

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 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 and horse details are correct ie. 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 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

Posting: Please return this form and equine passport to:

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

BEF Use Only Date Arrived:		Bank Xfer Paid?	
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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 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 :

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:

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:

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

If your horse has a passport issued in another 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 another EU country, BEF can update this for you at the time of doing your change of ownership. If you microchip at a later date you can get in contact with us at

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passports@bef.co.uk to arrange an update to your record. We advise that you do this in plenty of time before 1 October 2020.

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.

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. If you are unsure please get in contact.

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