



Patron of the Society  
Her Majesty the Queen

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**Cleveland Bay Horse Society**  
Registered Charity No. 29387

## GUIDANCE NOTES FOR COMPLETION OF PART BRED APPLICATIONS

By law every horse should have a passport whilst still a foal so there is no scope for error on its foaling year. Legally the passport should have been applied for by the time the animal is 6 months old (or 30<sup>th</sup> November of its foaling year whichever gives most time) but it is better to apply late than not at all. Anyone caught by their Local Authority without a passport for each equine may face prosecution. Failure to comply can be punishable by a fine of £5000, or 3 months imprisonment. From 1 January 2016, if horses are registered outside the time limits the Passport issuer is required to sign Part II of Section II of the passport so that the animal may never enter the food chain. The Passport will also be stamped 'Duplicate' throughout.

With effect from 1 July 2009 a passport can only be issued to a horse (of any age) if it has been microchipped. The microchips (with 15-digit numbers) should be obtained via your vet and the vet must mark the location of the chip with an 'm' in a circle on the ID chart. Microchipping is not a legal requirement for non-EU registered horses but is **STRONGLY** recommended to aid identification in cases of dispute.

### ELIGIBILITY

To be eligible for the CBHS Part Bred Register an animal should have at least one great grandparent entered with a name and a number in the Cleveland Bay Horse Society Stud Book (pure). (Minimum of 12.5% Cleveland Bay blood eligible for registration)

### BREEDING

DNA parentage testing is recommended but not mandatory for animals entering the CBHS Part-bred register, unless the owner wishes to demonstrate pedigree that cannot be proven any other way. The exception to this is any filly that may be eligible for grading up, and it is *recommended* that such a filly is DNA tested upon initial registration. The owner will be responsible for producing evidence and resolving any pedigree query to the satisfaction of the CBHS as a PIO. The Society may accept applications where the breeding is not proven but the passport will be stamped accordingly. See below for guidance on Part-bred passport requirements.

- Basic Part-bred CB passport – non-DNA verified, only CB pedigree noted, a covering/AI certificate/confirmation should be provided, or if the foal is out of a registered pure or part-bred mare £25 member/£35 non-member (CB DNA UNVERIFIED)
- Part-bred passport - DNA verified passport (CB pedigree) to prove the horse/foal is a part CB. Please note the hair sample taken by your Vet must accompany the application form. (PARTIAL DNA VERIFICATION (CB PART ONLY) (total £75 member/£85 non-member)
- Part-bred passport to include fully verified non-CB parentage as well as CB parentage. Owner to cover CB DNA costs, and any costs incurred from another PIO/Stud Book must be covered by the applicant prior to release of the passport. *The owner will be required to provide a copy of any passport from another PIO where applicable to evidence the foal's non-CB pedigree from its Dam, and a covering/AI certificate/confirmation for the Sire.* (£75 member/£85 non-member). You will be advised of any additional costs that may be incurred prior to ANY DNA testing commencing. International applications should include £10 additional postage fee for up to 3 passport applications, £20 for 4 to 6 applications.

### IDENTIFICATION CHART

The identification chart must be printed on A4 (8.27" x 11.69") paper and completed by a Veterinary Surgeon. It must be completed neatly, as it will be copied directly into the passport, and record at least 5 identifying features enabling the animal to be positively identified if a microchip scanner is not available. If you are unable to find three whorls (simple or linear) then EU law requires the chestnuts to be drawn. The diagram and text must match.

## EXTENDED PEDIGREES

The extended pedigree in the passport goes to one generation further than this form. If further breeding is known, please attach on a separate sheet.

## OVERSTAMPING

Part-breds registered with other PIOs may apply to have their passports overstamped by CBHS. The link to a named purebred Cleveland Bay will have to be proven and, if necessary, this may be done using DNA verification against the named pure Cleveland Bay parent if the relevant DNA is held on the Society's file. If DNA needs to be taken to provide documentary evidence then the appropriate fee must be included with the application. If unsure please contact the CBHS office. It may be that the horse to be overstamped already has had DNA taken, in which case we need approval to use it.

