

# BHS Duplicate Passport Application Form

**THIS FORM SHOULD BE USED TO APPLY FOR A PASSPORT TO REPLACE A LOST/DAMAGED/STOLEN PASSPORT ISSUED/OVER STAMPED BY BHS.**

**Please note: applications MUST be accompanied by an original identification chart (overleaf), which must be completed and signed by a Veterinary Surgeon and contain a minimum of 5 identifying features. Identification charts submitted on forms for other organisations cannot be processed.** If you are not the **current registered owner** in the passport, you will also need to complete a **Change of Ownership form**, and the BHS is obliged to contact the current registered owner to inform them that a duplicate passport and change of ownership has been requested. **They will be given 14 days to respond before we can proceed with the application.** The application form may be posted to the office (address below) or scanned via email to [passport@bhs.org.uk](mailto:passport@bhs.org.uk)

**The cost of a duplicate passport is £30 or £15 for registered equine charities.**

Registered Name of Horse/Pony/Donkey/Mule.....

Passport Number (if known) .....

I, the undersigned confirm that my horse's passport has been (please tick as appropriate):

Lost       Stolen       Damaged

I have investigated every possible avenue to try to locate the passport but to no avail. Therefore, I am requesting a duplicate copy of the passport and understand that the Human Consumption Declaration (Section II Part I) will be signed by the BHS Representative so the animal in question cannot be used for human consumption at any time. The passport will also be stamped as a duplicate.

Name of owner(s).....

Address: .....

..... Postcode: .....

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

Owner(s) DOB..... Please note it is mandatory to provide your D O B as it is a unique form of identification.

Signature of owner(s) ..... Date.....

**THE SIGNATURE AND DATE OF BIRTH IS MANDATORY FOR ALL OWNERS, INCLUDING ALL JOINT OWNERS OF AN EQUINE.**

I certify that I have completed the above application form to the best of my knowledge and the details I have given are accurate in all respects. I confirm that I have read and understood the instructions for identifiers and that the markings overleaf relate to the animal described on the above application form.

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**. This service is unavailable if you are not the registered owner of the horse. 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>**.

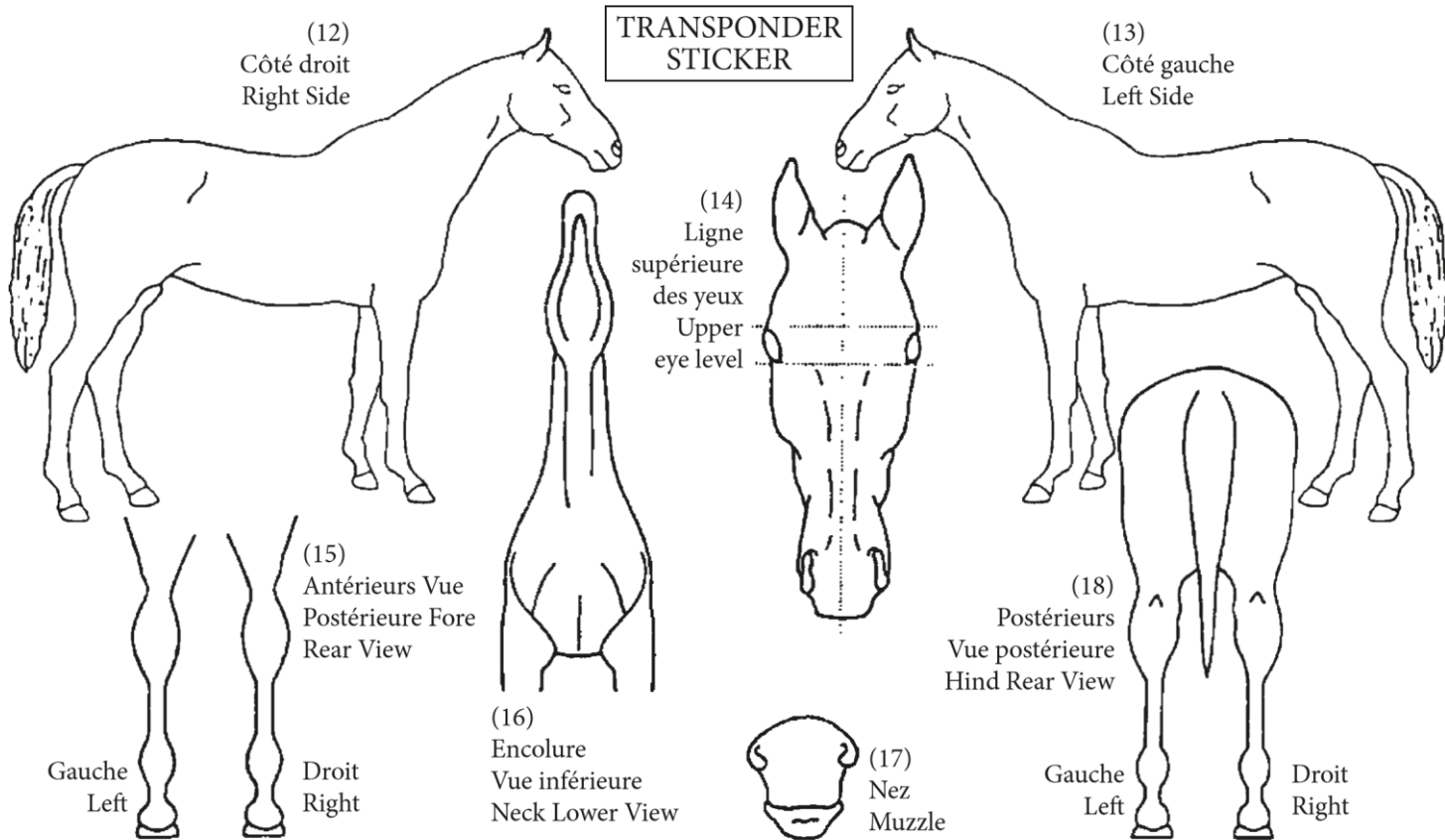
**Payment details: PAYMENT MUST BE MADE WITHIN 45 DAYS – FAILURE TO MAKE PAYMENT WITHIN THIS TIME FRAME WILL RESULT IN THE APPLICATION BEING TERMINATED**

