

Application form for up-dating a non-UK EU passport by the British Equestrian Federation (BEF)

In making this application it is understood that you do not wish to send your passport back to the original EU Passport Issuing Organisation or to an aligned daughter studbook in the UK.

Please read the additional information sheet attached before completing this form.

Equine Name

Is the horse/pony registered with a discipline and if so which one? (E.g. BS, BD, BE etc.)

Competition Name (if different from above).....

UELN/Passport Identification Number

I wish to have the enclosed passport up-dated with the following information:

Name of Current Owner

Address of Current Owner

E-mailTel. No.

Does the passport contain a Section IX? YES / NO (This refers to whether or not the horse/pony is intended for slaughter for human consumption) If you have answered 'NO', please see additional information on next sheet.

Charges (includes the passport being returned by Special Delivery) :

£25.00 To update ownership details

£30.00 To update ownership details **and** insert a missing Section IX

Please note: If you are unsure whether the passport contains a Section IX or not, please issue two cheques, one for £25 and one for £5. In the event there is already one contained within the passport, we will return your £5 cheque. We are not authorised to stamp Section IX's unless we have issued it.

I enclose a remittance for the processing fee of £ Two Cheques

Cheques payable to British Equestrian Federation.

Signed

Date

Please return this application form and passport to: -

FAO: EU Passports
British Equestrian Federation
Abbey Park
Stareton
Kenilworth
Warwickshire
CV8 2RH

Please note that our standard turnaround during busy periods for the passport process is between 5 to 10 working days.

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.

Additional information relating to the up-dating of non-UK EU passports

It is important that you try wherever possible to contact the original passport organisation or associated Studbook in the UK. A list of recognised bodies officially approved and recognised to maintaining and establishing studbooks can be found on the DEFRA website <https://www.gov.uk/government/collections/horse-passport-issuing-organisations>

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 it is 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. Therefore, if it does not contain one, we will have to add one when it is sent to us for up-dating. However, due to new EU and UK regulations the horse/pony must be microchipped before a Section IX is allowed to be added to an existing passport. The microchip barcode and number (usually on a sticker) need to be put into the passport before it is sent to us as proof that the horse/pony has been microchipped. The location of the microchip must also be marked on the diagram page in the passport using an 'M' with a circle around it.

Diagram and description pages

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

If you are still unclear on any of the above please do not hesitate to call the BEF on 02476 698871.

Please Note: 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.