

EQUINE PASSPORT UPDATE FORM

*Indicates mandatory field



*Equine Birth Name:			
Current Name (if different):			
*UELN:			
Microchip No:			
*Current Owner Name:			
*Address Line 1:			
*Town:			
*County:			
*Post Code:		*Country:	
Contact Email:			
*Contact Telephone No:			

Service Required:

Service 1

1. Correct Ownership – Imported Horse: Registering details of an imported horse on Defra's Central Equine Register			
I confirm that my equine's passport is valid and has the correct ownership details. It has been updated by a Passport Issuing Organisation outside the UK. I wish the BEF to register my details as above on Defra's Central Equine Database. If my ownership page is separate to my passport, I confirm that the ownership details are correct. Please send in with your passport.			<input type="checkbox"/>
Signed:			
Date:	Charge £25.00 Includes a Special Delivery return	Please tick if paying by bank transfer	<input type="checkbox"/>

Service 2

2. Incorrect Ownership * Please read the ownership notes before signing Ownership change for a non-UK EU passport and registering on Defra's Central Equine Register			
I confirm that my equine's passport ownership details are not correct. I confirm that the ownership page is bound within the passport and is not a separate document. I wish to have the passport updated to the address details above and the information registered on Defra's Central Equine Database.			<input type="checkbox"/>
Signed:			
Date:	Charge £25.00 Includes a Special Delivery return	Please tick if paying by bank transfer	<input type="checkbox"/>

Payment : Cheques payable to British Equestrian Federation. If you wish to pay by bank transfer please quote your surname and use the following bank details;

Sort Code: 60-12-35

Account No: 00943460

Please return this form and the equine's passport to;
British Equestrian Federation (Passports)
Abbey Park, Stareton, Kenilworth, Warwickshire, CV8 2RH

IMPORTANT INFORMATION - Please read before sending in your completed form.

Data Protection Act:

The 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 1998 (the "Act").

The BEF is a Passport Issuing Authority under the Horse Passports (England) Regulations 2004 (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 :

All passports must contain a Section IX. If you are unsure as to whether or not your horse/pony's passport has a Section IX here are some tips for what to look for:

- It is often at the back of the passport, sometimes referred to as 'Medicinal treatment' rather than a Section IX
- There are two parts to the Section 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 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 IX has been completed by the owner it **must** be authorised by a vet in the form of a stamp and signature.

Technically a passport is not classed as such unless it contains a Section IX. If a passport issued before 10 June 2004 has not been updated with the required Section IX, that passport is no longer valid. If you own one of these passports then you are required to contact the original PIO or another officially approved PIO in the UK to obtain a new passport in accordance with Article 29 or 32 of the 2016 EU Regulation. **Please note:** the BEF do not issue new passports. From 1 October 2018, the BEF can no longer add a Section IX to existing passports that do not have one.

Microchipping:

Since 2009, all passports have been issued to horses with a microchip implanted. In line with legislation from DEFRA, all horses, irrelevant of age, need to be microchipped from October 2020. This law came into effect in June 2018 to help tackle abuse and improve animal welfare. If horse owners do not microchip their horses by October 2020 they could face sanctions from their local authority including a compliance notice and, as a last resort, a fine of up to £200.

Diagram and description pages:

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

IMPORTANT INFORMATION - Please read before sending in your completed form.

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 02476 698871. If your address is not registered correctly on the passport you will need to apply for a change of ownership.

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.

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

How to contact the BEF:

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: 02476 698871

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