



THE NATIONAL PONY SOCIETY

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Guidelines for completion of an Application for a Duplicate Passport

These guidelines apply to applications for duplicate passports for both Registered and Non-Registered ponies. The only criteria are that the NPS must have already issued a passport for the pony.

As the pony was formally identified when the original passport was issued it doesn't have to be microchipped if it has not already been microchipped.

You should use these guidelines in conjunction with your Application Form. Incomplete and incorrect forms will be returned and will result in an unnecessary delay in processing your application.

N.B. The person submitting the form should record their name and if a member of the NPS, their membership number in the first box. This is the person to whom we will address any queries.

- **Recorded Delivery Post** – Please note that the NPS takes no responsibility for passports lost in the post and recommends the use of Recorded Delivery for important documents. If you would like your passport returned by Recorded Delivery please include an extra £3.50 with your fees.
- **Check that the ownership of your pony is correct.** Has the pony been transferred into your ownership and the NPS notified of this? If not then you will have to also complete a Transfer Of Ownership form which has to be signed by you and the previous owner. The fees for transfers of ownership can be found on our website or please contact the office.

NOTE: If the pony had not been transferred into your ownership, and there is some doubt about whether the passport was lost while in your possession, then the NPS has to contact previous owners to check they no longer have the passport.

- **Check the address details we have for you.** Put your current address on the form but let us know your previous address if you have moved since the passport was issued or transferred into your name.
- **Geldings.** If the pony has been gelded since the original passport was issued and the passport and NPS records have never been updated then veterinary confirmation that he is now a gelding will be required. There is a £10 fee for amending your pony's record to reflect the fact that he is a gelding.
- **Application Form:** The attached Application Form must be completed and signed in all relevant places
- **Identification Details:** DEFRA requires a specific format for Section I of the passport; this page is scanned and reproduced in the passport. This includes Part A – Identification Details which is the written description and Part B – the Outline Diagram. This section must be completed and signed by one of the following
 - A veterinary surgeon
 - The owner **if the pony has been microchipped**
 - A breeder (“competent authority”) known to the National Pony Society

Please see the instructions on the next page.

GUIDELINES FOR THE COMPLETION OF SECTION 1 - DESCRIPTION AND MARKINGS DIAGRAM

The format of Section 1 is a DEFRA standard. It will be scanned and included in your pony's passport so should be completed carefully and clearly.

- Please complete using **capital letters and black ink only**
- Please do not write or make markings outside the given boxes. These will not be picked up by the scanner and important information could be lost
- Sex: Enter M for mares/fillies, G for geldings, C for colts
- Date of Birth: Should match that entered in Section 1 of the form.
- Unique Life Number: The last few boxes should be left blank for office use
- Transponder Code: The vet who microchips the pony should enter the microchip number here or stick a microchip sticker
- Reading System: This is not essential information
- Alternative Method of marking (2 boxes): This is not essential information
- Name & Address: Enter the name and address of the breeder/owner to whom the passport is to be sent
- Height should be the expected height at maturity in cms.
- Written descriptions must agree with the markings diagram, all whorls and markings must be shown. Where there are no markings please write 'nil' or 'no markings'. Do not leave the spaces blank. All white markings must be hatched (filled in with diagonal lines) not coloured in
- Name: The pony's full name including prefix should be entered in the box under the silhouette

DEFRA now requires that all ponies are microchipped prior to initial registration. The actual markings and description can be completed by a veterinary surgeon or by another competent person by following the instructions provided below. The vet that inserts the microchip must check the markings diagram and do the following

- Mark the position of the microchip on the silhouette (circle with an M in it)
- Record the microchip number in the Transponder Code box in Part A
- Sign in the box at the centre of the form to confirm the pony has been microchipped and there is no evidence of a previous microchip

Please use the terminology described below which is in accordance with DEFRA's standards

WHORLS (change of hair direction) should be marked with an X on the diagram and their exact position described in writing. The hair in a whorl is generally in a simple spiral pattern, but it may extend away in a straight or wavy direction and this should be marked in the diagram as a line, and described as feathering in the description.

Whorls on the neck should be described as *anterior third of crest whorl* (upper crest), *mid crest* or *posterior third of crest* (lower crest).

Whorls at inside of upper front leg/chest should be described as *bilateral whorls at axilla*

Whorls at stifle fold should be described as *bilateral stifle fold whorls*.

