

# 2017 DUPLICATE PASSPORT APPLICATION

## INSTRUCTIONS

PLEASE READ BEFORE COMPLETION OF FORM.

This is an application for a Duplicate Passport where the original passport was issued by the Horse Passport Agency or the Pleasure Horse Society. By law a Duplicate Passport will be stamped as a Duplicate and will be signed as Not For Human Consumption.

If your horse had a passport from another passport issuer you need to contact that organisation to obtain a Duplicate. If the original issuer cannot be identified we can issue a Replacement passport for you.

Correctly completed applications take approximately 4 to 5 weeks to process.

### Sections 1 to 14 To be Completed by Owner:

**1 - 6 Owner Contact Details:** Please provide your full name, postal address and postcode

If completing for an Organisation: Leave Sections 1 - 3 blank. Use Section 4 to state the name of the organisation. In Section 5 write "C/O" and the name of the person signing the form, followed by the address. e.g C/O Joe Bloggs, 10 High Street.

If completing for Joint Ownership: One owner must complete Sections 1 - 13. Please use the margin of the form to write how the ownership should be printed on the passport eg "Mr Fred Bloggs & Miss Ann Smith".

**7 Email:** This allows us to contact you if there is a problem with your application and will allow you access to Owner Services online.

**8 Nationality:** We are required to ask your nationality. If left blank we will state unknown.

**9 Landline:** Please provide a daytime phone number.

**10 Mobile:** This allows us to call or text you if there is a problem with your application.

**11 Date of birth:** This is a mandatory field used to help identify you on our database. If you are under 18 years old, you will need a parent or guardian to sign the form and print their name.

**12 Owner Signature & Date:** The legal owner of the equine must sign the form. We can only accept another signature if signing for someone under 18 or on behalf of an Organisation. In these cases the signatory must also print their name on the form.

**13 Animal Name:** The name must only include letters and must not exceed 25 Characters (including spaces). Numbers and other characters cannot be used. We recommend that if your horse has both a "show name" and a "stable name" you only record the show name on the passport.

**14 Animal Country of Birth:** We are required to ask the country where the animal was born (eg. UK, IRE, etc). If left blank we will state unknown.

*Sections 15, 16 and 17 must be completed if the animal is not already registered in your ownership with the Horse Passport Agency.*

**15 Previous Owner Details:** You must provide as much contact information as possible about the person that sold, or gifted the animal to you.

**16 Date of Transfer Into Your Ownership:** This is the date that ownership of the animal passed to you.

**17** You are applying for a Duplicate passport because the original passport is lost. We need to know if the passport was lost by you or the previous owner.

### Sections 18 to 28 Must Only be Completed by a Vet:

**18 Species:** If selecting Other please state – e.g Zebra

**19 Sex:** Please tick one of the four options.

**20 Colour:** Please only select one colour. If selecting Other please only provide a colour recognised by the RCVS.

**21 Foaling Date/Year:** If the full date of birth of the equine, or year in which it was born is known, please state this. If the age cannot be confirmed please select unknown. New legislation requires you the vet to estimate the age if it is unknown. Please use the field on the form for this. An estimated age will not be printed in the passport.

**22 Silhouette:** The law, EC 262/2015 requires all passports issued after 01/01/2016 to contain a silhouette completed by a vet. The silhouette must be completed to a high standard with all features recorded. Any horse with less than 3 whorls will need each chestnut to be drawn. **Simple whorls** should be drawn with an X in black ink and Linear whorls drawn with a black line —. Please check the head, crest of neck, chest and stifle areas carefully. **Freeze brands** should be clearly drawn. **White hair** (where skin pigment underneath is a different colour) must be drawn in red ink. **White on legs** should be drawn from Left side, Right side and Rear view in red ink. **Significant scars** should be marked → and Prophets Thumb should be marked △. **The implantation site of the microchip**, where known, should be marked with ⊕.

**23 Microchip Barcode:** This must be a 15 digit ISO microchip. Where you, the vet, have implanted the microchip, the barcode should be applied to the form. Hand write the number clearly where the barcode is not available. The animal must have a microchip number recorded. The animal must have a microchip number recorded in accordance with EC 262/2015.

