

BHS Passport Change of Equine Name Form

The BHS is only able to make changes to passports originally issued/over stamped by the Society. We cannot process any passport issued by another organisation.

IMPORTANT: NAME CHANGES ARE SUBJECT TO APPROVAL BY THE OFFICE, YOU SHOULD CONTACT US BY TELEPHONE OR EMAIL TO CHECK WHETHER WE CAN CHANGE THE REGISTERED NAME OF YOUR EQUINE BEFORE SUBMITTING THIS APPLICATION: (Tel: 02476 840517 Email: passport@bhs.org.uk)

Please enclose your BHS passport with the completed form and payment. The price of updating the equine name is £12.50. The Fast Track service costs an additional £25.

Current Registered Name of Equine:

Passport Number:

Date office contacted to request name change:

Name of agent that approved name change:

New Equine Name:

Please note that the original registered name on the passport may still appear in brackets beside the new registered name.

Name of owner(s):

Address:

..... Postcode: Tel No:

Email:

Signature of owner(s):

Personal information that you supply to us may be used in a number of ways. For example: to contact you about a passport application process or to share the passport information with DEFRA and other Passport Issuing Organisations, in order to fulfil our legal obligations. Please see our Privacy Policy on our website for more information on how we look after your personal information.

The British Horse Society will accept no responsibility for loss of or damage to documents in the post

I would like to **Fast Track** my application for an additional £25.

Fast track applications are processed within one working day subject to the correct paperwork and returned **1st Class Signed ForTM**. All passports, other than Fast Track, are returned **2nd Class Signed ForTM**.

Payment details – PAYMENT MUST BE MADE WITHIN 45 WORKING DAYS - FAILURE TO MAKE PAYMENT DURING THIS TIME FRAME WILL RESULT IN THE APPLICATION BEING TERMINATED.

I enclose my cheque/postal order made payable to 'THE BRITISH HORSE SOCIETY' to the value of £.....

Please call me to take a credit card payment – **YOU WILL BE CALLED FROM 02476840527**

Upon receipt of the change of equine name form, the BHS will complete the required changes within 10 working days. Fast Track applications will be processed within one working day. Please be aware that incorrect paperwork can cause delays.

The British Horse Society, Passport Department, Abbey Park, Stareton, Kenilworth, Warwickshire CV8 2XZ

Tel: 02476 840517 Email: passport@bhs.org.uk www.bhs.org.uk