

PASSPORT GUIDE

How to Apply for a Passport



USEF MEMBERSHIP REQUIREMENTS FOR PASSPORTS



1. Horses with USA Nationality must have a **USEF Lifetime recording**.
2. All owners with USA Nationality that are listed in a passport must be an **active competing USEF Member in good standing**. Non-citizens may only apply for FEI Passports with the permission of their own National Federation.

APPLICATION

A [Passport Service Application](#) can be downloaded from the USEF website. **The online Passport Service Application is only available for New FEI Passports, New USEF National Passports, Passport Revalidations at this time.** The application must be completed legibly according to the directions and either mailed or faxed back to USEF. Once all information has been verified, a passport will be issued to the horse.

The passport will be mailed to you with a packet of information for you and your veterinarian that explains how to complete the passport. Payment must be submitted at the time of application. Please allow **six weeks** from start to finish for the passport to be validated and ready for competition.

COMPLETING THE PASSPORT

This passport will remain with the horse for the remainder of its life. Read the [Passport Guide: How to Read a Passport](#) for more helpful information.

1. Review the Passport

- a. Familiarize yourself with the passport, the horse identification booklet, and the passport directions provided. Make certain that these documents are then given to the veterinarian for use in completing the passport.
- b. The cover page of the passport has the horse's name, passport number, and the issue date.
- c. The Details of Ownership section will be filled out, including the date, owner name, complete address, and nationality. The owner must sign next to the ownership sticker and the "X".

2. Veterinary Examination

- a. **It is imperative that all material sent with the passport be read carefully by the veterinarian and the owner.** Passports are often returned for corrections because the directions were not followed completely and correctly.
- b. A licensed equine veterinarian must examine the horse and document their findings in the passport itself. On the last page of the directions, there is a sample diagram sheet that the veterinarian can use to practice before permanently marking anything in the passport.
- c. All horses that are obtaining their initial FEI Registration are required to have a microchip that is compatible with ISO 11784 or 11785.
 - i. This requirement does not apply to horses that have been previously registered with the FEI.
 - ii. For horses that must obtain a microchip, please have your veterinarian add the microchip number to the horse's passport.

3. Vaccination Documentation

- a. The veterinarian must document that the horse has had its primary series of influenza vaccinations. The primary series consists of two influenza vaccinations administered according to the manufacturer's instructions and given between **21 to 92 days apart**.
 - i. Any horse receiving a new primary series as of January 1, 2024, must have the second vaccination administered within **21-60 days** of the initial vaccination.
 - ii. An initial booster must be administered **within seven months following the primary series**. Any horse receiving a new primary series as of January 1, 2024, must have the initial booster administered within **six months and twenty-one days** following the primary series
 - iii. All following boosters should be administered within **six months and twenty-one days**. The booster can be intramuscular or intranasal.
 - iv. This information must be entered for **every vaccine** in the passport on the influenza pages for the vaccine to be considered valid: date of administration, place, country, name of vaccine, batch number, vet stamp and signature.
 - v. All details **must be recorded** for the vaccination(s) to be considered valid.
 - vi. Only the veterinarian who administers the vaccine to the horse may record the inoculation in the passport.
- b. Transferring vaccines on behalf of another veterinarian is **not acceptable**. Make sure the veterinarian signs and stamps the passport in the appropriate places (see directions sent with new passports for examples).

4. Vaccine Statement

- a. According to the FEI, if after reviewing the vaccination history of the horse, the veterinarian finds that it is correct, the following statement may be used in a duplicate or new passport: **"The vaccination history of this horse is correct to date. Last vaccination on (date)."**
- b. If the vaccination history is being continued from the breed passport to the FEI booklet in the case of a Recognition Card, the statement may be used to summarize the previous vaccination history. USEF does not recommend using a vaccine statement in a recognition card if there is a lapse in the breed passport.
- c. If this statement is used, it MUST be the first entry of the first equine influenza only page.
 - i. FEI Recognition Cards: page 26
 - ii. FEI Passports: page 42

5. Returning the Passport

- a. When the passport has been completed, it must be returned to USEF for review and validation.
- b. Please note that upon processing at USEF, passports are shipped to the owner at the shipping address unless a written request from the owner is returned with the passport.

