

Horse Passports 101

Application

To apply for a new passport: (1) the horse must be life recorded; (2) all owners must be active members of USEF; (3) The owner must be a US citizen. Non-citizens may only apply for FEI Passports with the permission of their own National Federation. Although not required to be USEF members, non-citizens must be members of their National Federation in the country of their citizenship and the horse must also be recorded with that Federation.

Passport applications can be downloaded from our website, www.usef.org, or an application can be sent out from USEF by fax, mail, or email. The application must be completed legibly according to the directions and mailed or faxed back to USEF. A passport cannot be issued unless the owner is an active senior member and the horse is life recorded. Once all information has been verified, a passport will be issued to the horse. The passport will be sent along with a packet of information for you and your veterinarian explaining how to complete the passport. FEI Horse Passports cost \$300 and USEF National Passports cost \$50 payable by check, MasterCard or Visa, which must be submitted at the time of application. Allow four to six weeks from start to finish for the passport to be validated and ready for competition.

Completing the Passport

Familiarize yourself with the passport, the horse identification booklet, and the passport directions provided. Make certain that these documents are then given to the veterinarian for use in completing the passport. The cover page of the passport has the horse's name, passport number, and the issue date. FEI Passports also have expiration dates and must be revalidated every four years. This passport will remain with the horse for the remainder of its life. The next area to review is the Details of Ownership section. The date will already be filled in but the owner of the horse will need to complete the rest of the information on that line including their name, complete address (no P.O. boxes), nationality, and signature.

Next, a licensed equine veterinarian must examine the horse and document their findings in the passport itself. At this point it is imperative that all material sent with the passport be read carefully-especially by the veterinarian, but also by the owner. Passports are often returned for corrections because the directions were not followed completely and correctly. On the last page of the directions, there is a sample diagram sheet that the veterinarian can use to practice before permanently marking anything in the passport.

When the veterinarian has completed the diagram and description pages they must document that the horse has had its primary series of influenza vaccinations. The primary series consists of two influenza vaccinations using the same method of administration (IM or IN) given between 21 to 92 days apart. A booster vaccination must be administered within every **SIX MONTHS** following the primary series. The booster can be intramuscular or intranasal. This information must be entered in the passport on the influenza pages: date of administration, place, country, name of vaccine, batch number, vet stamp and signature. All details must be recorded in order for the vaccination(s) to be considered valid. Only the veterinarian who administers the vaccine to the horse may record the inoculation in the passport. Transferring vaccines on behalf of another veterinarian is not acceptable. Make sure the veterinarian signs and stamps the passport in the appropriate places (see directions sent with new passports for examples).

When the passport has been completed, it must be returned to USEF for review and validation. Please note that upon processing at USEF, passports are shipped to the owner at the address listed in the passport unless a written request from the owner is returned with the passport.

Name Changes

Name changes in passports are highly discouraged by the FEI. In order to change the name of a horse once it has been issued a passport, the FEI Passport Name Change Application signed by the owner requesting the name change must be submitted with the passport and the fee of \$800. Passports sent to USEF with influenza vaccinations that are not properly documented and up to date will not be processed.

Change of Ownership

When a horse with a passport changes owners the passport must be given to the new owner. The new owner must transfer the USEF Horse Recording into their name. The fee to transfer the Horse Recording is \$60. This must be sent to USEF with a bill of sale or the horse's USEF Horse Recording Certificate signed by the previous owner(s) of record. Then, if you have a red-covered FEI Passport or a USEF National Passport, fill out the new owner's name, address, nationality and signature, under the previous owner's name on the Details of Ownership page in the passport. Please do not date this page. If you have the new purple-covered FEI Passport, sign in the next available signature box (to the right of where the new ownership sticker will be placed) on the Details of Ownership Page. A completed Change of Ownership/Nationality application and a \$30 fee are required along with the passport. Passports sent to USEF with influenza vaccinations that are not properly documented and up to date will not be processed.

If the horse is purchased from a non-U.S. citizen and has an FEI Passport, not a national passport, (FEI Passports have red or purple covers with the seal of the FEI) the horse must undergo a Change of Nationality if the horse is going to compete in FEI competitions. You will need to **life record** your horse with USEF. Then, the new owner must fill out the Details of Ownership Page in the passport as directed above. The completed Change of Ownership/Nationality application and a \$30 fee must also be submitted. Passports sent to USEF with influenza vaccinations that are not properly documented and up to date will not be processed.

Recognition Cards:

When a horse has a national passport that is approved for use by the FEI, that document can be upgraded to an FEI passport. A Recognition Card is bound to the existing national passport to create an official FEI passport for competition. By doing this, the diagram and vaccination records of the horse can be preserved for future use. The existing national passport must be sent to USEF with an application for an FEI Recognition Card and payment of \$250. National passports sent to USEF with influenza vaccinations that are not properly documented and up to date will not be processed. Once the Recognition Card is issued, the owner must sign in the new FEI section and return the Recognition Card to USEF for validation.

Duplicate Passports

A Duplicate passport is necessary when an entire passport itself is lost or when certain pages of the passport are **filled, damaged or lost**. **The pages that necessitate duplication of a passport are the Ownership, ID of the Horse Described in this Passport, and Influenza Only pages. It is NOT mandatory to obtain a duplicate passport when the Vaccines Other than Equine Influenza pages are full. These vaccines may be kept under separate cover, such as a vaccination booklet or on letterhead from the veterinarian.**

To obtain a Duplicate you must return the filled or damaged passport (if available), along with a completed Duplicate Passport application and the necessary fee. The cost of a Duplicate FEI Passport when the original is filled is \$100. If the passport is damaged or lost the cost is \$300. The cost of a Duplicate USEF National Passport is \$50 whether the passport has been lost, damaged, or is full. Passports sent to USEF with influenza vaccinations that are not properly documented and up to date will not be processed. New passports will not be issued to horses with existing passports—a duplicate passport must be applied for.

Once the application, passport (if available) and fees are received, a Duplicate passport, similar to a new passport, will be issued. It will be blank and must be completed by your veterinarian. Then it must be returned to USEF for validation.

Revalidation Stickers

FEI Passports stay with the horse for life but must be revalidated every four years. The expiry date is on the front page of the passport or on the back page of the FEI section of a Recognition Card. This requires a Revalidation Application and the \$175 fee. Do not send the passport to USEF, only the application (except in cases when the passport also needs other passport services such as a Change of Ownership/Nationality). Once the application and fee are received a sticker will be issued. The sticker must be placed on the front page of the passport in the appropriate box to the right of the issue/expiration dates.