



HORSE NAME: \_\_\_\_\_

Expedited Passport Service (\$300)

# PASSPORT SERVICE APPLICATION

Please use this new application for all of your FEI or National Passport needs. As always, if you have questions please contact the office.

A Passport Representative will be happy to assist you!

### GETTING STARTED . . .

1. The horse must be USEF Life Recorded. If your horse is not recorded, please select the Life Recording option below. If your horse is Annually Recorded, please select Upgrade to Life.
2. Owners must be United States citizens and have a USEF Junior or Senior Active Membership. If one or more owners are not US citizens, please contact the Passport Department.
3. All owners listed in the Passport must be listed as owners with USEF.
4. If the horse has an approved breed or national passport, it must be submitted with the application.
5. If you are competing in an FEI International Competition, please note that FEI Registrations for horse and rider are mandatory. They may be submitted with this application.
6. All horses obtaining their initial FEI Registration are required to have an ISO 11784/11785 compatible microchip.
7. For ponies that do not have an official USEF measurement card at the time of Passport application, it is required that one is obtained at the pony's first competition. For pony's that do not have a permanent measurement card, be sure to fill in the height of the pony on the application.
8. Expedited Passport Service guarantees three (3) business day turnaround providing all necessary documentation has been provided at the time of submission. Passport services that involve either a foreign National Federation or FEI approval are available for the expedited service but keep in mind the timing will depend on the responsiveness of the foreign NF and/or the FEI. The \$300 expedited fee is non-refundable even when requirements are not met so please review all of the requirements carefully before requesting this service.

### HORSE NAME CHANGE GUIDELINES

**Horse Name Change** – Any modification/change to the current name of the horse or the creation of a different current name that is different than the Horse Birth Name.

Each horse name change submitted to the FEI will be invoiced including:

- Horse created with an FEI ID only
- Horse created with USEF National Passport
- Horse created with FEI Recognition Card
- Horse created with FEI Passport
- Horse that is upgraded from FEI ID only to FEI Passport/Recognition Card

### Change Back to Birth Name and National Sport Name – Free of Charge

1. Change from the horse's current name back to the horse's birth name.
2. Use of the National Sport Name if in accordance to the following criteria:
  - a. Creation of a new horse in the FEI database
  - b. The horse must have competed regularly at the national level for at least 12 months
  - c. The National Sport Name does not fall into the commercial name category

### Change of Horse Name and Commercial Name - \$1250

1. Complete change of current name
2. Current name that differs from birth name and is not the National Sport Name
3. Commercial name includes: a company/brand, stable, group of persons/associations, and/or a person's initials.

### Addition of Non-Commercial Initials or Name Shortening - \$250

1. Addition of non-commercial initials
2. Name shortening

### What is a Horse Birth Name?

1. The name of the horse in the initial document issued at birth
2. If (1.) is not applicable, the name of the horse in the first birth studbook document.
3. If the horse is not affiliated with any studbook, the name of the horse is based on the name written in the first document issued (either national passport/first original document, or FEI recognized document, or FEI Passport)

### SERVICE MENU

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> New FEI Passport(\$300)                              | <input type="checkbox"/> Passport Name Modification (\$250)              | <input type="checkbox"/> USEF Name Change (\$60)              |
| <input type="checkbox"/> FEI Recognition Card (include breed passport)(\$250) | <input type="checkbox"/> Revalidation (\$300)                            | <input type="checkbox"/> UPS International Shipping (\$75)    |
| <input type="checkbox"/> New FEI Pony Passport (\$60)                         | <input type="checkbox"/> Pony Revalidation (\$40)                        | <input type="checkbox"/> UPS Next Day Air – National (\$50)   |
| <input type="checkbox"/> FEI Pony Recognition Card (\$60)                     | <input type="checkbox"/> USEF National Passport (\$50)                   | <input type="checkbox"/> FEI ID Only For Non-Competing Horses |
| <input type="checkbox"/> FEI Duplicate Passport – Full (\$100)                | <input type="checkbox"/> USEF Life Recording (\$300)                     | (include breed passport) (\$15)                               |
| <input type="checkbox"/> FEI Duplicate Passport – Lost (\$300)                | <input type="checkbox"/> Upgrade USEF Annual to Life (\$205)             |   |
| <input type="checkbox"/> Passport Name Change/Commercial Name (\$1250)        | <input type="checkbox"/> Passport Change of Ownership/Nationality (\$30) |   |

