

Horses

How to upload horse documents for FEI Passports on the FEI Database

You have issued a new FEI Passport; the relevant pages need to be uploaded to the FEI Database for the horse to compete in a FEI Event.

The pages necessary in regards to a FEI Passport are:

FEI Passport	PAGES TO UPLOAD			
	Name Page of FEI Passport (page 1)	Owner Page of FEI Passport (page 10)	Description + Diagram Page of FEI Passport (page 32-33)	Pedigree Page of FEI Passport (page 34-35)
New FEI Passport	✓	✓	✓	✓
Duplicate FEI Passport	✓	✓	✓	✓
Name Change	✓	-	-	-
Owner Change	-	✓	-	-
Modifications requiring a new sticker #1 e.g. microchip change	✓	-	-	-
Modifications requiring a new sticker #3 e.g. Horse colour change	-	-	✓	-

These can be uploaded as one scan, or separate individual scans.

Documents			
Date	Type	Action made by	
09/02/2016	Original FEI Passport	USA_HAdm1	Missing document(s)
			<div>Full Document</div> <div>Full Document</div> <div>Owner Page</div> <div>Name Page</div> <div>Pedigree Page</div> <div>Description and Diagram Page</div> <div>Name Page Nat. Doc</div> <div>Upload</div>

You need to select from the drop down list which pages you will upload.

FULL DOCUMENT: this needs to be one file containing all pages mentioned in the table above. Further information can be found on ["Which pages of the horse' identification document need to be uploaded on the FEI Database?"](#)

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UPLOAD DOCUMENT

Type

Full Document

Information

More information about what should be scanned can be found here

File

Browse...

No file selected.

Authorized formats: JPG, JPEG, PDF, PNG, BMP.

Ok

Cancel

Please note the authorised formats of the files that you can upload.

Once the Full Document has been uploaded, the horse will be able to be entered for upcoming Events.

Documents						
Date	Type	Action made by				
25/11/2015	Original Passport	USA_HAdm1 ✔ Documents provided				
Upload date	Document	Uploaded by	Validation	Validated by	Validation date	
25/11/2015	Full Document	USA_HAdm1	Not validated yet			

Clicking on the small icon will display the document you have uploaded.

The document uploaded still needs to be validated by the FEI, but the horse is not blocked.

Documents						
Date	Type	Action made by				
25/11/2015	Original Passport	USA_HAdm1 ✔ Documents provided				
Upload date	Document	Uploaded by	Validation	Validated by	Validation date	
25/11/2015	Full Document	USA_HAdm1	Accepted	10102518	25/11/2015	

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.

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INDIVIDUAL PAGES: if you decide to upload individual scans of the separate pages, the system will require all the necessary scans before the horse is available to be entered into an event.

Please refer to ["Which pages of the horse' identification document need to be uploaded on the FEI Database?"](#) for further information.

Date	Type	Action made by			
09/02/2016	Original FEI Passport	USA_HAdm1			
Missing document(s)					
Upload date	Document	Uploaded by	Validation	Validated by	Validation date
09/02/2016	Owner Page	USA_HAdm1	Not validated yet		
					Name Page
Upload					

A list will appear of the pages you have uploaded, you will need to upload scans for all necessary pages requested, before the system will recognise that the full document is provided and the horse will be able to be entered.

Date	Type	Action made by			
09/02/2016	Original FEI Passport	USA_HAdm1			
Documents provided					
Upload date	Document	Uploaded by	Validation	Validated by	Validation date
09/02/2016	Owner Page	USA_HAdm1	Not validated yet		
09/02/2016	Name Page	USA_HAdm1	Not validated yet		
09/02/2016	Pedigree Page	USA_HAdm1	Not validated yet		
09/02/2016	Description and Diagram Page	USA_HAdm1	Not validated yet		
09/02/2016	Name Page Nat. Doc	USA_HAdm1	Not validated yet		
09/02/2016	Description and Diagram Page	USA_HAdm1	Not validated yet		

You may upload multiple pages for each section, for example when the diagram and description are on two separate pages/scans, as well as extra pages that are not necessarily compulsory.

Make sure that you choose the correct page from the drop down list before uploading your scan.

If you make an Owner Change, the relevant scan of the Owner Page needs to be uploaded on the FEI Database.

Please refer to ["How to add/change an Owner for a FEI registered horse"](#) for further information."

If you change the Name of the horse, the relevant scan of the Name Page needs to be uploaded on the FEI Database.

Please refer to ["How to change a Horse Name on the FEI Database."](#)

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Unique solution ID: #1039

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Last update: 2018-11-05 15:24