

Passports Overview

All equines (horses, ponies, donkeys and related animals including zoo species like zebras) must have a horse passport.

The passport identifies your animal.

Passports help to prevent the sale of a stolen horse, pony or donkey, as the passport proves its identity.

It also states whether your animal can be used for food at the end of its life.

You can declare that your animal isn't intended for human consumption yourself by filling in the appropriate section of the passport (Section IX). This can't be changed later.

If you don't make the declaration in the passport, it's assumed the animal is intended for human consumption at the end of its life.

All horse passports issued since 1 July 2009 must contain a microchip number.

A passport is needed for **each** animal and lasts the animal's lifetime.

It must be with the animal at all times, e.g. if you keep your animal in a livery stable the passport must be kept at the stable.

There are exceptions:

- (a) emergency situations;
- (b) when the horse is stabled;
- (c) at pasture;
- (d) being moved on foot where the passport can be retrieved within 3 hours,
- (e) participating in a training or test of an equestrian competition or event which requires the horse to leave the competition or event venue.

For horses at stable or pasture, the owner or keeper with primary care responsibilities for the horse must be able to ensure that the passport can be produced without delay. Owners who have their horses cared for will need to ensure that the person with primary responsibility for the care of the animal is able to make the passport available and that the passport accompanies the horse if it is being moved in circumstances other than those described above

The passport must accompany the animal whenever it is moved to a show, competitions, sales, when it is sold or moves to slaughter.

Legal responsibilities for horse owners.

The Horse Passport Regulations 2009 sets out specific responsibilities for owners of equines.

Failure to comply may mean that the local authority (usually Trading Standards) takes enforcement action. **The maximum penalty for each offence is £5000.**

1. **Apply for a horse Passport** - You must be the owner of the animal to apply for a horse passport in England. There are different horse identification rules in Wales, Scotland and Northern Ireland.

- You must get the horse microchipped and have a passport before it's 6 months old, or by 31 December in the year it's born (whichever is later). **It's an offence if you don't apply by this deadline.**
- A vet must microchip your animal, and fill out its identification details including a diagram of the animal ('silhouette'), on the passport application form at the same time.
- Your animal will have to be signed out of the human food chain if it's microchipped before you apply for a passport.

2. **Use your horse passport** - You need to produce the passport:

- On demand from a local authority enforcement officer, like a Trading Standards inspector.
- You'll also need it at certain points in your animal's life, such as when you sell or give the animal to someone else or when a vet examines or treats your animal
- **You could get a fine of up to £5000 if you can't show a valid horse passport for an animal in your care.**

3. **When you sell or buy an animal**

- Give the passport to the new owner if you sell your animal.
- Make sure you get the passport of any horse or related animal that you buy.
- Tell the PIO that issued the passport that you're the new owner within 30 days.
- **You could be prosecuted if you don't.**
- Contact your local Trading Standards office if someone tries to sell you a horse or related animal without a passport.

4. **When your animal needs medical attention**

- You need to give your horse passport to a vet before they treat your animal. This tells the vet which category your animal is in and determines which medications it can receive.
- The vet will sign an animal out of the food chain in Section IX before giving it medication that makes it unfit for human consumption.
- Ask a vet if you're not sure whether you need to sign your animal out of the food chain for over-the-counter medications, e.g. wormers.

5. **Death of animal** - If an equine dies or has to be put to sleep then the passport must be returned to the issuing PIO within 30 days to have it invalidated.

6. Replace a lost horse passport

- If you've lost your horse passport you'll need to apply for a new one from the PIO that issued it.
- You won't be able to sell your animal for human food at the end of its working life if it's ever had a replacement passport.
- It is an offence to apply for a duplicate passport unless the original is lost.

7. Import or export a horse or related animal

The rules for importing horses or related animals are different depending on where the animal's coming from.

- **Import a horse or related animal from within the EU**

Any horse or related animal you import from an EU country must have:

1. a valid passport issued by a Passport Issuing Organisation (PIO) in the EU
2. the relevant health checks

- **Import a horse or related animal from outside the EU**

Contact the Animal Health and Veterinary Laboratories Agency if you're importing or exporting a horse or related animal from outside the EU.

If your animal doesn't have a passport, you must apply for one within 30 days of it clearing customs. You could be fined up to £5000 if you don't do this.

Keeping your Passport up to date

As the passport for the horses' life it may periodically need updating. Only you're Vet, the issuing PIO or a government official may update your passport.

It is an offence to change, alter or tamper with the passport in any way, or to fail to return a passport for updating within 6 weeks of notification that the passport does not meet the current legal requirements.

Passports may require updating for the following reasons:

Change of Ownership

A horse cannot be sold without a passport. When a horse is sold the seller must give the passport to the buyer at the time of sale (don't let them send it to you later!). The buyer must contact the issuing PIO and register their new ownership within 30 days.

LSGB Passport – Please complete a Transfer of Ownership form, which must be signed by both the seller and purchaser and return to the LSGB office along with the Passport and the appropriate fee.

Death of Horse

If the horse dies or has to be put to sleep then the passport must be returned to the LSGB office within 30 days to have it invalidated.

