



## Leisure Horse Ireland

Furbo Hill, Spiddal, Co. Galway, H91 VH04, Ireland.  
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www.LHI.ie



### OWNERSHIP TRANSFER DECLARATION FORM

It is a legal requirement to submit this form with the passport within 30 days of taking ownership  
(all sections must be completed in BLOCK CAPITALS and declaration signed and dated by the applicant)

#### ANIMAL DETAILS:

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

UELN / REGISTRATION NO.: \_\_\_\_\_

NEW OWNER DETAILS: \_\_\_\_\_ OWNERSHIP TRANSFER DATE: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Tel. No.: \_\_\_\_\_  
(detail your best contact telephone number if the passport is being returned to you by recorded delivery)

Email: \_\_\_\_\_

EQUINE PREMISES NUMBER: (applies to Republic of Ireland residents only) \_\_\_\_\_

#### APPLICATION CHECKLIST:

- ✓ Ensure you are submitting the passport to the correct agency.
- ✓ The passport must accompany this form.
- ✓ Include a copy of proof of purchase or a brief note outlining the circumstances of how the ownership change occurred.
- ✓ This form completed in full & signed by applicant.

#### Return Delivery:

Cost of standard postage is included in registration fees for residents of Ireland, however risk of loss is entirely borne by the applicant unless recorded return delivery is requested and paid for by the applicant. Residents **outside of Ireland** must opt for return by recorded delivery. We use a courier service for return recorded delivery and you must detail your best contact telephone number to ensure the carrier can contact you.

#### Sellers Note:

Give the passport to the buyer / new owner at the time of sale and insist a transfer of ownership form is completed. Ensure you take a photocopy or photograph of the completed form for your records.

#### Buyers Note:

You must receive the passport from the seller at the time of purchase. The onus is on the buyer to have the transfer of ownership officially registered by submitting the form, fee and passport to the original passport issuer.

**Failure to register the transfer of ownership within the time limit is now a serious offence in Ireland and attracts heavy penalties if ignored.**

#### PAYMENT:

Refer to our website [www.LHI.ie](http://www.LHI.ie) for current registration fees. At time of printing, including vat , fees are:

#### Residents of Ireland (North & South):

Transfer of Ownership Fee—Standard Post € 15.00  ✓  
Transfer of Ownership Fee—Recorded Delivery € 25.00  ✓  
(if submitting more than one passport, just a transfer fee of €15.00 is payable for each additional passport).

#### Residents of UK Mainland:

Transfer of Ownership Fee & Recorded Delivery € 31.00  ✓  
(if submitting more than one passport, just a transfer fee of €15.00 is payable for each additional passport)

#### Residents of all other Destinations:

Transfer of Ownership Fee & Recorded Delivery **email for price**

Cheques & postal orders etc should be made payable to LHI.

We also accept payment by VISA or MASTERCARD and you may telephone in advance of sending in an application:

Prepaid by card ref no.: \_\_\_\_\_

Or Total Enclosed: € \_\_\_\_\_

**DECLARATION:** (BY SUBMITTING THIS APPLICATION I AM DECLARING THAT TO THE BEST OF MY KNOWLEDGE THE PARTICULARS ON THIS FORM ARE CORRECT AND I AGREE TO ABIDE BY THE RULES OF LEISURE HORSE IRELAND. IT IS FURTHER UNDERSTOOD THAT ALL KEEPER / OWNER & ANIMAL DETAILS ARE SUBMITTED TO THE NATIONAL EQUINE DATABASE)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_