If a passport only shows the breeding as 'CB/TB', for example with no other information available, the Society's DNA records will not be able to help identify the unknown CB, and over stamping will not be possible.

To apply for an over stamp, please send your horse's passport together with the fee of £30 Non-members (£25 Fully paid up CBHS members), plus any documentary or DNA evidence. Where a DNA is required to be tested the fees are £50 on top of the above fees. You will also need to submit a hair sample (ensure roots are pulled) for this purpose. International applications add £10 postage fee for up to 3 passports presented.

## ENTRY REQUIREMENTS

If you cannot meet any of the requirements on this form please contact the Society, who will try to help you.

### PLEASE HELP US TO HELP YOU

**PLEASE** use this list to check all applications for registration before sending them to the Society.

#### HAVE YOU ENCLOSED?

- The appropriate Registration Fee.
- The Sire's covering certificate or other documentary passport evidence – is it valid for the correct stallion and year and are any copy passports provided complete and readable?
- If required - a hair sample including the root for DNA (collected by a vet at the time of completing the ID chart in a sealed bag and signed by the vet). **PLEASE SEE INSTRUCTION DOCUMENT "HAIR SAMPLES FOR DNA TESTING" ON CBHS WEBSITE FOR HAIR COLLECTION REQUIREMENTS.**

#### HAS THE REGISTRATION FORM BEEN COMPLETED?

- Name, sex, date & place of birth, breeder's details, owner's details if applicable.
- The Breeder's declaration
- The ID chart signed by a vet and the microchip number and location noted.  
(Note microchips are optional for non-EU breeders but **strongly** recommended to aid identification in case of disputes.)

Incomplete or incorrect applications take up valuable office time and **WILL DELAY THE ISSUE OF A PASSPORT**, incomplete documentation may incur resubmission charges of £10, or more.

