

# 2022 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 in the UK, or a breed society passport issued within the EU you need to contact that organisation to obtain a Duplicate. **Unsure? Check the microchip against [www.equineregister.co.uk](http://www.equineregister.co.uk) before applying.** If the original issuer cannot be identified we can issue a Replacement passport. Correctly completed applications take approximately 4 to 6 weeks to process.

### 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 (M).
- 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 £32.50. Additional fees will apply if:

- The applicant is not already registered on our database as the owner - extra charge of £22 (total fee £54.50).
- The applicant is registered on our database as the owner but their address or surname has changed - extra charge of £16.50 (total fee £49).
- If the passport is to be posted to Europe Union - extra charge of £7. For other foreign countries please contact us for a price.

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

**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. <b>Marketing:</b> 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 <input type="checkbox"/>			
11. <b>Owner Declaration:</b> 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		

**FEES**

Duplicate Passport (animal already in ownership)	<b>£32.50</b>	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.
Duplicate Passport & Change of Ownership	<b>£54.50</b>	
Duplicate Passport & Change of Address or Surname	<b>£49.00</b>	

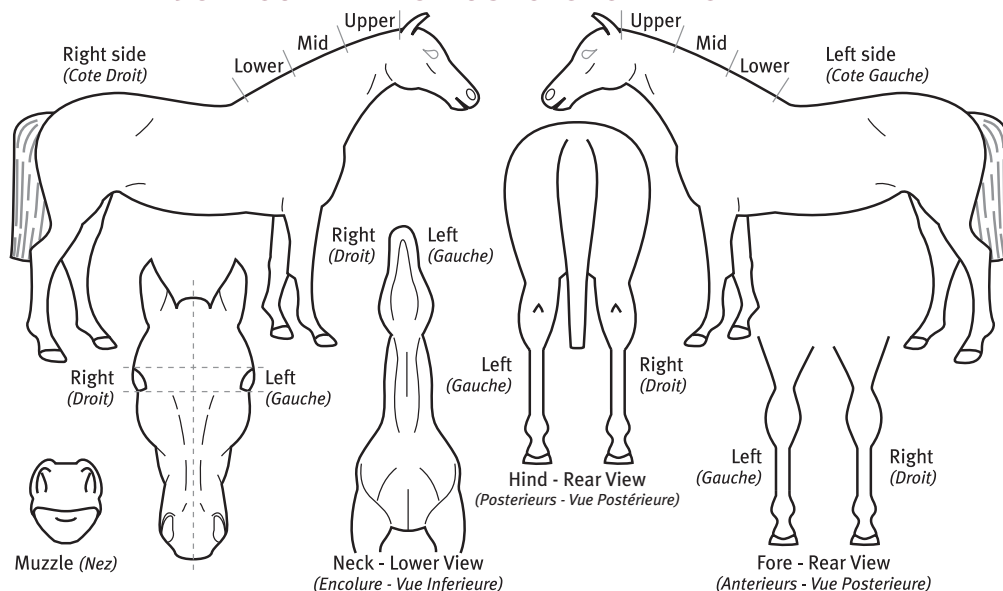
**CREDIT CARD PAYMENT**

Card Number	Expiry Date	CV2 Code
Cardholder Name		

**ANIMAL DETAILS - TO BE COMPLETED BY A VETERINARY SURGEON ONLY**

<b>15 Species</b> <input type="checkbox"/> Horse /Pony <input type="checkbox"/> Donkey <input type="checkbox"/> Mule <input type="checkbox"/> Other	<b>16 Sex</b> <input type="checkbox"/> Female <input type="checkbox"/> Gelding <input type="checkbox"/> Entire (Colt) <input type="checkbox"/> Rig	<b>17 Colour (please only select one colour)</b> <input type="checkbox"/> Bay <input type="checkbox"/> Chesnut <input type="checkbox"/> Roan <input type="checkbox"/> Other <input type="checkbox"/> Brown <input type="checkbox"/> Cream <input type="checkbox"/> Dun    Please state <input type="checkbox"/> Black <input type="checkbox"/> Palomino <input type="checkbox"/> Skewbald <input type="checkbox"/> Grey <input type="checkbox"/> Appaloosa <input type="checkbox"/> Piebald	<b>18 Estimated Age</b> Age range is _____ to _____ years. <b>Note to vet: This is used for identification purposes</b>
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**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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