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| BEF Use Only Date Arrived: | | Bank Xfer Paid? | |
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IMPORTED EQUINE UPDATE FORM 2023

*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"/> |
| *Date horse imported: | | * Colour of horse: | |

SECTION B: OWNER DETAILS (Please note: These details must match the ownership details listed in the passport. If they do not match please use the change of ownership form instead and the imported details will be registered at the same time for you.)

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

Please read the important information notes before signing

Registering an imported horse with the ownership already correctly identified in the passport with the BEF and Defra's Central Equine Database

- 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 my ownership details are already correctly identified in the passport and I wish to have my horse registered in the UK with the BEF and Defra's Central Equine Database.

Signed:

Date:

Fee: Includes Royal Mail Special Delivery before 1pm service.
If you need to send more than 3 please call for price.

Bank Transfer:

| | |
|--|---------------------------------------|
| 1 Passport | £30.00 |
| 2 Passports | £52.00 |
| Fast Track (turnaround within 3 working days) | Additional £10.00 per passport |

Please tick if 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.

Payment

Cheques payable to the British Equestrian Federation. If you wish to pay by bank transfer, please quote the surname on the change of owner form.

Sort Code: 60-12-35
Account No: 00943460

Postal Address

Please return this form and equine passport to:
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.

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.

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. BEF cannot update these and you will need to contact the original PIO to do this. If you are unsure, please get in contact and we would be happy to talk you through the process.

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.

Address: British Equestrian (Horse Passports)
Abbey Park

IMPORTANT INFORMATION

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

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.

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 313433