

Horses

How to issue a FEI Passport

If a horse does not have a national passport that is approved by the FEI and **only** if the horse is administered by a country outside of the EU, as specified in Art. 137 of the FEI General Regulations, can a FEI Passport be issued.

Step 1: A blank FEI Passport has to be sent to the owner of the horse or directly to the Vet who will fill out the description/diagram page.

The Vet must fill out the description and diagram, in line with the [Identification of Horses](#) details, it must then be signed and stamped and sent back to the National Federation.

Step 2: You must find the horse in question on the FEI Database either by FEI ID number or name and open the **Horse Detail** page. If the horse does not exist you must create the horse, please see ["How to create a horse on the FEI Database."](#)

Step 3: You must verify that 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 4: Please verify the information on the horse' page and update or add any information you may have in the Horse Info section.

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Name

Birth Name *
Current Name *
Commercial Name
Complete Name
Shorten Name

Last Change: 05/01/2009
Kind of Change

Horse Info

Status: Active
Date of Birth: 01/01/1994
Date of Retirement
Date of Death
Country of Birth
Color Code: Chestnut
Color Complement
Gender: Male
Castrated/Sterilized: Yes
Pony
Height [cm]
Studbook (WBFSH members)
Breed: SF - Stud-book Français du Cheval Selle Français (ANSF)
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

Step 5: To issue the FEI Passport you must verify that the national ID number and microchip number are correct and then you can click on **Upgrade to Passport**.

ID and Passport

FEI ID: FRA06061
National ID: 123456
Issuing NF: FRA
FEI Recognized Document ID
Issuing Body
UELN: 25000010101010J
Chip ID: 987654321000
ID Type: FEI registration number only
FEI registration number only
+ Upgrade to Passport
+ Upgrade to RC
+ Download the printable stickers
History...

Please note: if you select Upgrade to Recognition Card and there is no information in the FEI Recognised Document ID or Issuing body fields, a FEI passport will automatically be issued.

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

ID and Passport

FEI ID: FRA06061
National ID: 123456
Issuing NF: FRA
FEI Recognized Document ID
Issuing Body
UELN: 25000010101010J
Chip ID: 987654321000
ID Type: FEI Passport
Issuing Date: 07/08/2015
Valid Until: 07/08/2019
FEI Passport
+ 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 duplicate stickers, please contact the FEI.

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 Passport.

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

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

VISMI			
FRA06061			
FEI recognized document no.	Issuing Body		
Original horse name	UEN	Microchip no.	Valid
VISMI	25000010101010J	987654321000	07/08/2019
			
RDBMDYWNJEOTKDNJLWMDAwMTAxdMDEwNTBK			

Sticker #2 needs to be stuck on page 10 and needs to be signed and stamped by your National Federation:

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

Sticker #3 needs to be stuck on page 32 on the description/diagram page:

FEI passport no.	Original horse name	Birth date	Country of birth	Sex	Color
FRA06061	VISMI	01/01/1994		Male castrated	Chestnut
Studbook	Breed	Sire	Dam	Sire of dam	
SF	SF				

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.

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

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

Step 9: The document is complete, stamped and signed 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 the FEI Passport with completed horse diagram and description and sticker paper available before following the process above.
- **A horse may only have one original FEI document** – if the original FEI Passport is lost/stolen/damaged a duplicate FEI Passport must be requested from the FEI, please see [“How to issue a duplicate FEI Passport.”](#)

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