Horse Passport Agency Ltd,
PO Box 74, Ellesmere SY12 2AD
03330 124112 (10am - 4pm)
www.horsepassportagency.co.uk

2026 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 an identity passport from another passport issuer outside of the UK we may be able to assist, but please contact us before submitting the form.

Unsure? Check the microchip against www.equineregister.co.uk before applying. Correctly completed applications can take approximately 4 to 6 weeks to process (Contact us about our Fast Track service).

Sections 1 to 14 to be completed by owner:

1 - 5 Owner Contact Details: Please provide your full name, postal address and postcode. Additional postage fees apply for addresses outside the UK.

Organisation: Leave Sections 1 - 2 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 - 14. 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".

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

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

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

9 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.

10 Marketing: You can change your mailing preferences at any time via Owner Services.

11 Owner Declaration: Please read the declaration carefully.

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 Date of Purchase: This is the date you bought, or were gifted, the animal.

Sections 15 to 25 must only be completed by a vet:

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

16 Sex: Please tick one of the four options.

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

18 Estimated Age: This assists with identification and will not be recorded in the passport. The year of foal or date of birth will be printed in the duplicate passport as it was recorded in the original.

19 Silhouette: The silhouette must be completed to a high standard with all features recorded and be verified as such by you, the vet and this will be compared to the silhouette we hold on file. A minimum of 5 features (including at least one whorl must be recorded. The detailed outline of each chestnut may be drawn to provide additional features. **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 hatched 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 Ⓜ.

20 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.

21 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.

22 Vet Practice Stamp: To include practice name, address and telephone number.

23 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. The Horse Passport Agency Ltd may require the vet to reconfirm the identity of the animal if the application is submitted more than 6 months after this date.

24 Vet Name: Please print in block capitals.

25 Chestnuts: The outline of each chestnut should be drawn where the vet is unable to find at least 5 good identifying features.

Fees & Processing Times:

The fee for a Duplicate Passport is £36. Additional fees will apply if:

a) The applicant is not already registered on our database as the owner - total fee £60.
b) The applicant is registered on our database as the owner but their address or surname has changed - total fee £52
c) If the passport is to be posted to Europe Union - extra charge of £10. For countries outside the EU please contact us for a price.

If you have any queries please call us on 03330 124112 (10am - 4pm) before completing the application.

2026 DUPLICATE APPLICATION: ONLY COMPLETE THIS FORM AFTER READING THE INSTRUCTIONS ON PAGE 1

OWNER DETAILS

1 Title: | 2 First Name: | 3 Surname:

4 Address:

5 Post Code:

6 Email: | 7 Nationality:

8 Mobile: | 9 Date of Birth: D D M M Y Y Y Y

10. **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 ◯

11. **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: | Print Name: | Date: D D M M Y Y Y Y

13 Animal Name: | 14 Date of Purchase

2026 FEES

Duplicate Passport (animal already in ownership)	**£36**
Duplicate Passport & Change of Ownership	**£60**
Duplicate Passport & Change of Address or Surname	**£52**

Payment can be made by Cheque, Postal Order (Payable to Horse Passport Agency) or by using the card payment section below. Please allow 4 weeks if the animal is already in your ownership and 6 weeks where a change of ownership is also required.

CREDIT CARD PAYMENT

Card Number | Expiry Date | CV2 Code

Cardholder Name

ANIMAL DETAILS - TO BE COMPLETED BY A VETERINARY SURGEON ONLY

15 Species
- ◯ Horse /Pony
- ◯ Donkey
- ◯ Mule
- ◯ Other

16 Sex
- ◯ Female
- ◯ Gelding
- ◯ Entire (Colt)
- ◯ Rig

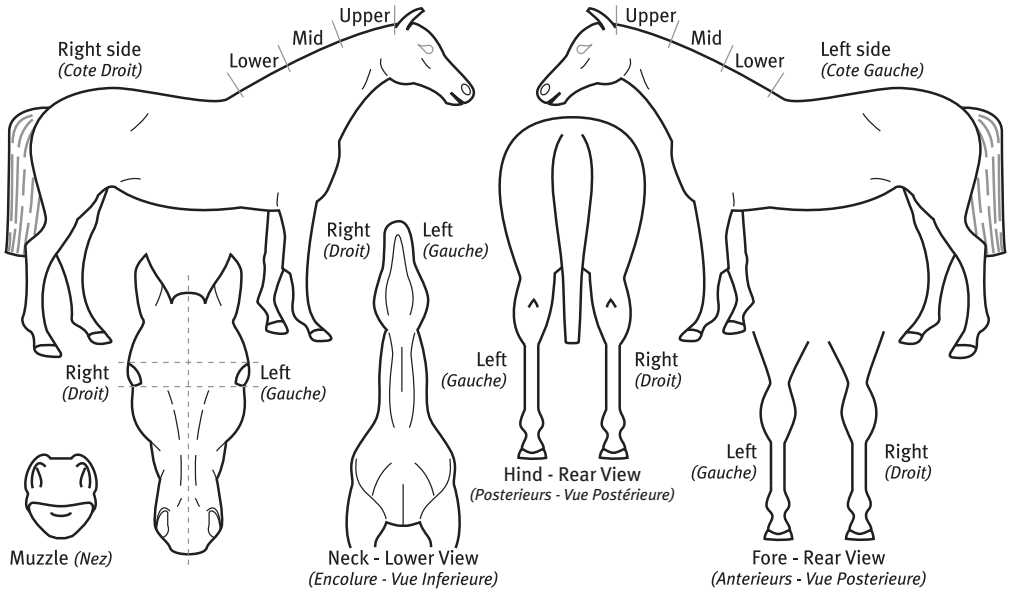
17 Colour (please only select one colour)
- ◯ Bay
- ◯ Brown
- ◯ Black
- ◯ Grey
- ◯ Chesnut
- ◯ Cream
- ◯ Palomino
- ◯ Appaloosa
- ◯ Roan
- ◯ Dun
- ◯ Skewbald
- ◯ Piebald
- ◯ Other Please state

18 Estimated Age

Age range is _____ to _____ years.