**24 Implanted the Microchip:** Please delete "I Implanted the microchip" if it was already present. If you implanted the microchip in any location other than "mid crest, left side of neck" please delete these words and state where the microchip was implanted.

**25 Vet Stamp:** To include practice name, address and telephone number.

**26 Vet Signature & Date:** Vet Signature & Date: You must be a current MRCVS. By signing the form you are agreeing to the declaration (21) and confirming the accuracy of the information (sections 15 to 25) relating to the animal identified.

**27 Vet Name:** Please print in block capitals.

**28 Chestnuts:** EU Legislation requires each chestnut to be drawn for whole coloured horses with less than three whorls.

**Payment:** A duplicate passport costs £31. Where the animal is not already registered in your ownership the fee is £49.50 (this includes £18.50 for the change of ownership). Payment is by Cheque or Postal Order payable to Horse Passport Agency Ltd., or if paying by card please phone us with payment approximately 7 days after submitting the application. Please also include a mobile contact number.

If you have any queries please call us on 03330 124112 before completing the application.



# DUPLICATE PASSPORT APPLICATION

## OWNER DETAILS

1 Title:	2 First Name:	3 Initial(s):	4 Surname:
5 Address:			6 Post Code:
7 Email:			8 Nationality:
9 Landline:	10 Mobile:	11 Date of Birth: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

**Marketing:** The Horse Passport Agency Ltd is registered under the Data Protection Act 1998. From time to time we may send you details of products or services that may be of interest to you. If you do not wish to receive this information by letter, or other reasonable means of communication, please select this box

**Owner Declaration:** I am 18 years of age, or over, and the owner of the animal detailed below. I confirm that I have read, understood and agree to the Horse Passport Agency Ltd's Privacy Statement and Terms & Conditions. This animal has been issued with a Horse Passport Agency / Pleasure Horse Society (delete as applicable) passport previously which is now lost. Should it come into my possession I undertake to return the original passport.

12 Owner Signature:  Date:

13 Animal Name:  14 Animal Country of Birth:

## 15 PREVIOUS OWNER DETAILS (the person who sold or gifted the animal to you)

Title:	First Name:	Initial(s):	Surname:
Address:			Post Code:
Telephone:		Email:	
16 Date of Transfer Into Your Ownership: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		17 Was the passport given to you at the time of transfer? YES <input type="checkbox"/> NO <input type="checkbox"/>	

## ANIMAL DETAILS – TO BE COMPLETED BY A VETERINARY SURGEON ONLY

<b>18 Species</b> <input type="radio"/> Horse/Pony <input type="radio"/> Donkey <input type="radio"/> Mule <input type="radio"/> Other	<b>19 Sex</b> <input type="radio"/> Female <input type="radio"/> Gelding <input type="radio"/> Entire (Colt) <input type="radio"/> Rig	<b>20 Colour (please only select one colour)</b> <input type="radio"/> Bay <input type="radio"/> Brown <input type="radio"/> Black <input type="radio"/> Grey <input type="radio"/> Chesnut <input type="radio"/> Cream <input type="radio"/> Palomino <input type="radio"/> Appaloosa <input type="radio"/> Roan <input type="radio"/> Dun <input type="radio"/> Skewbald <input type="radio"/> Piebald <input type="radio"/> Other please state <input type="text"/>	<b>21 Foaling Date/Year</b> <input type="checkbox"/> Unknown <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <b>Note to Vet:</b> If you cannot confirm the age tick the 'unknown' box and estimate age.
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## 22 SILHOUETTE – IMPORTANT INSTRUCTIONS FOR VET OVERLEAF

28 Chestnuts	
Left Fore	Right Fore
Left Hind	Right Hind

23 Microchip Barcode:

25 Vet Stamp:

24 I am a Veterinary Surgeon and member of the RCVS. In accordance with Commission Regulation EC 262/2015 I have read the above microchip today for the animal I have identified on this application. I implanted the microchip, mid crest, left side of neck [Delete if not applicable].

