

# 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.**

**PLEASE NOTE: YOU MUST SUBMIT YOUR BHS PASSPORT WITH THE APPLICATION FORM. FAILURE TO DO SO WILL RESULT IN YOUR APPLICATION BEING RETURNED.**

The cost of transferring ownership is £15 (or £12 for registered equine charities).

**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, and the date of birth of all owners must be present.

**A passport is not legal proof of ownership of an equine. By signing this document, you confirm that you have lawfully obtained the animal.**

**The British Horse Society will not take responsibility for ownership disputes. In the event of an ownership dispute regarding an animal passported by the BHS, you must notify the BHS immediately so that we can flag the animal on our system to prevent any attempts to update the passport until the dispute is resolved with all parties.**

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

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

.....

.....

Post Code: .....

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) .....

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: