

Instructions and Guidance Notes for applying for an Equine Passport

*In accordance with Commission Regulation 2015/262 and Defra's Minimum Operating Standards for UK approved passport issuing organisations November 2015
All information held is in accordance with the Data Protection Act 1998*

Following your recent enquiry, please find enclosed a BHS Passport Application Form. It is a legal requirement for all horses, ponies, donkeys and their hybrids to have a passport. Only an owner may apply for a passport. The BHS is one of more than 70 Passport Issuing Organisations (PIOs) and we aim to provide this service to owners of equines of unverified breeding. If your equine is eligible for studbook registration please apply to the relevant breed society. We are only able to issue passports whereby the horse resides within the United Kingdom.

Please read the accompanying notes regarding the equine ID legislation before completing the application form.

Completing the Form

To comply with the rules set out by DEFRA:

- i. The silhouette can be completed by an appropriate person authorised to do so as long as the location of the transponder is implanted and marked and the silhouette as a whole confirmed by the vet;
- ii. The vet must sign and stamp the application box marked: 'Signature and stamp of veterinarian or qualified person or competent authority';
- iii. The silhouette must be completed correctly, legibly and clearly and correspond with the information given in the description;

Please note: ALL applications must include a microchip number, the location must be marked on the silhouette using the symbol: . This is a legal requirement.

Please take care when submitting the form; it is very important that the details are accurate. The BHS, as a PIO, is unable to amend or alter this form by law once received, therefore, if any mistakes are made on the application form please do not use correction fluid, simply put a line through the mistake, correct and initial it. If mistakes are made on the identification chart please ask us to send you a new form. Photocopies are not acceptable.

Passports will be issued within 15 working days providing the form has been completed correctly. Fast track applications will be processed within one working day. Please remember to sign the form and return with the correct fee.

WE ARE UNABLE TO ISSUE A PASSPORT UNLESS ALL SECTIONS OF THE APPLICATION FORM ARE COMPLETE AND ALL RELEVANT INFORMATION HAS BEEN PROVIDED. FORMS THAT HAVE NOT BEEN COMPLETED TO THE REQUIRED STANDARD WILL BE REJECTED AND RETURNED.

Equine Passport Fees

All new passport applications (except charities and multiple (10+) applications)	£25 per application
Registered Charities	£10 per application

Charges for multiple (10+) passport applications				
Number of passport applications	10 – 30	31 – 60	61 – 100	100 +
Charge per application	£16	£14	£12	£10

Duplicate Passports

If the BHS-issued passport has been lost or stolen, you have investigated every possible avenue to locate the passport but to no avail, you can request a duplicate copy of the passport. Please contact us for a Duplicate Application Form.

Duplicate passports applications	£30 per application (Registered Charities £10 per application)
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Replacement Passports

Whereby you suspect or know that the equine has been previously passported and/or is microchipped, but you have been unable to locate which PIO issued the original passport, request a Replacement Passport Application Form.

Replacement passport applications	£25 per application (Registered Charities £10 per application)
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Fast Track Service

Fast Track Service (one working day)	£25 in addition to the cost of the service
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Equine ID Legislation – Important Information

- All horses, ponies, donkeys, mules and zebras must have an equine passport, even if they never leave their field. Foals must have a passport and microchip **within six months of birth or before 31 December of the year they were born, whichever date occurs later.** Owners or keepers with the primary responsibility of the care of the horse have a legal duty to ensure the horse is correctly identified. This is applicable across the UK as stated in the following regulations:
 - England: *The Horse Passports Regulations 2009*
 - Scotland: *The Horse Identification (Scotland) Regulations 2009*
 - Wales: *Equine Identification (Wales) Regulations 2009*
 - Northern Ireland: *The Horse Passports Regulations (Northern Ireland) 2010*
 - It is an offence to apply for a new passport for a horse if you are aware that one already exists. Please refer to our duplicate or replacement passport information on www.bhs.org.uk
 - All horses issued with a new passport after 30 June 2009, **must be microchipped.** Other adult horses not previously issued with a passport should also be microchipped. Foals must be identified before 31 December of the year of its birth or within six months of birth, whichever is later. **Where an application is received outside this statutory time limit, the passport will be issued as a replacement and we will sign Section II Part II of the passport to declare the horse as not intended for human consumption.**
 - Where we are satisfied a horse has been genuinely rescued, a replacement passport will be produced and we will sign Section II Part II of the passport to declare the horse as not intended for human consumption.
 - There are derogations in place for horses that do not have to be passported. The legislation allows Ministers to recognise designated areas of wild or semi-wild populations that remain within a specified area without the legal requirement of having to obtain a passport or microchip. Owners of adult horses and ponies in these areas will be required to microchip their animals if treated by a veterinary surgeon.
 - Only veterinary surgeons can implant a microchip into a horse and they must check the animal for an existing microchip prior to implantation and any evidence that a microchip has been removed. The implanted microchip location must be marked on the ID silhouette with a  symbol.
 - To safeguard the human food chain, specific medications are prohibited for use in animals that are intended for human consumption. In order to verify that the horse has been signed out of the food chain, and can therefore receive these medicines, the **veterinary surgeon has a duty to check Section II of the horse's passport.** If the declaration has been signed as not intended for human consumption, the medication can be administered, supplied or prescribed to the horse. In passports where Section II has not been signed, the owner must duly sign Section II Part II. If the owner refuses to sign the declaration, the veterinary surgeon must do so.
 - **Horses must be accompanied by their passport at all times.** The exceptions are when the horse is stabled or on pasture and the passport can be produced without delay; when stabled or on pasture and the passport can be produced without delay; when it is moved temporarily on foot in the vicinity of the holding and the passport can be produced within 3 hours; when it is moved on foot between summer and winter grazing; when it is less than 6 months old, and accompanied by its dam or foster mare; when it is participating in competition which requires participants to leave the competition venue; when moved or transported under emergency conditions.
- Owners and keepers with primary responsibility (a person who takes care of the animal on a day-to-day basis – such as full livery, racehorse trainers and so on) must ensure their horses are correctly identified and be able to produce the passport without delay in the event of an inspection.
- Should the **horse be sold**, it is the responsibility of the new owner to update the ownership details in the passport within 30 days of purchasing the horse. Failure to do so is an offence. To do this the **passport must be sent to the issuing PIO.**
 - If you change your address the passport will need to be updated. The **owner must contact the issuing PIO to notify the change of address within 30 days.**
 - In the event of the **death of your horse** the owner must **return the passport to the issuing PIO within 30 days** - the passport may be returned to the owner once the process is completed, if requested.
 - We, the BHS, are expected to report any offence under or breach of the Regulations to the horse passports enforcement authority. **Failure to comply with the legislation could result in a fine of up to £5,000.**

For further information on the passport regulations:

England: www.gov.uk

Scotland: www.scotland.gov.uk

Wales: www.wales.gov.uk

Northern Ireland: www.dardni.gov.uk