26 Vet Signature:   
 Date:        
 27 Vet Name:

For Office Use

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# GUIDE TO THE HORSE PASSPORT LAW

The information below is not an exhaustive guide to the law and has no legal standing. In case of doubt, please refer to the Horse Passport Regulations 2009 and Commission Regulation EC 262/2015 which can be downloaded from our website. The term equine refers to all horses, ponies, donkeys, mules and zebras.

**Background:** Horse Passports became law in the UK in 2005. A passport is an A5 bound document, issued by an approved Passport Issuing Organisation (PIO). The purpose of the passport is to identify the equine and contain Medication pages which allow that animal to be permanently excluded from the food chain. The food status of the equine recorded within the passport determines which medicines can be administered. Since 2009 all foals have been required to be microchipped as part of the passport application procedure. The completion of the silhouette once again became law from 1st January 2016.

**Applying For A Passport:** By law a foal must be issued with a passport within six months of birth or by 31 December of the year of birth – whichever date is latest. After this date it will be issued with a passport which permanently excludes it from entering the food chain and is stamped either Replacement or Duplicate.

If a passport is lost it is illegal to apply for a new passport and the owner must apply for a Duplicate Passport. If the animal cannot be identified a Replacement passport must be issued. Duplicate and Replacement passports permanently exclude the equine from the food chain.

**Buying & Selling An Equine:** It is illegal to sell an equine without handing over the passport at the time of sale. Inspect the passport when viewing an equine. If no passport is available the seller must obtain a passport. Whilst it is not illegal to buy an equine without a passport, it is ill advised and it is illegal to transport the equine home without one. Once you have bought an equine you have 30 days to register your ownership. If you wish to sell the animal within those 30 days you must register your ownership first.

**Importing An Equine:** If the equine comes from within the EU then it should have a valid passport and you will need to update your ownership within 30 days. If it originated from outside the EU and does not have a valid passport you must obtain one within 30 days.

**Day to Day Responsibility:** It is an offence to own or keep an equine without a passport. The passport must accompany the equine and be available for immediate inspection with a few exceptions. If you have a horse on loan, run a livery yard with horses on full livery or you transport an equine on behalf of the owner, you can be liable for prosecution if you do not have access to the passport.

Vets are required to ask to see the passport before treating an equine. The vet will need to be aware of the human consumption status of the horse before deciding which category of medicines may be given to the horse. For an example an equine prescribed Phenylbutazone (Bute) would have to be permanently excluded from the food chain.

**When the Equine Dies:** The passport must be returned to the PIO within 30 days stating date and cause of death if known to comply with the legislation which is enforced by Local Authorities and the Food Standards Agency.

Owners & keepers of equines may be fined up to £5,000 if they fail to comply with the legislation which is actively being enforced by Local Authorities.

*Please keep this sheet for your information: Valid for 2017.*

# TERMS & CONDITIONS

The following information should be retained by the applicant. By making an application to the Horse Passport Agency Ltd, or by requesting information from our website ([www.horsepassportagency.co.uk](http://www.horsepassportagency.co.uk)), you confirm your consent to these Terms & Conditions of Use.

## 1. Glossary:

- a. "Agency", "we", "us" or "our" refers to the Horse Passport Agency Ltd (registered in England No. 4734122)
- b. "You" and "your" refers to a person making contact with the Agency or who is, or has been, registered with the Agency as an owner of an equine.

## 2. Legislation:

The Agency is approved by DEFRA and governed by the Horse Passport (England) Regulations 2009 and, where applicable, the Regulations for the devolved administrations of Scotland, Wales and Northern Ireland.

Applicants should be aware of Horse Passport Regulations 2009 and Commission Regulation EC 262/2015 (copies displayed on our website), before submitting a passport application or a change of ownership application.