PASSPORT REVALIDATION (\$300)

FEI Passports stay with the horse for life but **must be revalidated every four years**. The expiration date is on the front page of the passport or on the back page of the FEI section of a Recognition Card. Revalidation requires a completed online [Passport Service Application](#) or the PDF [Passport Service Application](#) and payment.

IMPORTANT: If revalidating, **do not send the passport to USEF**. Only the application (except in cases when the passport also needs other passport services such as a Change of Ownership/Nationality) and payment must be sent to the Federation.

Once the application and fee are received, a sticker will be issued. For an FEI Passport, place the sticker in the left most available box on page 1, under the large sticker containing the horse's name and microchip. For an FEI Recognition card, place the sticker in the left most available box on the bottom of the last page. This will be either page 12 or 36. **Do not cover any other stickers.**

NEW USEF NATIONAL PASSPORT (\$50)

Please submit a completed online [Passport Service Application](#). The application must be accompanied by payment.

NEW FEI PASSPORT (\$300)

Please submit a completed online [Passport Service Application](#). If the horse was born outside of the USA, please specify that the horse does not have a breed passport. The application must be accompanied by payment.

USEF will issue a blank FEI Passport. The passport will be sent along with a packet of information for you and your veterinarian explaining how to complete the passport. Once the passport has been completed, it will need to be mailed back into the USEF office for final approval. **The passport is not considered valid for use in competition until it has been approved by USEF.**

NEW FEI RECOGNITION CARD (\$250)

Please submit a completed [Passport Service Application](#) along with the horse's breed passport to the USEF office. The application must be accompanied by payment.

When a horse has a national passport that is approved for use by the FEI, that document can be upgraded to an FEI passport. The FEI approves national identification documents [on this list](#). A Recognition Card is bound to the existing national passport to create an official FEI document for competition. The diagram and vaccination records of the horse can be preserved for future use. Once the Recognition Card is issued, the owner must sign in the new FEI section. If completed correctly, the document can be approved at the time it is issued.

IMPORTANT: National passports sent to USEF with influenza vaccinations that are not properly documented and up to date will be **returned invalid** with instructions on how to update this information and how to return the document for final approval.

Please make sure the passport is up to date per the following requirements before sending it in:

1. The diagram and description pages are correctly completed and signed, stamped, dated, and the place of inspection is written by a veterinarian. These are often completed in passports when the horses are young.
2. The Equine Influenza Page is correct and up to date per the [FEI Requirements](#).

CHANGES OF OWNERSHIP (\$30)

Before a change of ownership in the FEI Database and passport can occur, **the ownership must be changed in the USEF Database.** Complete a USEF change of ownership [here](#).

Once the USEF transfer is complete, please submit a completed [Passport Service Application](#) for Passport change of ownership/nationality. The application must be accompanied by payment and the FEI passport or recognition card.

IMPORTANT: Passports sent to USEF with influenza vaccinations that are not properly documented and up to date will be **returned invalid** with instructions on how to update this information and how to return the document for final approval.

If you have a national passport, sign the next available box where the new sticker will be added. **Please do not date this page.** If you have a purple covered FEI passport, sign the next available signature box on the Details of Ownership Page.

If the horse is purchased from a non-U.S. citizen and has an FEI Passport, the horse must undergo a Change of Nationality. The completed Change of Ownership/Nationality application and fee must be submitted. Please specify the new nationality of the horse in the ownership section if there are multiple owners with different nationalities. USEF must request administrative rights, which may delay the process.

Please make sure the passport or recognition card is up to date per the following requirements before sending it in:

1. The diagram and description pages are correctly completed and signed, stamped, dated, and the place of inspection is written by a veterinarian. These are often completed in passports when the horses are young.
2. The Equine Influenza Page is correct and up to date per the [FEI Requirements](#) .

PASSPORT NAME CHANGES

Name changes on passports are **highly discouraged** by the FEI. To change the name of a horse once it has been issued a passport, the FEI [Passport Service Application](#) signed by the owner requesting the name change must be mailed to the USEF office with the passport and payment. Horse name changes submitted to the FEI will be invoiced including a horse created with an FEI ID only, a USEF National Passport, an FEI Recognition Card, an FEI Passport, or a horse that is upgraded from FEI ID only to FEI Passport or Recognition Card.

