

# Duplicate donkey passport application form



This form must be used to apply for a duplicate passport for passports originally issued/overstamped by **BHS only** - **BHS cannot issue a duplicate for a passport issued by another organisation**. Applications **must** be accompanied by the **original BHS identification chart** (overleaf) **completed, signed and stamped by a Veterinary Surgeon**, containing a minimum of **5 identifying features**.

## To apply for a BHS duplicate donkey passport:

- 1) Owner must complete the relevant details on the form
  - 2) **Veterinary surgeon** must complete, sign and stamp **BHS identification chart** - identification charts for other organisations cannot be used by BHS to produce a duplicate passport
  - 3) Select payment method on form - BHS duplicate passports **cost £30** for horse owners (£15 for registered equine charities)
  - 4) Submit the completed application by scanning (no photos) to [passport@bhs.org.uk](mailto:passport@bhs.org.uk) or posting to the passport office (address below) - **if the original passport is damaged, it must be submitted with the duplicate passport application**
- The application will be processed within 15 days of arriving with BHS Passport Office, subject to correct paperwork

For further information, contact the office: 02476840517 (option 4) / [passport@bhs.org.uk](mailto:passport@bhs.org.uk)

### British Horse Society (Passports)

Abbey Park, Stareton,  
Warwickshire CV8 2XZ

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 be stamped as a duplicate.*

Registered donkey name: \_\_\_\_\_ / Unknown

Current donkey name (tick here to change registered name): ☐ \_\_\_\_\_

UELN (passport number): \_\_\_\_\_

**Owner details - tick here if the original passport was not registered in the name of the undersigned owner and a change of ownership is also required:** ☐

*The current registered owner will be informed that a duplicate passport and change of ownership has been requested. They will be given 14 days to confirm that the animal no longer belongs to them before we can proceed with the application.*

Name(s): \_\_\_\_\_

Date(s) of birth: \_\_\_\_\_ (mandatory for all intended owners)

Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Signature(s): \_\_\_\_\_ (mandatory for all intended owners)

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

*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.*

**Processing & Payment (tick as appropriate)** - BHS will accept no responsibility for loss or damage to documents in the post.

**Payment must be made within 45 working days. If payment has not been made within 45 working days, the application will be terminated and the form destroyed.**

☐ **Duplicate passport only:** £30 processed within 15 working days, returned via Royal Mail 2<sup>nd</sup> Class Signed For <sup>TM</sup>.

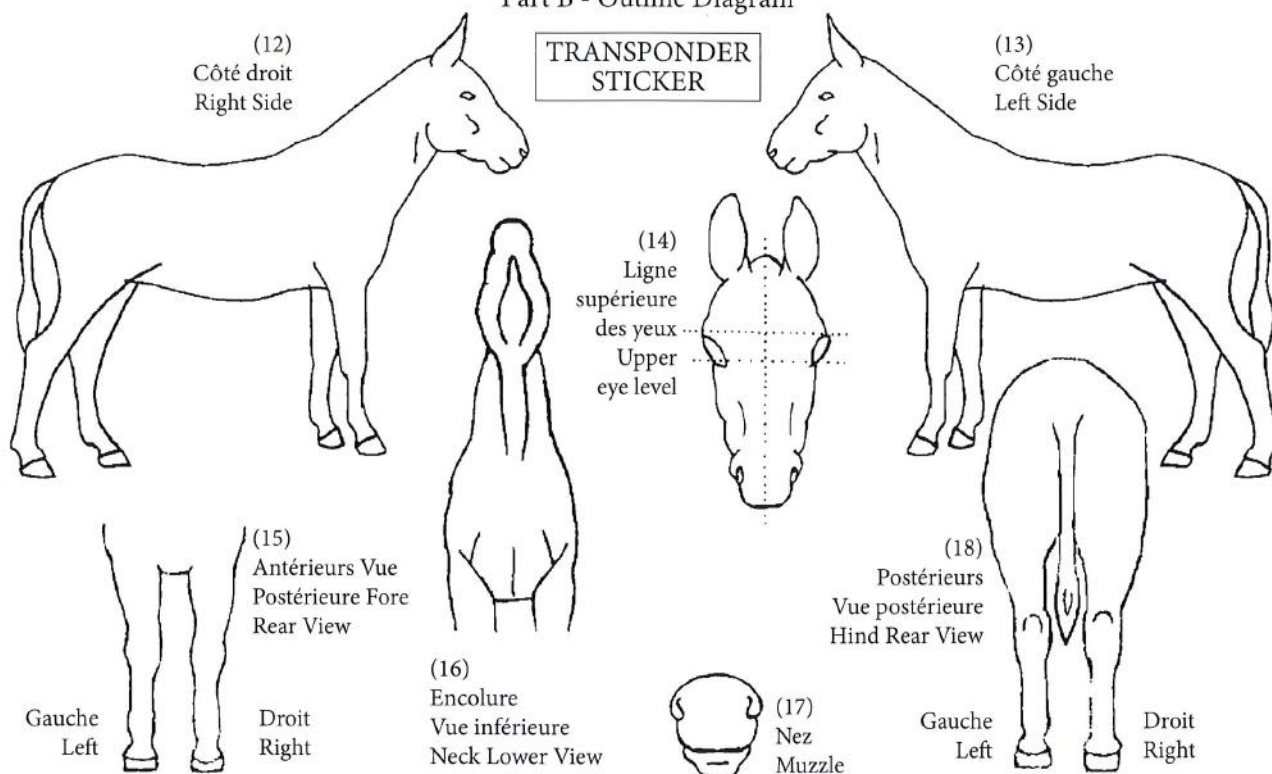
☐ **Duplicate passport & change of ownership:** £47.50 returned via Royal Mail 2<sup>nd</sup> Class Signed For <sup>TM</sup>.

☐ Call me to take card payment via telephone:

☐ Enclosed cheque/postal order (payable to The British Horse Society):

☐ Invoice account (registered businesses only) - PO Number: \_\_\_\_\_

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:

- ☐ Inserted a microchip into the equine  
☐ scanned and read a microchip previously inserted