

# Change of address form



## To apply for a BHS equine passport owner change of address:

- 1) Change of address form must be completed and signed (by all registered parties if applicable)
- 2) Select payment and processing method on form - change of address service **costs £12.50**
- 3) Submit BHS equine passport to the below address with the completed form & proof of address - **BHS will not update any passport not issued/overstamped by BHS**

The application will be processed within 10 days of arriving with BHS Passport Office, subject to correct paperwork

For further information, contact the office: 02476840517 (option 4) / [passport@bhs.org.uk](mailto:passport@bhs.org.uk)

**British Horse Society (Passports)**

**Abbey Park, Stareton, Warwickshire CV8 2XZ**

**Equine Name:** \_\_\_\_\_

**UELN (passport number):** \_\_\_\_\_

### Current Address Details:

**Name(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ **Post code:** \_\_\_\_\_

### New Address Details:

**Name(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ **Post code:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Signature(s):** \_\_\_\_\_

I HEREBY CERTIFY THAT THE PARTICULARS DETAILED HEREIN ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF

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.

**Processing & Payment (tick as appropriate) - BHS will accept no responsibility for loss or damage to documents in the post.**

**Payment must be made within 45 working days. If payment has not been made within 45 working days, the application will be terminated and the form destroyed.**

☐ **Standard service:** £12.50 (processed within 10 working days, returned via Royal Mail 2<sup>nd</sup> Class Signed For <sup>TM</sup>).

☐ **FastTrack Service** £37.50 (processed within 1 working day, returned via Royal Mail 1<sup>st</sup> Class Signed For <sup>TM</sup>).

☐ Call me to take card payment via telephone

☐ Enclosed cheque/postal order (payable to The British Horse Society)

☐ Invoice account (registered businesses only) - PO Number: \_\_\_\_\_