3. **Privacy Statement:** Our Privacy Statement is available on our website or by forwarding a request together with a stamped addressed envelope to our offices. By making an application to the Agency, or by requesting information from our website ([www.horsepassportagency.co.uk](http://www.horsepassportagency.co.uk)), you confirm your consent to the terms of our Privacy Statement which explains how and why this information is collected and how it will be used.
4. **Description of the Passport:** The Passport is an A5 UPVC document, bound by rivets and printed on chemically watermarked paper with a hologram on the front page. From 1st January 2016 the silhouette will be protected by a transparent adhesive laminate. It is personalised with a typed description of the animal, a microchip number and contact information for all recorded owners.
5. **Ownership of the Passport:** The passport is issued as an aid to identification of the animal. It is not a certificate of legal ownership and should not be construed as such. The passport remains the property of the Agency and can be recalled at any time.
6. **Amendments:** When an application is required to be amended or it is found to be incomplete, prior to the passport being issued, the applicant will be liable to a re-submission charge.
7. **No Right To Cancel:** Due to the personalised nature of a Horse Passport, you acknowledge that when we have received your order, you do not have the right to cancel your order, and consequently the application fee will be retained to cover the costs associated with the processing of your application. This does not affect your other statutory rights.

## 8. Payment & Fees:

- a. Fees (all fees are inclusive of VAT and delivery costs and are valid for correctly completed applications submitted before 31.12.16).
  - i. New Passport Application Fee: £27 by post, £22 online.
  - ii. New Passport Application including Fast Track: £46 to be posted by Royal Mail Special Delivery 1pm Service.
  - iii. Change Of Ownership Notification £18.50 by post, £15.50 online
  - iv. Other Amendments: £13.50
  - v. Duplicate Passport: £31 by post.
- b. VAT: The Agency is registered for VAT in England (Reg. No. 824 9189 01). All fees quoted above include VAT. VAT receipts are available on request.
- c. Payment Methods: Payment should be made with the application as either a Cheque or Postal Order, payable to the Horse Passport Agency Ltd. Alternatively payment can be made by debit or credit card.
- d. Payments Not Honoured: Where cheques are returned to the Agency unpaid by your bank you will be required to pay a £10 administration fee in addition to the original amount.

## 9. Our Liability:

Whilst the Agency believes the information contained within its Horse Passports to be correct we cannot guarantee its accuracy, in particular where it is dependent on information supplied to us. Therefore, we cannot accept liability for any loss resulting from errors that may arise. Except for liability which cannot be limited or excluded by applicable law, our maximum liability is limited to a full refund of the application or other applicable fee paid at the time of order.

## 10. Discrimination:

The Agency does not discriminate and will not tolerate discrimination between owners of equines registered on its database.

## 11. Dispute Resolution:

The Horse Passport Agency Ltd (Agency) expects all its customers to abide by the Terms & Conditions, rules and standards established by the Agency (please refer to [www.horsepassportagency.co.uk](http://www.horsepassportagency.co.uk) to see these). This procedure is in place to provide a customer who has a grievance not covered by the above or who feels they have been incorrectly applied, the opportunity to have the grievance examined and resolved at the earliest practical moment and at the most local level possible. While the matter is being considered under the Appeals Procedure, the operation of the Agency cannot be interrupted. The person(s) raising the matter shall continue to comply with the rules of the Agency during the course of the examination of the matter in question. By so doing he/she will not create any precedent nor will his/her custom be prejudiced in any way in relation to the matter being processed.

The procedure to apply shall be as follows:

Stage 1: A customer who feels aggrieved in relation to any matter pertaining to Agency business should, in the first instance, write (whether by electronic means or otherwise) to the Customer Services Team of the Agency, making it clear that Stage 1 of the Appeals Procedure is being invoked. A member of the team will reply as soon as is reasonably practicable, but in any case within thirty days from receipt of the letter from the appellant.

Stage 2: If the issue remains unresolved after Stage 1, the customer(s) may make a written request to the Director of the Agency to review the complaint and the Agency's response. The Director will reply as soon as is reasonably practicable, but in any case within thirty days from receipt of the letter from the appellant. The Director may choose, if the complaint is not covered by the Terms & Conditions, rules and standards of the Agency, and where the circumstances so warrant, to issue a full refund and cancel the application.

Stage 3: If the issue remains unresolved after Stage 2, the customer(s) may choose to pursue the matter by invoking provisions under the legal personality of the Agency.

## 12. Contact Details:

If you have any queries or concerns please email [enquiries@horsepassportagency.co.uk](mailto:enquiries@horsepassportagency.co.uk) or contact us in writing at our Registered Office: Top House Farm, Ridge, SY12 9HS.