

# BHS Passport Change of Address Form

The BHS is only able to make changes to passports originally issued/over stamped by BHS.

Please enclose your passport with the completed form, recent utility bill (a copy is accepted) and payment.

The price of updating the address details is £12.50. The Fast Track service costs an additional £25.

Name of equine: .....

Passport Number: .....

**Previous address on passport:**

Name(s) of owners: .....

Address:.....

..... Postcode: ..... Tel No: .....

**New Address:**

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 **1<sup>st</sup> Class Signed For<sup>TM</sup>**. All passports, other than Fast Track, are returned **2<sup>nd</sup> Class Signed For<sup>TM</sup>**.

**Payment details: PAYMENT MUST BE MADE WITHIN 45 WORKING DAYS – FAILURE TO MAKE PAYMENT WITHIN 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 02476840517**

**Upon receipt of the change of address 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.**