Note to vet: This is used for identification purposes

19 SILHOUETTE – INSTRUCTIONS FOR VET OVERLEAF



25 Chestnuts

Left Fore	Right Fore
Left Hind	Right Hind

20 Microchip Barcode:

21 I am a Veterinary Surgeon & RCVS member. I have read the above microchip today for the animal identified on this application.

(Delete the sentence **below** if not applicable)

I implanted the microchip, mid crest, left side of neck.

22 Vet Practice Stamp:

23 Vet Signature:

Date:

24 Vet Name:

For Office Use

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Post form by Recorded or Special Delivery to: Horse Passport Agency, PO Box 74, Ellesmere, SY12 2AD . Keep a copy.

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 Equine Identification Regulations 2018 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 and are only issued by approved Passport Issuing Organisations (PIOs). The passport is a food chain document that identifies the equine by its microchip and silhouette (markings) and provides information of the food status of the animal. If Section II (Section IX in older passports), part II is not signed the equine is deemed eligible to be slaughtered for human consumption and this determines which medicines can be administered. Once Section II is signed the animal is permanently excluded from the food chain and the owner has a legal responsibility to update the passport issuer. Your equines food status must be kept up to date and can be checked at https://www.equineregister.co.uk/.

Applying For A Passport: By law, a passport application must be received by a Passport Issuer within six months of birth or by 30th November of the year of birth – whichever date is latest. If a passport is issued later than 12 months after birth, or if the country of foaling is unknown, it will be stamped as "Replacement" which then permanently excludes it from entering the food chain. If a passport is lost the law requires the owner to apply for a Duplicate Passport. If the original passport issuer cannot be identified a passport stamped as Replacement will be issued. Duplicate and Replacement passports permanently exclude the equine from entering the food chain.

Buying & Selling An Equine: It is illegal to sell an equine without handing over the passport at the time of sale so if no passport is available the seller must obtain one before the sale goes ahead. Once you have bought, or been given, 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.

Advice: Always ensure you inspect the passport when viewing an equine and make sure it matches the animal you are viewing/buying. The passport is evidence of the equines identity but not proof of ownership and so buyers are advised to get a receipt from the seller to include a minimum of the Life Number from the passport, the seller and buyers name and address with the amount and date paid. If an ownership dispute arises later you will need to seek legal advice as the Horse Passport Agency Ltd cannot get involved in such disputes.

Microchipping: It is now a legal requirement that all equines in Great Britain are microchipped. Those details must be registered with the Passport Issuing Organisation who will then update the Central Equine Database. All passports issued after July 2009 should already be linked to a microchip so this law applies to older passports. If your horse does not have a microchip linked to the passport then contact the Passport Issuing Organisation.

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, with a Passport Issuing Organisation in the UK, 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.

Owners & keepers of equines may be issued with Fixed Penalty Notices or fined up to £5,000 if they fail to comply with the legislation which is enforced by Local Authorities and the Food Standards Agency.

Please keep this sheet for your information.

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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), 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 Equine Identification (England) Regulations 2018 and, where applicable, the Regulations for the devolved administrations of Scotland, Wales and Northern Ireland.
   Applicants should be aware of Equine Identification Regulations 2018 (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), 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. **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 if an application is cancelled (by us or you) 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:**
   Fees may be subject to change if DEFRA (or devolved administrations) require additional administrative tasks.
   a. Fees (inclusive of VAT for correctly completed applications received before 31/12/2025).
      i. New Passport Application Fee: £36 by post or £28.80 if submitted by your vet via Vet Services.
      ii. Fast Track Upgrade of Application: £25 per application in addition to the standard fee. To be Royal Mail Special Delivery.
      iii. Change of Ownership Notification: £24 by post or £17.50 online.
      iv. Other Amendments: £17.50.
      v. Duplicate Passport: £36
      vi. Resubmission of application form or reversal of cancellation of application form: £8.
   b. VAT: The Agency is registered for VAT in England (Reg. No. 824918901). All fees quoted include VAT. VAT receipts available on request.
   c. Payment Methods: Payment should be made by Debit or Credit card. Alternatively payment can be made by Post Order payable to Horse Passport Agency Ltd. Payment made by cheque will delay your application by a minimum of 10 working days.
   d. Payments Not Honoured: Where cheques are returned unpaid by your bank you will be required to pay a £8 administration fee.
9. **Processing Times:** Many of our application forms give an indication of processing time in terms of working days. A working day is usually Monday to Friday, excluding weekends, Bank Holidays and any day the office is closed for business. Processing time starts once payment has been received by Debit/Credit card or Postal Order and is dependent on a correctly completed application.
10. **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. The Horse Passport Agency Ltd reserves the right to refuse or cancel any application.
11. **Discrimination:** The Agency does not discriminate and will not tolerate discrimination between owners of equines registered on its database.
12. **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 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.
13. **Contact Details**: If you have any queries or concerns please email us enquiries@horsepassportagency.co.uk or contact us in writing at the address below.

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