A horse name change is any modification or change to the current name of the horse or the creation of a new name that is different than the horse's birth name. A horse's birth name is the name of the horse in the initial document issued at birth. 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).

USEF processes the following horse name changes:

1. **Change Back to Birth Name or National Sport Name – FREE**
 - a. Change from the horse's current name back to the horse's birth name.
 - b. Use of the National Sport Name if in accordance with the following criteria:
 - i. Creation of a new horse in the FEI database
 - ii. The horse must have competed regularly at the national level for at least 12 months
 - iii. The National Sport Name does not fall into the commercial name category
2. **Change of Horse Name and Commercial Name - \$1250**
 - a. Complete change of current name
 - b. Current name that differs from birth name and is not the National Sport Name
 - c. Commercial name includes: a company/brand, stable, group of persons/associations, and/or a person's initial
3. **Addition of Non-Commercial Initials or Name Shortening - \$250**
 - a. Addition of non-commercial initials
 - b. Name shortening

Please make sure the passport is up to date per the following requirements before sending it in:

1. The diagram and description pages are correctly completed and signed, stamped, dated, and the place of inspection is written by a veterinarian. These are often completed in passports when the horses are young.
2. The Equine Influenza Page is correct and up to date per the [FEI Requirements](#) .

DUPLICATE FEI PASSPORTS/FEI RECOGNITION CARDS

Duplicate passports are necessary when an entire passport itself is lost or when pages of the passport are filled, damaged, or lost. To obtain a Duplicate, you must submit the filled or damaged passport (if available), along with a completed [Passport Service Application](#) and the necessary fee to the USEF office.

1. Duplicate FEI Passport (Original is filled) - **\$100**
2. Duplicate FEI Passport (Original is damaged or lost) - **\$300**
3. Duplicate USEF National Passport (Original is filled, damaged, or lost) - **\$50**

Please make sure the passport is up to date per the following requirements before sending it in:

1. The diagram and description pages are correctly completed and signed, stamped, dated, and the place of inspection is written by a veterinarian. These are often completed in passports when the horses are young.
2. The Equine Influenza Page is correct and up to date per the [FEI Requirements](#) .

FEI PONY PASSPORTS/RECOGNITION CARDS (\$60)

FEI Pony Passports and Recognition Cards can be issued to ponies with permanent USEF measurement cards. If the pony does not have a USEF measurement card at the time of application, one must be obtained at the pony's first competition and prior to the passport being approved.

IMPORTANT: Pony passports and Recognition Cards will not be approved without a USEF measurement card. If the pony will be competing in FEI Pony classes in Europe, you will need to obtain an official FEI Measuring Certificate by attending an FEI Measuring session.

FEI ONLY BREED PASSPORTS FOR FEI STABLING

USEF will issue an FEI number and FEI Registration for horses that have a foreign national passport and want to be able to stable within FEI Stabling. If a horse has a foreign breed passport, the breed passport may be sent into the USEF office accompanied by a [Passport Service Application](#) filled out for FEI ID only.

USEF will create the horse in the FEI Database with the information provided on the application and in the breed passport. The breed passport will be checked for the same vaccination requirements and diagram/description page requirements as an FEI document for a competing horse.

If approved, USEF will place a sticker on the breed passport with the FEI number for the horse that signifies that the breed passport is in accordance with FEI guidelines and may be used for entrance into FEI Stabling. A scan of the breed passport will be uploaded to the FEI database.

Once the horse has an FEI number, the owner/rider will be able to apply for an FEI Horse Registration online through their USEF membership dashboard. These will be processed like normal FEI registrations.

UPGRADING A USEF NATIONAL PASSPORT TO A FEI RECOGNITION CARD (\$250)

Horses that have a USEF National Passport and need an FEI level document, can upgrade their USEF National Passport to an FEI Recognition Card. To do so, please send the USEF National Passport along with a completed [Passport Service Application](#) and payment to the USEF office. The document will be upgraded and then returned.

Please make sure the USEF National passport is up to date per the following requirements before sending it in:

1. The diagram and description pages are correctly completed and signed, stamped, dated, and the place of inspection is written by a veterinarian. These are often completed in passports when the horses are young.
2. The Equine Influenza Page is correct and up to date per the [FEI Requirements](#) .