

2019 IDENTITY HORSE PASSPORT APPLICATION

INSTRUCTIONS

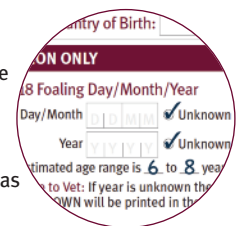
PLEASE READ BEFORE COMPLETION OF FORM.

Sections 1 to 14 To be Completed by Owner:

- 1-5 **Owner Name & Address Details:** Please provide your full name, postal address and postcode. Only UK addresses are accepted. If completing for an Organisation or Joint Ownership: Leave Sections 1 - 2 blank and use Section 3 to state the name of the organisation/joint ownership (see note 12).
- 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 is required so we can text you to take payment or to notify you of any queries 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 (see note 12).
- 10 **Owner Declaration:** Copies of the Horse Passport Agency Terms & Conditions are on Page 4 of this form and are also available from www.HorsePassportAgency.co.uk along with the Horse Passport Agency Privacy Statement.
11. This section of the declaration allows you to give permission to the Vet to act as your Agent and submit your application online via Vet Services. If you are posting the application you can delete this sentence.
- 12 **Owner Signature:** Sign and print your name if you are the person named in section 1 to 3, or their Parent or Legal Guardian, or if you are acting on behalf of a company, charity or joint ownership named in Section 3. The person signing the form must also print their name and date 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 and a Replacement passport will be issued and signed out of the food chain.

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 or if selecting Other please only provide a colour recognised by the RCVS.
- 18 **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.
- 19 **Silhouette:** Commission Regulation EC262/2015 states that from 1st January 2016 only passports with a completed silhouette can be issued. The silhouette must be completed to a high standard with all features recorded and be verified as such by you, the vet. Notes on how to complete the silhouette are overleaf.
- 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. Check any microchip number found using the National Equine Chipchecker at www.www.equineregister.co.uk before applying.
- 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. For integrity purposes handwritten details are not accepted.
- 23 **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. 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.



Applying for a Passport:

Online Fast Track: Once your vet has completed the form ask them to enter your application online via Vet Services. Our fee for processing these applications is just £23 and correctly completed applications are issued Fast Track (within 1 working day of payment) and the passport is posted 1st Class.

Recommended: This is our quickest and most economical option with no risk of your application form being delayed or lost in the post.

By Post: If you post the application form we recommend that you keep a copy and post it by Recorded or Special Delivery (if the form gets lost you will require another vet visit). Our fee for processing this type of application is £29 and correctly completed applications are issued within 5 working days from receiving payment by debit, credit card or postal order.

Payment Process:

Payment should be made by card. Ensure you provide your mobile phone number in the contact details on the application. We will text you a payment code to allow you to pay online. Once we receive payment we start your application. If payment is not received within 28 days your application is cancelled and additional fees will apply (see Terms & Conditions). If you do not have either a mobile phone or debit/credit card you can pay by Postal Order (payable to Horse Passport Agency Ltd).

Checklist:

Applications are often delayed, or rejected, because of the following: Not signed by Owner or Vet (12, 23), Not stamped by vet (22), Missing leg views or too few features recorded (19), Missing, or altered, Species (15), Sex (16), Colour (17). Altered year of foal (18). Microchip already linked to a passport or payment has not been made, or made using a cheque.

Check any microchip number found by your vet using the National Equine Chipchecker at www.www.equineregister.co.uk before applying.

We recommend you take a photocopy of your application form before posting the original form to us by recorded delivery.

OWNER DETAILS

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

4 Address: _____

5 Post Code: _____

6 Email: _____ 7 Nationality: _____

8 Mobile (So we can text you for payment): _____ 9 Date of Birth:

D	I	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---

10 Owner Declaration: I am 18 years of age, or over (see note 11), and confirm that I have read, understood and agree to The Horse Passport Agency Ltd's Privacy Statement and Terms & Conditions and confirm that this animal does not already have an EU approved passport. The details provided on this form are, to the best of my knowledge, accurate in all respects.

11 I give permission to this Veterinary Surgeon to act as my Agent and submit this application as a Fast Track online [delete this line if not applicable].