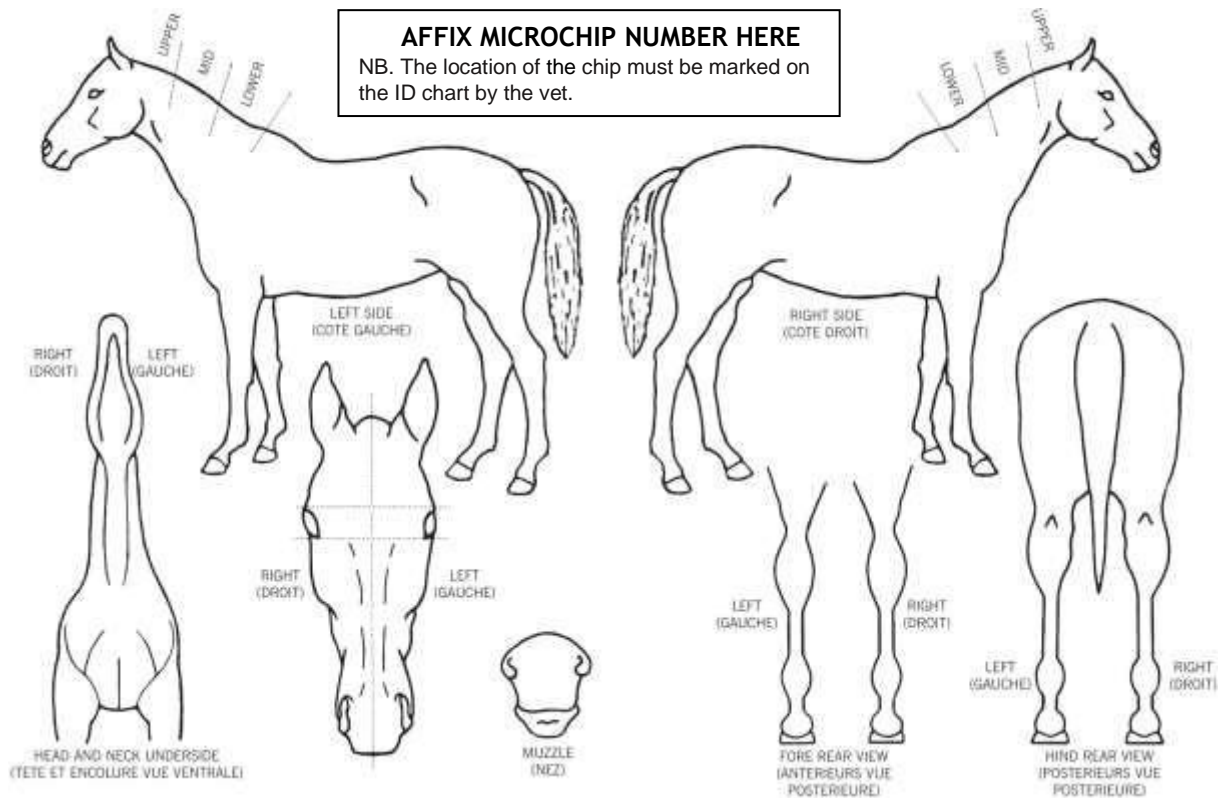
## PREFIX USE

**ARE YOU USING A PREFIX FOR THE NAME OF YOUR HORSE?** – Please refer to the prefix rules on the website here [http://www.clevelandbay.com/images/uploads/PREFIX\\_RULES\\_AMENDED-converted\\_1\\_1.pdf](http://www.clevelandbay.com/images/uploads/PREFIX_RULES_AMENDED-converted_1_1.pdf)  
Please ensure the prefix is registered for use with the Cleveland Bay Horse Society by the person registering the horse. If you wish to apply for a new prefix or wish to extend a prefix you already own for use with the CBHS the form can be downloaded from here [https://www.centralprefixregister.com/registration\\_form.pdf](https://www.centralprefixregister.com/registration_form.pdf). Any queries regarding a prefix should be addressed to the Central Prefix Register here <https://www.centralprefixregister.com/>

\*\*Please note if you choose to use 2 or more names to name your horse, e.g. Joseph Bloggs, and you intend to use "Joseph" again in the future as a prefix on a second horse, you will need to check if "Joseph" is already in use as a prefix by another person (in which case you may wish to choose an alternative). You will only be allowed to use the first part of a name i.e. "Joseph" once if it is not registered to you as a prefix and if it is not already registered to you with the Central Prefix Register.

**PART BRED ENTRY FORM - CLEVELAND BAY HORSE SOCIETY**  
P.O. Box 298, Crook, DL14 4GT Tel: 07895 535147  
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<b>OWNER'S NAME AND ADDRESS</b>		<b>BREEDER'S NAME AND ADDRESS</b> (if different)	
<b>OWNER'S NATIONALITY*:</b> (*This determines the nationality of the horse for FEI competition purposes.)			
<b>HORSE'S NAME:</b> (please tick if a registered prefix is included)		(NB Max 35 characters inc spaces)	
1st Choice:			
2nd Choice:			
<b>Sex:</b> If castrate, please give date of operation:	<b>Colour:</b>	<b>Date of Birth:</b> <b>Place of Birth:</b>	
<b>Sire:</b>			
<b>Sire's Sire:</b>		<b>Sire:</b>	
		<b>Dam:</b>	
<b>Sire's Dam:</b>		<b>Sire:</b>	
		<b>Dam:</b>	
<b>Dam:</b>			
<b>Dam's Sire</b>		<b>Sire</b>	
		<b>Dam:</b>	
<b>Dam's Dam</b>		<b>Sire:</b>	
		<b>Dam:</b>	
<b>REGISTRATION FEES</b>			
1. Registration fees <b>must</b> accompany this form. <b>Members' Fees</b> £25 <b>Non-members Fees</b> £35 (If DNA is required to be tested please add £50 to the above fees (plus £10 for international postage of up to 3 applications/ £20 for 4-6 applications)).			
2. The Sire's Covering Certificate or other documentary (or DNA) evidence must accompany this form.			
3. Please enclose the completed ID chart.			
<b>PREFIX</b> <b>**</b> (please refer to page 2 above)		office use Prefix Checked? <input type="checkbox"/> CPR Registered? <input type="checkbox"/> CBHS Used Previously? <input type="checkbox"/> CPR Named Owner Is <input type="checkbox"/>	
Does the above name include a prefix? Yes/No If Yes above, have you used this prefix before? Yes/No Is the prefix registered with CPR in your name and with the CBHS?			
<b>CERTIFICATE:</b> I, the undersigned, declare that this animal is correctly described in this document and that no other passport has been issued.			
Signature of Breeder/Owner .....Date .....			
<b>Name in BLOCK CAPITALS:</b>			



