

# Change of ownership form

This form must be used to apply for a BHS passport change of ownership, within 30 days of the new owner acquiring the animal. Owners must be aged 16+ in order to be named as registered owner in a BHS passport.

The equine passport is not legal proof of ownership of an equine. By signing this document, you confirm that you have lawfully obtained the animal.

British Horse Society will not take responsibility for ownership disputes. In the event of an ownership dispute regarding an animal registered with BHS, you must notify BHS immediately so that we can flag the animal on our system to prevent any attempts to update the passport until the dispute is resolved with all parties.

## To apply for a BHS equine passport change of ownership:

- 1) Change of ownership form must be completed and signed by **all intended registered owners**
- 2) Select payment and processing method on form - change of ownership service **costs £17.50** for horse owners (£14.50 for registered equine charities)
- 3) Submit BHS equine passport to the address below with the completed form - **BHS will not update any passport that was 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**

**Registered equine Name:** \_\_\_\_\_  
**I wish to change the registered equine name for an additional fee of £12.50**

**New equine name:** \_\_\_\_\_

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

**New owner details - to be completed by all intended registered owners (aged 16+ only):**

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

**Date(s) of birth:** \_\_\_\_\_ **(mandatory for all intended owners)**

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

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

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

**Signature(s):** \_\_\_\_\_ **(mandatory for all intended owners)**

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 change of ownership:** £17.50 processed within 10 working days, returned via Royal Mail 2<sup>nd</sup> Class Signed For™.

**Standard service change of ownership & name change:** £30

**FastTrack service change of ownership:** £42.50 processed within 1 working day, returned via Royal Mail 1<sup>st</sup> Class Signed For™.

**FastTrack service change of ownership & equine name change:** £55

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: \_\_\_\_\_