

SHETLAND PONY STUD-BOOK SOCIETY

INSTRUCTIONS FOR COMPLETION OF PASSPORT FORM

Please note that all ponies must have a microchip implanted by a veterinary surgeon before a passport can be issued. Please ensure that your vet signs and stamps the ID page before submitting your application. Silhouettes are not required to be completed after 1st July 2009. Only a Microchip and the basic identity details are required. The vet must mark on the Silhouette the position of the Microchip and also any acquired marks.

E. U. Regulations demand that all ponies are accompanied by a Passport on the following occasions:

- a) when it is moved into or out of Great Britain
- b) when it is moved off a holding for competition purposes
- c) when it is moved off a holding for the purposes of veterinary treatment
- d) when the pony is moved to a new owner or keeper
- e) when it is moved on any other occasion specified by the relevant registered organisation (i.e. the Society)

As the identification drawing form will be scanned directly in to the Passport, please complete this **as carefully and tidily as possible**, either **printing or typing** in the details. Should you, after reading these notes, still have any queries regarding the completion of this form, please contact the Office for assistance

1. Complete the form in **black ink** where possible, as blue does not reproduce as clearly. Please try not to use address labels as these do not scan well.
2. All boxes marked (*) **MUST** be completed.
3. Acquired marks may consist of any scars the pony may have and should be marked “ ” on the diagram. If your pony is freeze-branded or micro-chipped, please include the number in the box at the top of the form and draw on the position of the brand on the diagram.
4. Normal “horse” colours may be used. “Dun” or “roan” alone should not be used – add a colour e.g. blue roan or cream dun.
5. Ensure you have included the place and date the form was completed in the bottom left box and signed the form in the bottom right box.

Whilst I appreciate that some of the information requested is duplicated, e.g. the date of birth and colour must be entered on both sides of the form, this does act as a double check for the Office and I would ask that you ensure all the information asked for is provided. If the form is being completed for a foal, ignore the boxes detailed “Adult height” and “Adult colour”. The “Place and Date” need simply consist of the date the form was completed and the town in which you live. You must put your name and address in the box provided and ensure you sign the bottom. Any unsigned forms will be returned for signature.

PLEASE TRY NOT TO FOLD THE FORM TOO OFTEN AS IT MAY MAKE DETAILS LESS CLEAR FOR SCANNING.