PLACE AND DATE OF IDENTIFICATION <i>Circonscription et date</i>	SIGNATURE AND STAMP OF VETERINARY SURGEON OR COMPETANT AUTHORITY <i>Signature et cachet du vétérinaire agréé (ou de l'autorité compétente)</i>
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**DESCRIPTION TO BE TYPEWRITTEN OR COMPLETED IN BLACK INK - BLOCK CAPITALS**

The recommended procedure for identification is described in the FEI booklet 'Identification of Horses'. The diagram and written description must agree and must be sufficiently detailed to ensure the positive identification of the animal in future. Feet should always be described. White markings to be shown in 'RED', whorls to be shown thus 'X'. \*If less than 3 whorls (simple or linear) then please include an outline of each chestnut on table overleaf. Mark the location of the chip with an 'm' in a circle on the ID chart. †Information supplied by owner.

† Name of Animal ( <i>Nom</i> )		Colour ( <i>Robe</i> )	Sex ( <i>Sexe</i> )	† Date of Birth	Height if Adult
Head ( <i>Tête</i> )		Neck ( <i>Encolure</i> )			
Fore Limbs	LF ( <i>Ant G</i> )	LH ( <i>Post G</i> )			
	RF ( <i>Ant D</i> )	RH ( <i>Post D</i> )			
Body ( <i>Corps</i> )		Acquired Marks			

<b>CERTIFICATE</b> to be signed by the Veterinary Surgeon: I certify that this animal has been microchipped and that no evidence of previous microchip has been detected.	NAME in capitals ( <i>nom en lettres capitales</i> )
Address ( <i>Adresse</i> )	

Signature ( <i>Signature et cachet du vétérinaire agréé (ou de l'autorité compétente)</i> )	Date
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## Chestnuts

The outline of each chestnut must be drawn in the appropriate square for all horses without markings and with less than three whorls.

### Châtaignes

Pour tous les chevaux ne présentant aucune marque et ayant moins de trois épis, le contour de chaque châtaignes doit être dessiné dans le carré correspondant.

<b>Foreleg Right / Antérieur droit</b>	<b>Hindleg Right / Postérieur droit</b>
<b>Foreleg Left / Antérieur gauche</b>	<b>Hindleg Left / Postérieur gauche</b>

Name of Animal:

Signature of Vet completing registration form:

Date:



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## **Cleveland Bay Horse Society**

Registered Charity No. 293872

### **Legal Responsibilities of Owners in relation to Equine Passports**

#### **Passports**

It is a legal requirement for all horses and ponies to be issued with a passport. Horse Passport law is governed by the commission Regulation EC 504/2008, and in England by the Horse Passport regulations 2009, and where applicable, any subsequent amendments or successors to these regulations. Passports are required throughout the EU for identification, effective disease control and in order to protect the human food chain.

Owners and keepers with primary responsibility must ensure their horses are correctly identified and be able to produce the passport without delay when required. All horses, ponies, donkeys and other *equidae* are required to have a passport from 6 months of age, or by 30<sup>th</sup> November in the year of their birth, whichever is the later.

A horse's passport must be kept with him at all times. This includes any time the horse leaves the yard, such as to go to a show, on loan or away for schooling. It is illegal to travel a horse without their passport, unless they are being transported for emergency veterinary treatment. The passport must be produced within three hours of it being requested by enforcement agencies. The passport may be requested at any time but the most common situations where a horse's passport will be requested include:

- When the animal is moved into or out of Great Britain;
- When the animal is used at a competition;
- When the animal is moved to new premises;
- When the animal is presented at a slaughterhouse for slaughter;
- When the animal is sold;
- When the animal is used for breeding purposes.