Please return the Passport along with a covering letter confirming the date and circumstances of death. If you wish the passport can be returned to you once it has been invalidated.

Lost or damaged Passports

Owners should ensure that passports are kept safely and securely. Note the Passport number the UELN number and the name of the PIO

If the passport is lost, damaged or deteriorates it may no longer be valid and you must return it to the issuing PIO immediately.

For lost Passports provided that the horse's identity can be established by a vet and an ownership declaration is made, you may apply to the original issuing PIO for a duplicate passport. If the horses' identity cannot be established a vet will need to complete an entirely new identification and you must apply for a replacement passport.

The PIO will clearly mark the document as "duplicate" and they will sign Part II of Section IX, declaring the horse as not intended for human consumption.

LSGB Passports – An application for a duplicate/replacement passport must be made, including a vet identification where necessary (including a new DNA sample), and returned to the LSGB office along with the passport (when damaged or deteriorated) along with the appropriate fee.

Veterinary treatment

The passport needs to be available at the time of treatment with a veterinary medicine. All owners must sign the declaration at Part II of Section IX, if substances unsuitable for entry into the food chain have been administered, supplied or prescribed. If the owner declines to sign the declaration, the vet is required to do so after administering, supplying or prescribing the medication.

Owners should note that if the horses' passport is not immediately available to a vet medicine that would exclude that horse from the food chain cannot be administered.

Horse Data/Information Changes

If the horses' information changes such as; the current owner changes address, new keeper address, the horse is gelded, change in colour or a horse passported before 2009 is microchipped, please return the passport to the LSGB office with a covering letter confirming the change and the appropriate fee.

When information/data contained in the passport changes you have 30 days to notify the issuing PIO of the change.

Section IX

In order that LSGB can keep our records up to date, if Part II of Section IX declaring the horse as not intended for human consumption has been signed, please inform the society by sending a covering letter. You do not have to return the passport in this instance.

If your passport does not contain a section IX it is not valid and you must contact the issuing PIO immediately. Where a new Section IX is added to an old passport, the organisation must sign and stamp Part II to declare the equine as not intended for human consumption.

Detecting and preventing fraud

Organisations must carry out reasonable checks to ensure that passports and passport applications are valid and correct. This must include checking applications and returned passports against existing records and sample passports for consistency.

- Organisations must be aware of and where appropriate act upon signs of fraud,
- Any evidence of modification, tampering or fraud including Section IX anomalies must be noted on the organisation's database
- If a passport is identified as suspect the organisation should immediately refer it to their horse passports enforcement authority.
- If an organisation has evidence that an individual or group may be involved in equine passport fraud it must report this immediately to its enforcement authority.

Data Protection

As you are aware The Lipizzaner Society of Great Britain is a Passport-Issuing organisation, and as such has a statutory obligation to provide information on horse passports.

The Secretary of State for Environment, Food and Rural Affairs requires the information in accordance with the requirements set out in the Horse Passports (England) Regulations 2009. You can view a copy of the regulations on the DEFRA website:

The Data Protection Act 1998 sets out terms and conditions under which personal data [i.e. information relating to living individuals] will be processed.

Under the Act data relating to a horse or pony is regarded as 'personal' in that it informs about the assets of the owner(s). This data must, therefore be processed in accordance with the Eight Data Protection Principles.

The Act requires that information must be collected and processed fairly. Both Government and equine organisations, therefore have a responsibility to inform

data subjects [YOU the horse owners/members of our society] about the intention to collect data for DEFRA and its associated 'family' and how that data will be used.

Where a request for personal data is received by a PIO from an enforcement body (Including but not limited to Local Authorities, AHVLA, Police, VOSA, Official Veterinarians, DARD Veterinary Service Enforcement Branch, the courts and the FSA) the organisation must consider the request under the Data Protection Act 1998 and, in particular, consider whether the exemption provided for in section 29 of the DPA (data processed for the prevention of crime etc) applies. Where the criteria of the exemption are met, PIOs would be expected to release the information requested directly to the requestor. Please note that organisations are expected to work in support of the Competent Authority and enforcement authorities in enabling the efficient and effective operation of the regime.

Defra

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08459 33 55 77

DECLARATION REGARDING DISCRIMINATION

In order to comply with commission decision 92/353/EEC/ Commission Regulation EC 504/2008 Article 14(3). The Lipizzaner Society of Great Britain declares that there will be no discrimination between members or operate on the basis of equal opportunities and non-discrimination on behalf of members. None of these should receive more or less favourable treatment on the grounds of:-

- Race
- Colour
- Ethnic or national Origin
- Gender
- Sexual orientation
- Marital status
- Disability
- Religion
- Types of breed of horses to be registered

Complaints and Appeals

Should you have any concerns or complaints please contact us direct in writing. We will provide:

- Written acknowledgement of receipt of the complaint or appeal will be provided by return;
- Written confirmation will be provided within 15 days of how the complaint is to be dealt with;
- In exceptional circumstances where this deadline cannot be met, a holding reply explaining the reason for delay must be sent within 5 working days.
- Written confirmation of the outcome, including any procedures to appeal that outcome.