

Changes to Passports

This page explains how NPS Equine Passports, for both Registered and Non Registered ponies, should be kept up to date when the following events occur:

- 1. General Update – Unique Equine Life Number (UELN) & Passport Legislation**
- 2. Transfer of Ownership - sale / purchase / change of ownership**
- 3. Castration / Gelding**
- 4. Loan - pony on loan or lease for showing and/or breeding**
- 5. Address Change - owner address change / pony location change**
- 6. Pony deaths**
- 7. Microchipping and Branding**

1. GENERAL UPDATE & UELN (Unique Equine Life Number)

All ponies who have been issued with an Equine Passport should have a UELN. The UELN is a 15 digit number that identifies the country of issue (826 = England, 372 = Ireland), the pony and also the organisation that issued the passport. Owners may be asked for their pony's UELN when completing insurance forms or show entries etc.

Some of the older NPS passports were issued before UELNs were in operation. Passports that are sent in to the NPS Office (e.g. when a change of ownership needs to be recorded) are checked and the UELN is added at this time.

If you have an NPS passport which doesn't have a UELN on the front page, this can be added (see below for requirements).

Some passports issued before 10th June 2004 may need additional sections adding to them.

The DEFRA PIO Minimum Operating Standards as of 1st February 2014 require all passports to contain the following sections:

- a. Section III – Details of Ownership
- b. Section IV – Control of Identification
- c. Section VI – Vaccinations Other Than Flu
- d. Section VII – Laboratory Health Check
- e. Section VIII – Invalidation/Revalidation
- f. Section IX – Medicinal Treatment

If your pony's passport requires any of the above pages or a UELN adding to the passport, please return your pony's passport along with a covering letter requesting this update and the fee for £10.00, this includes return of the passport by recorded delivery.

2. TRANSFER OF OWNERSHIP

It is law, Horse Passports (England) 2008, for buyers to inform the NPS within 30 days of purchase of a pony for which the NPS has issued an Equine Passport (*Registered and Non-Registered*).

A Transfer form must be completed and sent to the NPS with the passport and correct fee.

The Transfer form can be found on the NPS website; the fees are listed separately. The fee is £20 for Non-members of the NPS and £15 for life, qualifying and non-qualifying Members.

An additional £3.50 is required if you wish the passport to be returned by recorded delivery (this will cover the postage for up to 3 passports).

Please note that, the NPS do not record people under the age of 18 as the sole owner of a pony.

The NPS will record the change of ownership in the passport and on its database. The NPS will return the passport to the new owner.

Transfers are normally processed within 5-10 working days.

FAQs

Q1: Does the seller have to sign the Transfer form?

A1: No, the NPS does not record legal ownerships and therefore does not require the previous owner's signature.

Q2: What should I do if the pony has not been transferred into the ownership of the person from whom I am buying it?

A2: In all circumstances the buyer should complete the Transfer Form as described above. An additional Transfer form and fee can be submitted for a previous transfer if you want this recorded formally in the passport and NPS records, however, this is not a requirement.

Q3: The pony is a present for my daughter; can she be the owner?

A3: If your daughter is under 18 then she can be recorded as a joint owner of the pony providing the principal owner is over 18.

Q4: The previous owners of the pony have put their details in the passport but their owner details have not been signed by the NPS.

A4: The NPS knows nothing about these people's ownership of the pony. You should ignore this information and proceed as in A2 above.

3. CASTRATION / GELDING

The rules for registration of British Riding Ponies state that colts should be licensed or gelded by the time they are two years old.

When a pony is gelded the vet should either sign the Gelding Record page in the passport (not present in all passports) or complete a Certificate of Castration (available on the website). **The fee is £10**, an additional £3.50 is required if you wish the passport to be returned by recorded delivery.

You should then send the passport, fee and form (if required) to the NPS.

The NPS will update the passport, this includes amending the pony's registration number, and updating the NPS database.

The NPS will return the passport to the owner normally within two weeks

FAQs

Q1: My pony is a gelding but his passport still says he is a colt, what should I do?

A1: You should obtain proof, from a vet, that the pony is a gelding and send this with the passport and fee to the NPS.

Veterinary proof could be a markings diagram produced for another purpose (e.g. JMB) where a vet has confirmed the pony is a gelding and signed the form, a vet signing a Castration Certificate, a vet completing and signing the Stallion/Castration page in the passport or a receipt from a vet for a castration operation.

4. LOANS / LEASES

The NPS strongly recommends that a loan/lease agreement is drawn up prior to the loan of any pony. This should be signed by both parties.

Breeding: The NPS rules for registration of foals state that both the dam and the sire must be in the correct ownership, as per the people signing the Registration Application form and the Stallion Service Certificate. If a stallion or mare is on loan for breeding purposes then a Loan/Lease Form (available on the website) should be completed and sent to the NPS so that the NPS database can be amended. There is no fee involved and there is no need for the passport to be sent to the NPS.

Showing: The NPS rules for showing ponies state that the pony must be in the correct ownership. If a pony is on loan for showing purposes then a Loan/Lease Form should be completed and sent to the NPS so that the NPS database can be amended.

There is no fee involved and there is no need for the passport to be sent to the NPS.

5. ADDRESS CHANGE

If the owner of a pony moves house, the NPS should be notified of the new address. The NPS requires confirmation of the new address in writing and if you would like the passport amending to show this change then return the pony's passport and the **fee of £10.00** to amend the details within the passport, update the database and this includes return by recorded delivery.

If the pony is not kept at the owner's address then the NPS should be notified of the address where the pony is kept. This can be done via a letter or over the telephone. There is no fee for this and the passport need not be sent to the NPS office. The NPS will add this information to its record for the pony.

6. PONY DEATHS

When a pony dies the passport should be sent to the NPS with a covering letter including a date of death, so that this death can be recorded on the NPS database. The NPS also stamps the passport pages indicating that the pony is deceased so that there is no danger of the passport being used fraudulently. **There is no fee for this transaction.**

FAQs

Q1: I would like to keep my pony's passport for sentimental reasons, can I do this?

A1: You need to send the passport to the NPS but in your covering letter please ask for it to be returned to you, we will return it once we have stamped the pages.

Q2: The pony that died was very old and never had a passport but was registered with the NPS. What do I need to do?

A2: You should still inform the NPS of the death of the pony so that the records can be updated. If you have an old style NPS Certificate for the pony, please send this in and it will be stamped to show the pony is deceased. If you would like the Certificate returned to you please request this.

Q3: My pony has died but his ownership was never formally transferred into my name, what should I do?

A3: You should proceed just as if the pony was recorded as being in your ownership. The NPS doesn't expect you to complete a Transfer Form or pay a Transfer fee. The passports and records for older ponies were not kept up to date in the way that is now required but it is still important that the NPS is notified of the death of these ponies and that their passports and certificates are taken out of circulation. If you

would like the passport returning, please ensure that you provide the name and address you would like the passport returning to.

7. MICROCHIPPING AND BRANDING

Please note that all ponies we register after the end of June 2009 must be microchipped to comply with DEFRA regulations. This includes foals and older ponies.

If your pony is microchipped after the NPS has issued a passport, please return the passport with the Recording of Microchip and/or Brand form (available on the website) and send in to the NPS office. The fee for this is £5.00 but if you are asking us to do another registration for the same pony, such as a transfer of ownership or colt to gelding change, then there is no additional fee for recording microchip information.

The same form and procedure can be used for notifying us if your pony has been Branded.