12 Owner Signature: _____ Print Name: _____ Date:

D	I	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---

13 Animal Name: _____ 14 Animal Country of Birth: _____

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 RCVS colour

--

18 Foaling Day/Month/Year
 Day/Month

D	I	D	M	M
---	---	---	---	---

 Unknown
 Year

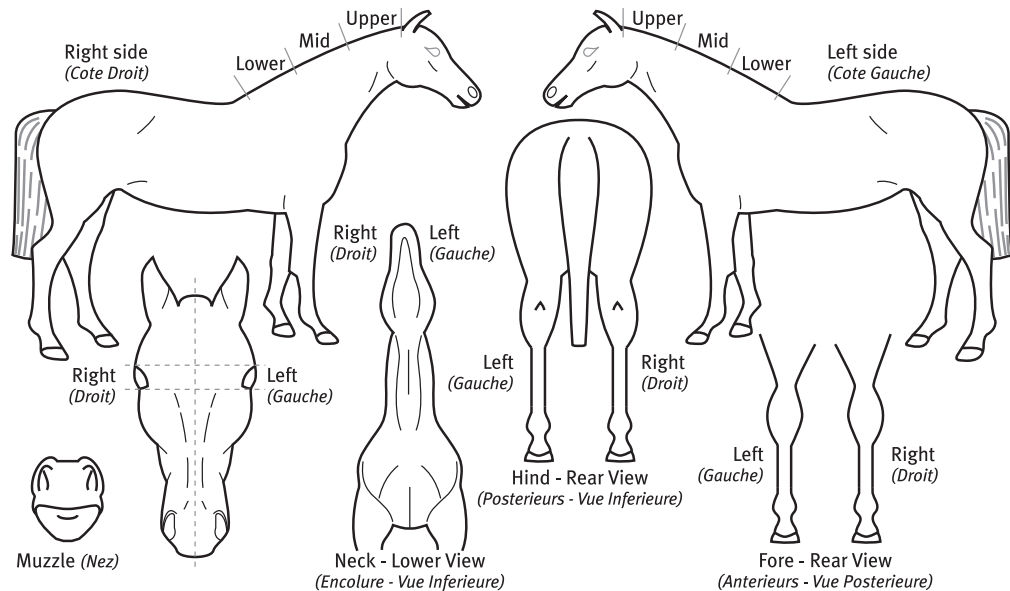
Y	Y	Y	Y	Y	Y
---	---	---	---	---	---

 Unknown
 Estimated age range is ___ to ___ years.
 Note to Vet: If year is unknown then UNKNOWN will be printed in the passport.

19 SILHOUETTE – INSTRUCTIONS FOR VET – IMPORTANT PLEASE READ!

The vet is required to complete the silhouette and **record all features** as detailed below to allow positive identification of the animal. This must include a minimum of 5 features with at least 1 whorl. Draw the outline of each chestnut in section 25 if you need 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.
- The implantation site of the microchip should be marked with ⊗.
- 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 △.



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, in accordance with EC 262/2015.

[delete the sentence below if not applicable]

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

22 Vet Practice Stamp:

23 Vet Signature:

Date:

24 Vet Name:

For Office Use

© Horse Passport Agency Ltd 2019

FAST TRACK – ASK YOUR VET TO SUBMIT THIS FORM ONLINE - FEE £23 (Passport posted 1st Class within 1 working day. Terms & Conditions apply).

STANDARD – POST THIS FORM - FEE £29 (Passport posted 2nd Class within 5 working days. Terms & Conditions apply).

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 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 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 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 are microchipped and those details are registered on the Central Equine Database (CED) by 1st October 2020. All passports issued after July 2009 should already have a record of the microchip. If your horse is not microchipped, or the microchip is not linked to the passport you will need to contact your passport issuer for the relevant form which your vet will need to complete. You can check if a microchip is officially linked to a passport on CED by using the National Equine Chipchecker at www.equineregister.co.uk.

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.

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 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 and Commission 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), 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:

If an application is cancelled by us the applicant will be liable to an additional resubmission fee and may be required to have the animal re-identified. 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 31.12.19).
 - i. New Passport Application Fee: £23 if submitted by your vet online or £29 by post.
 - ii. Fast Track Upgrade of Application: £16 per application in addition to the standard fee. To be posted be posted 1st Class Recorded.
 - iii. Change Of Ownership Notification £19.50 by post, £17.50 online.
 - iv. Other Amendments: £15.50.
 - v. Duplicate Passport: £30.
 - vi. Resubmission of application form: £6.
 - vii. Reversal of cancellation of application form: £5.
- 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 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 to the Agency unpaid by your bank you will be required to pay a £10 administration fee in addition to the original amount.

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.

12. Contact Details:

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