**NOTES WHEN MAILING PASSPORTS:**

- **DO NOT ADDRESS PACKAGES "ATTN: PASSPORTS"**  
MAIL SORTING SERVICES SOMETIMES FLAG THESE PACKAGES AT THE POST OFFICE TO GO TO SEPARATE PASSPORT OFFICES IN THE SAME MAIL FACILITY AND THIS CAN CAUSE DELIVERY DELAYS.
- **DO NOT SEND PACKAGES WITH SIGNATURE REQUIRED ON DELIVERY**  
THIS PREVENTS OUR MAIL CARRIERS FROM BEING ABLE TO DELIVER PACKAGES AFTER HOURS OR ON THE WEEKENDS AND CAN CAUSE DELIVERY DELAYS.

### SIGNATURE

By submitting this application, I agree to abide by all USEF / FEI rules and verify that all information is correct or I may be subject to sanctions.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



# PASSPORT SERVICE APPLICATION

**RETURN COMPLETED FORM TO:**

Fax: (859) 721-1151 or  
 Mail to: United States Equestrian Federation  
 4001 Wing Commander Way,  
 Lexington, KY 40511-8483

<b>HORSE DISCIPLINE</b> _____		<b>FEI REGISTRATION NUMBER</b> _____	
USEF HORSE RECORDING NUMBER (MANDATORY) _____			
FULL HORSE NAME _____		(exactly as recorded with USEF)	
PREVIOUS HORSE NAME _____			
SEX (check one) <input type="checkbox"/> MARE <input type="checkbox"/> GELDING <input type="checkbox"/> STALLION	FOAL DATE _____	COLOR OF HORSE _____	HEIGHT _____
BREED _____	COUNTRY OF BIRTH _____	BREEDER _____	
BREED REGISTERED NAME _____	BREED REGISTRATION NUMBER _____		
SIRE _____	DAM _____		
SIRE OF DAM _____	MICROCHIP NUMBER _____		

<b>OWNER INFORMATION</b>	OWNER USEF MEMBERSHIP NUMBER (MANDATORY) _____
OWNER NAME _____	OWNER NATIONALITY _____
ADDRESS _____	
CITY _____	STATE _____ ZIP _____
E-MAIL _____	
OWNER'S SIGNATURE: (AGENT SIGNATURES ARE NOT ACCEPTED) _____	
By submitting this application, I agree to abide by all USEF / FEI rules and verify that all information is correct or I may be subject to sanctions.	

<b>IMPORTANT CONTACT INFORMATION AND SHIPPING ADDRESS FOR PASSPORT</b>	(If different from above)
NAME _____	E-MAIL ADDRESS _____
PHYSICAL ADDRESS _____	
CITY _____	STATE _____ ZIP _____
PHONE NUMBER _____	CELL PHONE _____

UNITED STATES EQUESTRIAN FEDERATION : 4001 WING COMMANDER WAY : LEXINGTON, KY 40511 : 859.810.8733 : FAX 859.721.1151 : USEF.ORG

## PAYMENT INFORMATION

**PAYMENT METHOD (DO NOT SEND CASH)** Make Check Payable to: United States Equestrian Federation

CHECK # \_\_\_\_\_ We also accept      (PAYMENT MUST BE INCLUDED WHEN SUBMITTING REPORT)

TOTAL AMOUNT ENCLOSED \$ \_\_\_\_\_

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ / \_\_\_\_\_

Card Holder's Name (Print) \_\_\_\_\_

Billing Zip Code \_\_\_\_\_

Card Holder's Signature \_\_\_\_\_

\_\_\_\_\_