |  |
|----------------------|--|---------------------|--|
| *Owner Name:         |  |                     |  |
| *New Address Line 1: |  |                     |  |
| *Town:               |  |                     |  |
| *County:             |  |                     |  |
| *Post Code:          |  | *Contact<br>Tel No: |  |
| *Contact Email:      |  |                     |  |

#### Please read the important information before signing

Ownership change for a non-UK EU passport and registering on Defra's Central Equine Register

- 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 BEF have changed my ownership before and it has been stamped by BEF previously .
- I confirm that I wish to have the passport updated to the new address details above and the information amended on Defra's Central Equine Database.

|   |        |   |       |  |
|---|--------|---|-------|--|
| Signed:   |        |   | Date: |  |
| Fee: <i>(please read important information)</i> |        | Please tick if paying by bank transfer <input type="checkbox"/> |       |  |
| Passport label <b>no posting</b>                | £5.00  |   |       |  |
| Passport with postal service                    | £14.00 |   |       |  |

| Payment  | Postal Address if Required <i>(please read important information)</i>   |
|--|---|
| Cheques payable to the British Equestrian Federation.<br>If you wish to pay by bank transfer, please quote the surname on the change of owner form.<br><br><b>Sort Code:</b> 60-12-35<br><b>Account No:</b> 00943460 | Please return this form and equine passport to:<br><br>British Equestrian Federation (Passports)<br>Abbey Park<br>Stareton<br>Kenilworth<br>Warwickshire<br>CV8 2RH |

## IMPORTANT INFORMATION

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

### Change of Address/ Change of Surname (eg. in the event of marriage):

Please note BEF will make changes to your address details if you move. Please follow the correct procedure outlined below.

- ✓ Your equine's passport **must** be stamped and been registered previously with BEF.
- ✓ **IMPORTANT** : Email your form to [passports@bef.co.uk](mailto:passports@bef.co.uk) or call 02476 698871 to check to see if you need to post your equine's passport to BEF.
- ✓ BEF will inform you whether your equine's passport details have been registered and an appropriate scan held on file.

### Scan exists – Fee £5.00:

- ✓ If an appropriate scan exists, you will be informed that you do not need to send in your equine's passport to BEF.
- ✓ A £5 administration fee must be paid before your address label will be sent to you in the post.
- ✓ Once you have received your label with your new address, stick it below the existing address label and take a picture of it.
- ✓ Email a copy of the ownership page (with the new sticker) to [passports@bef.co.uk](mailto:passports@bef.co.uk), quoting your horse's name and UELN number.
- ✓ BEF will confirm receipt of your photo.

### Scan does not exist – Fee £14.00:

- ✓ If an appropriate scan is **NOT** on file, you will be advised to send your passport to BEF (address below). The fee for this is £14.00 which includes postage to post your equine's passport back to you.
- ✓ BEF will update your equine's passport and take an appropriate scan.
- ✓ Your equine's passport will be sent back to you via Royal Mail's Special Delivery before 1pm service.

### 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. If the passport already has a Section IX then the horse's UELN should appear somewhere on the passport, usually on the front page or on the diagram page. 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 IX / Section II – food chain status:

All passports must contain a Section IX/II. If you are unsure as to whether or not your horse/pony's passport has a Section IX/II. - There are two parts to the Section IX/II 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 IX/II 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 IX/II 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/II, 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 IX/II to existing passports that do not have one.

### Microchipping:

All horses will need to be microchipped by law according to the timeline below, which varies slightly according to where the PIO your horse is registered with is located:

## IMPORTANT INFORMATION

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

| PIO location | Microchipping deadline |
|--------------|------------------------|
| England      | 1 October 2020         |
| Scotland     | 28 March 2021          |
| Wales        | 12 February 2021       |

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 update your address details. If your horse has not been microchipped, you will need to contact your vet to arrange for this to be done before the deadline for your area.

### **Sending your passport to the BEF:**

If you need to send your equine's passport to us, 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.

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.

### **Turnaround times:**

Please note that the normal turnaround time for passports is between 5 and 10 working days.

### **Payment:**

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

### **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](mailto:passports@bef.co.uk)  
Telephone: 02476 698871