

Horses

How to issue a FEI Recognition Card

A horse is going to compete outside of its country of residence or in a higher level event and has a FEI approved national passport; then you must issue the horse a FEI Recognition Card.

Step 1: You must find the horse in question on the FEI Database either by FEI ID number or name and open the **Horse Detail** page.

Step 2: You must verify that the Owner information is up to date and correct.

If you need to update the Ownership, you click on **New Ownership** and the **CREATE NEW OWNERSHIP** window will open.

- Are you creating an Ownership with someone who already exists on the FEI Database?

Click here to see ["How to create a new Ownership with an existing person"](#)

- Are you creating an Ownership with a new person, someone who does not already have a FEI ID number?

Click here to see ["How to create a new Ownership with a new person"](#)

- Are you creating a multi-owner Ownership?

Click here to see ["How to create a multi-owner Ownership"](#)

Step 3: Please verify the information on the horse' page and update or add any information you may have in the Horse Info section.

Step 4: To issue the FEI Recognition Card, you must enter the FEI recognised ID number and Issuing body **BEFORE** clicking on upgrade to RC.

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Name	
Birth Name *	VSMI
Current Name *	VSMI
Commercial Name	
Complete Name	VSMI
Shorten Name	
Last Change	05/01/2009
Kind of Change	-
History...	

Horse Info	
Status	Active
Date of Birth *	01/01/1994 dd/MM/yyyy
Date of Retirement	dd/MM/yyyy
Date of Death	dd/MM/yyyy
Country of Birth	-
Color Code *	Chestnut
Color Complement	
Gender *	Male
Castrated/Sterilized *	Yes dd/MM/yyyy
Pony *	<input type="checkbox"/>
Height [cm]	
21 year(s)	
Studbook (WBFSH members)	SF - Stud-book Français du Cheval Selle Français (ANSF)
Breed	SF
Breeder's name	
Sire	
Sire's UELN	
Dam	
Dam's UELN	
Sire of Dam	
Dam's Sire's UELN	
Administering NF	FRA
Block automatic NF admin. requests	<input type="checkbox"/>
History...	

ID and Passport	
FEI ID	FRA06061
National ID *	123456
Issuing NF *	FRA
FEI Recognized Document ID	010101010J
Issuing Body	FRA - Ministère de l'Agriculture, Service des Haras
UELN	25000010101010J
Chip ID	987654321000
ID Type	FEI registration number only
Upgrade to Passport Upgrade to RC Download the printable stickers	
History...	

FEI Recognized Document ID: this is the individual specific number of the national passport that the horse has and on which the FEI Recognition card is based.
E.g.
 DE 481 810010008
 BEL-W-193000-BWP
 10414009J

Issuing body: this is a full list of all approved national passports. You must select the name of the document on which the FEI Recognition card is based. Please select carefully – if you have any doubts on which issuing body to select, please contact the FEI.

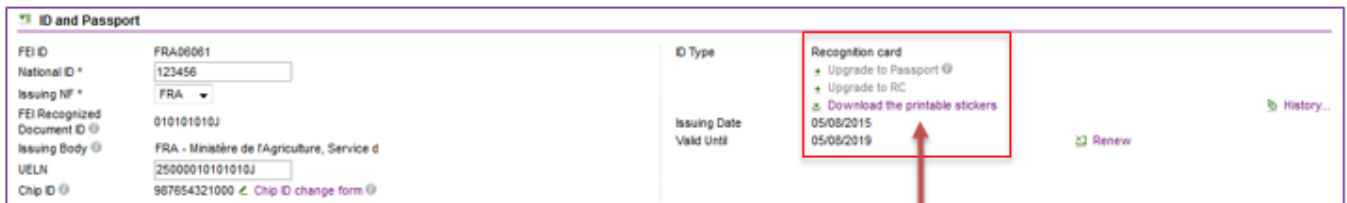
Step 5: You must verify all the information is correct:

- national ID number
- UELN number
- microchip number

Once all this information has been filled in you can click on **Upgrade to RC**.

You can see that the FEI RC has been issued with a 4 year validity.

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FEI ID and Passport

FEI ID: FRA06061
National ID #: 123456
Issuing NF #: FRA
FEI Recognized Document ID #: 010101010J
Issuing Body #: FRA - Ministère de l'Agriculture, Service d
UELN: 25000010101010J
Chip ID #: 987654321000

ID Type: Recognition card
Issuing Date: 05/08/2015
Valid Until: 05/08/2019

Buttons: Upgrade to Passport, Upgrade to RC, Download the printable stickers, History, Renew

Step 6: Click on **Download the printable stickers** and then choose **Original**:



STICKER TYPE

Type: ☒ Original
☐ Name Change
☐ Owner Change

To obtain duplicata stickers, please contact the FEI.

Buttons: Ok, Cancel

The stickers will open in a pop-up window.

Please Note: Original stickers must be downloaded and printed on the same day you issue the FEI Recognition Card.

Step 7: You must then print these stickers out on the FEI sticker paper you receive with the blank FEI Recognition Cards.

Sticker #1 needs to be stuck on the front cover of the FEI RC and stamped with your National Federation stamp:



VISMI

FRA06061

FEI recognized document no.
010101010J

Issuing Body
FRA - Ministère de l'Agriculture, Service des Haras

Original horse name
VISMI

UELN
25000010101010J

Microchip no.
987654321000

Valid
25/11/2019

Barcode: RJBMDYwNjExOTk0MjUwMDAwMTAxMDEwMTBK

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Sticker #2 needs to be stuck on page 2 and needs to be signed and stamped by your National Federation:

VISMI FRA06061 John Smith The Street W1 000 London Great Britain	02/04/2014
GBR	

Please Note: if you intended to issue a FEI Recognition Card but you actually issued a FEI Passport and need this changed, please contact the FEI as soon as possible for the relevant information to be added to the horse' profile and the correct stickers to be issued.

Step 8: Scans of the relevant pages of this new FEI Recognition Card need to be uploaded to the FEI Database.

Please view [“How to upload horse documents for FEI Recognition Cards on the FEI Database”](#) for further information.

Step 9: The national passport is put in the purple jacket together with the FEI Recognition Card, this document is now ready to be used.

Things to Consider:

- If a horse document is issued by mistake, please contact the FEI immediately to request for it to be cancelled. If the FEI are not contacted within 24 hours of the mistake, the action will be invoiced and not refunded.
- Stickers have to be printed on the day of issue, please make sure you have a blank FEI document and sticker paper available before following the process above.
- A horse may only have one national passport and one original FEI document – if the national passport is lost/stolen/damaged, a duplicate national passport from the relevant issuing body must be requested, followed by a duplicate FEI document. Please refer to [“How to issue a duplicate FEI Recognition Card”](#) for further information.

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Unique solution ID: #1033

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