WHITE MARKS. All areas of white must be shown by marking their extent and filling the area with diagonal lines.

Fleshmarks should be filled in completely.

Marks on the head should be described in relation to the position of the eye, nostril or other landmark. Always say if the white is in the midline or to one side. A blaze or stripe may end above the nostrils or go into one or both. Draw and describe this. A small white area in the region of the nostrils is known as a *snip*. Other white areas are called *marks*.

White on the limbs should be described in relation to the bones and joints and **the terms 'stocking and socks' should not be used.** For instance describe as *white to below fetlock* or *white to mid cannon* and indicate if it is higher on inside or in front etc. The colour of hooves should be described and any stripes drawn and described as *striped hoof*.

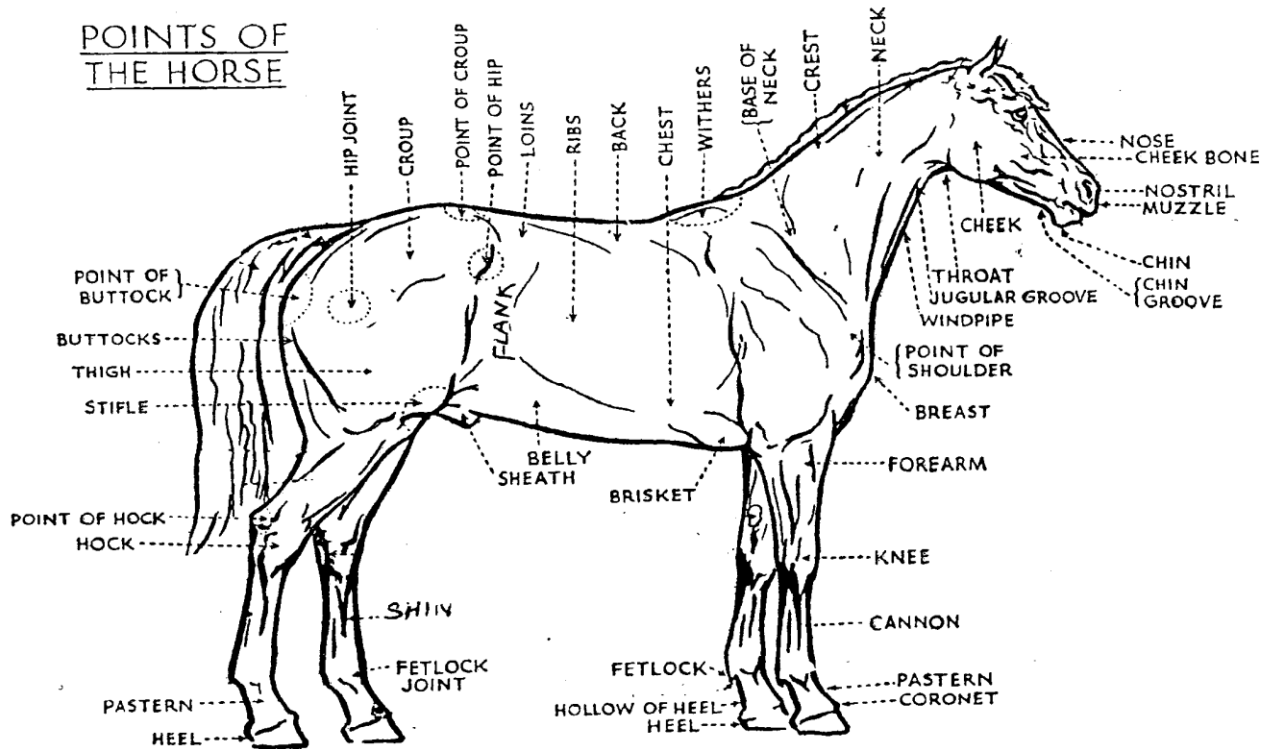
TRANSPONDER. The vet who inserts the microchip should indicate its position on the diagram.

SCARS. These must be indicated by an arrow pointing to the site of the scar.

BRANDS. These must be drawn on the diagram and the details included in the description.

DESCRIPTION AND MARKINGS

WHEN COMPLETING YOUR REGISTRATION APPLICATION PLEASE USE THE INFORMATION PROVIDED BELOW AS A GUIDE.



WHITE PASTERN



WHITE HEEL



WHITE TO FETLOCK

WHITE HOOF



WHITE CORONET

STRIPED HOOF

