# How to change a Horse Name on the FEI Database

If a horse wishes to change its **Current Name**, this may be liable to a financial charge.

The horse' **Birth Name** must always remain its first registered name which can be found on it's National Passport.

Please click here to view the **Financial Charges and the Horse Name Change Guidelines**.

**Step 1:** To change a horse name, you must type the new **Current Name** in the box and choose an option from the Kind of Change drop down list. You must then click on SAVE at the bottom of the page.

FRAC INCO	06061 - VISMI (FRA) MPLETE RECORD		Suggest updated	information
Birth Name * Current Name *	VISMI	Last Change Kind of Change 🛈	05/01/2009	history
Commercial prefix or suffix Use Commercial prefix or suffix a Complete Name	as ® Prefix ○ Suffix		Change of Horse Name & Commercial Prefix or Suffix (1'000,- CHF)	
Shorten Name  Horse Info	JUGAR		Addition of Non Commercial Pretix of Sumx & Name Shortening (200 CHF) National Sport Name (Free of charge) Other change requiring FEI validation	

If the **Birth Name** was incorrectly entered on account creation, this can be corrected at any point choosing "Other change requiring FEI validation".

Please Note: This will only be exempt from being invoiced if we can check this correction on a copy of the national passport or breed/birth certificate uploaded to the FEI Database or sent to the FEI for confirmation: <a href="mailto:passport@fei.org">passport@fei.org</a>

**Spelling mistakes** can be corrected also by choosing "Other change requiring FEI validation".

Please Note: This will only be exempt from being invoiced if we can check this correction on a copy of the national passport or breed/birth certificate uploaded to the FEI Database or sent to the FEI for confirmation: <a href="mailto:passport@fei.org">passport@fei.org</a>

The relevant sticker needs to be printed - please refer to **Step 3**.

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**Step 2:** If a **Commercial Name** (prefix/suffix) is being added to the horse, which will incur a financial charge, please enter this in the Commercial Name field and choose "Change of Horse Name & Commercial Prefix or Suffix (1'000.- CHF)".

Name	FRA06061 - VISMI (FRA)         INCOMPLETE RECORD         Suggest updated inform:				information
Birth Name *	VISMI		Last Change	05/01/2009	history
Current Name *	SUGAR		Kind of Change 🕕	- v	
Commercial prefix or suff	ix PWC			• • • • • • • • • • • • • • • • • • •	
Use Commercial prefix or	suffix as      Prefix      Suffix			Change of Horse Name & Commercial Prefix or Suffix (1'000 CHF)	
Complete Name	PWC SUGAR			Addition of Non Commercial Prefix or Suffix & Name Shortening (200 CHF)	
Shorten Name 0				National Sport Name (Free of charge)	

**Step 3:** A Change of Name sticker must be downloaded and stuck on the FEI document.

If your modification is a correction and not a name change, you can contact us (<u>passport@fei.org</u>) to request the modified sticker(s) rather than download a "Name Change sticker".

ID Type	FEI Passport	
	Download the printable stickers	
Issuing Date	25/11/2015	
Valid Until	25/11/2019	Renew

STICKER TYPE		
Туре	Original	
	Oliginal	
	Name Change	
	Owner Change	
To obtain duplicata stickers, please contact the FEI.		
	Ok Cancel	

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The Change of Name sticker will need to be placed over sticker #1 on the name page of the FEI Document. It is meant to fit the sticker box corners on the above half of the sticker #1 to cover only the previous name.



**Step 4:** Once the sticker has been placed on the FEI document a new scan of page 1 (name page) will need to be uploaded to the FEI Database.

The system generates a line in the Documents section and requires a scan of the relevant page to be uploaded.

It is possible to upload a Full Document or only the necessary Name Page.

If the document uploaded is not correct, the FEI will reject the uploaded document and you will be informed accordingly by email and asked to upload a new scan.

The horse will not be able to be entered until a new document has been provided.

Unique solution ID: #1061 Author: Victoria Last update: 2021-02-08 15:35

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