The passport must accompany the horse at all times, except:

- When stabled or on pasture and the passport can be produced without delay;
- When it is moved temporarily on foot in the vicinity of the holding and the passport can be produced without delay;
- When it is moved on foot between summer and winter grazing and the passport can be presented at the holding of departure;
- Un-weaned and accompanied by its dam or foster mare;
- When it is participating in training or competition which requires them to leave the event venue;
- When moved or transported under emergency conditions. Vets will require the passport when prescribing many common veterinary medicines, (for example "Bute") and will ensure the horse in question is then permanently excluded from the human food chain by signing Part II of Section II of the passport.

The Meat Hygiene Service (MHS) is responsible for enforcing the checks carried out at slaughterhouses, and Local Authorities (Trading Standards Departments) are responsible for enforcing the law elsewhere. As with all government legislation, there are penalties that may be applied by the courts for non-compliance. Most offences have a fine of up to £5,000, two years imprisonment or both.

Applications for equine passports can only be accepted for microchipped animals and the owner or keeper must ensure that the equine does not already have an existing passport. When the passport is received, it should be carefully checked to ensure all the details are correct, and then signed where required on the owner's page.

No animal may have more than one passport. Passports are the property of the Passport Issuing Organisation (PIO) and the passport must be returned to the issuing PIO:

- If the animal changes ownership (within 30 days);
- If any updates are required (for example: update of adult colour, castration)(within 30 days);
- If extra pages are required for vaccination records, etc;
- If the document is damaged;
- If a veterinary surgeon has completed and signed Part II of Section II of the passport (within 14 days);
- When the animal dies (within 30 days).

### **Late Passports**

Passports may still be acquired for horses older than the passport deadline, provided there is no existing passport for the animal. Applications should be made to the appropriate PIO for the breed of the horse and should include appropriate checks and fees. Before the passport is issued to the owner, the issuing PIO will sign Part II of Section II to permanently exclude the horse from the human food chain. The passport will also be stamped 'Duplicate' throughout.

### **Duplicate Passports**

If a passport is lost, a duplicate may be requested from the original PIO. On receipt of appropriate fees and checks, a duplicate passport may be issued, in which Part II of Section II will have been signed by the PIO, to permanently exclude the animal from the human food chain. The duplicate passport will be stamped as a duplicate, and should the original passport ever be found, it must be returned to the issuing PIO immediately.

### **Transfers of Ownership**

The horse passport does not constitute proof of ownership of the horse. However, it is a requirement under the Horse Passport (England) Legislation to register a change of ownership with the relevant PIO within 30 days of acquiring a horse. The issuing PIO may require a completed transfer form and fees.

It is an offence to sell a horse without a passport. Sale of any horse should not be completed if the passport has not been provided. The passport must match the horse in question. If the purchaser does not receive the horse's passport, they will also be committing an offence when transporting the horse to its new home.

### **Return of the Passport**

**In the event of the death of any horse, the passport must be returned to the issuing PIO for cancellation within 30 days of the death. Owners may request the return of a passport following cancellation. Any such returned passport will be clearly stamped 'invalid' to prevent any fraudulent use. Slaughterhouses will return passports to the PIO concerned directly.**

## Breaches of the Regulations

A breach of regulations will occur in the following circumstances:

- Where a passport is applied for outside of the statutory time limit (6 months from the date of birth or before 30<sup>th</sup> November in the year of birth, whichever is later). This is with the exception of rescued equines and those who have purchased a horse without a passport;
- Where a passport is applied for when one already exists for that animal;
- Failure of a new owner to update owner details within 30 days. This applies regardless of the length of time the person was in possession of the equine;
- Failure of an owner to return a passport for updating within 6 weeks of notification that the passport does not meet the current legal requirements;
- Signs of unofficial changes to passport details, tampering or fraud.

### NON-EU BREEDERS/OWNERS

These regulations are not mandatory for non-EU breeders/owners, however, it would greatly aid the Society's records and breeding programmes if passports were returned to the Society:

- If the animal changes ownership (within 30 days);
- If any updates are required (for example: update of adult colour, castration)(within 30 days);
- If extra pages are required for vaccination records, etc;
- If the document is damaged;
- If a veterinary surgeon has completed and signed Part II of Section II of the passport (within 14 days);
- When the animal dies (within 30 days).

If any alterations are required, for example; an update of adult colour, acquired marks, castration, please inform the Society by email. These changes will be kept on the database and added to the passport the next time it is returned to the Society;