

# BHS Passport Change of Ownership Form

The  
British  
Horse  
Society

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

The cost of transferring ownership is £15 (or £10 for equine charities); this is exclusive of any postage other than second class mail. Please complete the form in BLOCK CAPITALS and return to the address at the bottom of the form, along with any proof of purchase you have and the horse's passport. Please only send photocopies of receipts as we cannot guarantee they will be returned. We are unable to transfer ownership to children under the age of 16; ownership must be in the parent or guardian's name. If the horse is jointly owned, we do require all owners' signatures to be on this form. Current and new owners of the animal need to sign this form. Please contact the BHS passport office if you have any queries.

Upon receipt of the Change of Ownership form, the BHS will complete the required changes within 10 working days. Fast Track applications cost an additional £25, will be processed within one working day and are only payable by card. Please be aware that incorrect paperwork can cause delays.

Registered Name of Horse ..... Passport Number 826004500 .....

Name and address of current registered owner(s) .....

Signature(s) of current registered owner(s) .....

Name(s) and address(es) of new owner(s) .....

Tel: ..... Email: .....

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

Signature of new owner(s) .....

☐ I would like my documents returned by Second Class Recorded Delivery (Signed For<sup>TM</sup>). Please note that there is an additional charge of £3 per passport for this service.

☐ I would like my documents returned second class at no additional charge.

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. I understand that incomplete paperwork may cause a delay.

The British Horse Society is registered under the Data Protection Act (1998). Please tick here if you are happy to receive occasional emails from the BHS about its work. ☐

## Payment details

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

☐ Please charge my Switch/Visa/MasterCard to the sum of £.....

Card number 

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Issue Date: ..... Expiry Date: ..... Security Code: .....

Name of cardholder as stated on card: .....

Address of cardholder (if different from above): .....

..... Postcode:.....

Signature of cardholder: .....

**PLEASE NOTE:** The British Horse Society will not get involved in ownership disputes. On being made aware of a dispute, the BHS declines to make any amendments to its records until all parties have resolved the dispute.

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

**Tel: 02476 840517**

**Email: [passports@bhs.org.uk](mailto:passports@bhs.org.uk)**

## OFFICE USE ONLY

Date despatched: