

# BHS Passport Change of Ownership Form



**The BHS is only able to make changes to passports originally issued by the Society. We cannot process any passport issued by another organisation.**

The cost of transferring ownership is £15 (or £12 for registered equine charities). Please enclose your BHS passport with the completed form, along with any proof of purchase you have (a copy is acceptable). If you are unable to obtain the **current registered** owner's signature, you will also need to complete a disclaimer form. **We are unable to transfer ownership to children under the age of 16;** ownership must be in the parent or guardian's name. If the horse is jointly owned, we require all owners' signatures to be on this form.

Registered Name of Horse ..... Passport Number .....

Name and address of **current registered** owner(s)\* .....

Signature(s) of current registered owner(s) .....

Name(s) and address(es) of **new** owner(s) .....

Tel: ..... Email: .....

Owners D.O.B.: .....

**I HEREBY CERTIFY THAT THE PARTICULARS DETAILED HEREIN ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF**

Signature of new owner(s) .....

\*The current registered owner is the last recorded owner in the passport, verified by the BHS stamps.

Personal information that you supply to us may be used in a number of ways. For example: to contact you about a passport application process or to share the passport information with DEFRA and other Passport Issuing Organisations, in order to fulfil our legal obligations. Please see our Privacy Policy on our website for more information on how we look after your personal information.

**The British Horse Society will accept no responsibility for loss of or damage to documents in the post**

I would like to **Fast Track** my application for an additional £25.

Fast track applications are processed within one working day subject to the correct paperwork and returned **1<sup>st</sup> Class Signed For<sup>TM</sup>**. All passports, other than Fast Track, are returned **2<sup>nd</sup> Class Signed For<sup>TM</sup>**.

## Payment details

I enclose my cheque/postal order made payable to 'THE BRITISH HORSE SOCIETY' to the value of £.....

Please call me to take a credit card payment

**PLEASE NOTE:** The British Horse Society will not get involved in ownership disputes. On being made aware of a dispute, the BHS declines to make any amendments to its records until all parties have resolved the dispute. Upon receipt of the Change of Ownership form, the BHS will complete the required changes within 10 working days. Fast Track applications will be processed within one working day. Please be aware that incorrect paperwork can cause delays.

**The British Horse Society, Passport Office, Abbey Park, Stareton, Kenilworth, Warwickshire CV8 2XZ  
Tel: 02476 840574 Email: [passports@bhs.org.uk](mailto:passports@bhs.org.uk) [www.bhs.org.uk](http://www.bhs.org.uk)**

## OFFICE USE ONLY

Date despatched: