# How to add a Horse on the FEI Database

If you need to register or enter a Horse to compete in a FEI event, the Horse must first have a FEI ID number on the FEI Database.

**Step 1:** You must go to <a href="https://data.fei.org">https://data.fei.org</a> and log in with your FEI ID number and password



Step 2: You must then go to the HORSES tab and click on ADD HORSE



**Step 3:** Here you must enter all the necessary information about the Horse you are wishing to enter on the FEI Database

	se record, please fill in the fo and allow you to continue, or	ollowing fields. or else show a list of POTENTIAL d	uplicates.		
Birth Name *	TEST HORSE				
Current Name *	TEST HORSE		Kind of Name	Birth Name (Free of charge)	¥
Commercial prefix or suffix					
Use Commercial prefix or suff	fix as Prefix Suffix	7			
Complete Name	TEST HORSE				
Date of Birth *	12/05/2010 dd/MM/yyyy				
Gender *	Male ▼				
National ID *	123456				
UELN	123123123123123	The UELN must be a 15-digi	it alphanumerical number		
Chip ID *	987654321415486				

You must:

- enter the BIRTH NAME and the CURRENT NAME

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URL: https://howto.fei.org/content/7/33/en/how-to-add-a-horse-on-the-fei-database.html

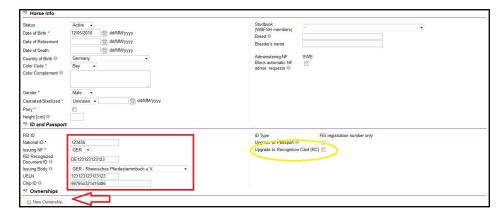
- if these are different, you must choose a "kind of name" from the drop-down list on the right-hand side
- enter the date of birth
- enter the gender
- enter National ID
- enter the UELN
- enter the Chip ID

**Please note**: It is the National Federation's responsibility to verify that the information they enter is correct.

**Step 4:** You then click on ADD – the system will check that this Horse does not already exist on the FEI Database and will inform you if they find any similar matches.

**Step 5:** You are then directed to the second stage where you must fill out extra information regarding the Horse and its passport details.

You can upgrade to a FEI Recognition Card or FEI Passport directly on this page, or

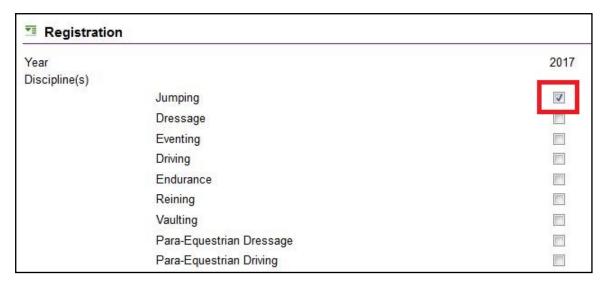


once the Horse is created.

You must also add a **New Ownership** before you can save and create the horse.

Please click here to see <u>How to create a new Ownership on a Horse profile</u>

**Step 6:** To register the Horse, you must tick the relevant discipline for which you want to register your Horse.



Annual registration is invoiced to your National Federation at 10 CHF per year.

**Step 7:** You will have then successfully created your Horse on the FEI Database.



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