



NORTHERN IRELAND HORSE BOARD **Guidelines for Completion of Passport Application Form**

Important Points

Application forms must be fully completed unless stated otherwise. Incomplete applications requiring re-submission will be liable for a £5 fee.

Prices are correct at the time of printing and will be subject to change, please contact the NIHB office if you wish to confirm current prices.

Any new passport issued when the animal is over 6 months of age or after its year of birth will be stamped REPLACEMENT and permanently marked **out** of the food chain. *Applications should reach the NIHB office by 30th November in the year of birth to avoid being identified as a replacement passport.*

It is an offence to apply for a new passport for a horse if you are aware that one already exists.

A 24 Hour Fast Track service is available for the additional cost of £20, which includes return post via Royal Mail Special Delivery (1pm). Please mark the outside of your envelope 'Fast Track'. In order to use this service the application form must be correctly completed otherwise the application will be returned.

New Passport Applications

Equine marking charts must be completed in ink, with the description typed or written clearly in block capitals.

The location of the microchip implanted in the animal must be marked on the silhouette with **(M)**

The Veterinary Surgeon must sign and stamp the chart in the appropriate place and record their RCVS number.

White markings must be indicated with red ink.

Whorls should be marked with an **X**

If the animal has no markings please state this in the written description.

Where appropriate, marks such as scars should be marked with a **V** and detailed in the written description.

A 15 digit ISO microchip must be implanted in the animal, the barcode sticker should be placed on the chart in the appropriate place.

Passports will be issued within 10 days providing the application has been correctly and fully completed.