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 – **YOU WILL BE CALLED FROM 02476840517**

Upon receipt of the duplicate application form, the BHS will complete the required changes within 15 working days. Fast Track applications will be processed within one working day. Please be aware that incorrect paperwork can cause delays. **Fast Track is unavailable if you are not the registered owner of the horse.**

Partie B - Signalement graphique  
Part B - Outline Diagram



Signature et cachet du vétérinaire ou de la personne qualifiée ou de l'autorité compétente (nom en lettres capitales)/  
Signature and stamp of veterinarian or qualified person or competent authority (name in capital letters)

**IDENTIFICATION PROCEDURE – important information for completing the form**

The recommended procedure for identification is described in the FEI booklet 'Identification of Horses'. The diagram and written description must agree and be sufficiently detailed (**at least five identifying marks such as whorls or white markings**) to ensure the positive identification of the animal in the future. White markings must be shown in **RED** and the written description completed using **BLACK INK** in **BLOCK CAPITALS** or **TYPESCRIPT**. If there are no white markings, this fact must be stated in the written description. All head and neck whorls should be marked ('X') and described in detail. Other whorls should be similarly recorded in greys and in animals lacking sufficient other distinguishing marks. Acquired marks ('V') and other distinguishing marks, such as prophet's thumb mark ('+'), walleye and so on, should always be noted. **The Veterinary Surgeon must indicate the location of the microchip on the silhouette with a (M) symbol.**

Nom du cheval: Name of Animal:		Hauteur hh/cms/inches: Approx. Adult Height:	
Espèce: Species:	Sexe: Sex:	Date de naissance: Date/Year Of Birth (Believed to be):	
Robe: Colour:		Pays de naissance: Country of Birth:	
Tête: Head:		Encolure: Neck:	
Corps: Body:		Marques: Markings:	
LF/Ant.G:		RF/Ant.D:	
LH/Post.G:		RH/Post.D:	
Code du transpondeur / Transponder Code ( <b>required by law and location indicated on silhouette as (M)</b> )			
DATE de l'examen/DATE of examination: .....		LIEU de l'examen/PLACE of examination: .....	
I certify that the markings are a true representation of the equine presented and that I: <ul style="list-style-type: none"> <li><input type="checkbox"/> Inserted a microchip into the equine</li> <li><input type="checkbox"/> Scanned and read a microchip previously inserted</li> </ul>			