

BEF Use Only Date Arrived:

Bank Xfer Paid?

EQUINE PASSPORT UPDATE FORM 2026

***Indicates mandatory field.** Please send the horse's passport with page 1 of this form.

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:		* Horse colour:	

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 no:	
*Contact email:			

SECTION C: SERVICE REQUIRED

All passports are sent back using Royal Mail Special Delivery before 1pm service and this is included in the price. Our turnaround target for the standard service is within 10 working days. If you wish to receive your passport within a targeted 4 working days, please add the Fast Track service. If you are paying by bank transfer, we will check to see if payment has been made before updating your passport. If payment is not received this may affect your Fast Track service.

* *NB: All imported horses are required to be registered with a GBR Passport Issuing Organisation (PIO). If your national passport is not from GBR we will over stamp it at the same time as the ownership change so only one fee is required.

(please tick one option)

Ownership change: New ownership details updated on passport / and over stamped for non-UK passport	<input type="checkbox"/>	£30.00
Imported horse: Over stamping a non-UK passport with correctly identified ownership	<input type="checkbox"/>	£30.00

(please tick for fast track)

Include fast track service: BEF will send your passport back to you with a target turnaround of 4 working days	<input type="checkbox"/>	£15.00
Payment type: (please tick – details on page 2)	Cheque <input type="checkbox"/>	Bank transfer <input type="checkbox"/>
	Amount paid	£

Please read the important information notes before signing

(please tick to confirm)

• 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.	<input type="checkbox"/>
• I confirm that the ownership page is bound within the passport and is not a separate document.	<input type="checkbox"/>
• 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	<input type="checkbox"/>
Signed:	Date:

IMPORTANT INFORMATION

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

How do I pay?

By cheque	Cheques must be made payable to: British Equestrian Federation.
By bank transfer	Please quote the surname you have put on the change of owner form. Bank: Nat West Sort Code: 60-12-35 Account No: 00943460

Where do I post my passport and page 1 of the application form to?

We recommend sending the passport along with your application form to our offices using a recorded delivery method and noting the UELN and microchip numbers. Additionally, we suggest taking a photo of the key identification pages in your horse's passport before posting it. This will ensure you have the necessary details to request a duplicate from the original PIO should the passport be lost in transit, in compliance with regulations.

Address to send it to:

British Equestrian (equine passports)
Equestrian House
Abbey Park
Stareton
Warwickshire
CV8 2RH

If you need the passport returned to an address different from the one registered, please include a letter with your application form specifying the preferred address. Kindly note that all returns are sent via a signed-for 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 cannot 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 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 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.

IMPORTANT INFORMATION

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

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.

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 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, BEF will not be able to update it for you. If you send the passport to us, it will be returned to you unchanged, and you will be charged postage. 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.

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 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.

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 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 experienced in dealing with Spanish Bred horses and we would advise you contacting them rather than sending to us.

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>

Environmental sustainability:

By collectively implementing small changes in our everyday lives, we can make a huge contribution to lessening our impact on the environment. You can help by only printing the first page of this form, using sustainable paper and envelopes and sending multiple passports to be updated together.