



Leisure Horse Ireland

Furbo Hill, Spiddal, Co. Galway, H91 VH04, Ireland.
Tel. +353 (0) 91 577 577 Fax. +353 (0) 91 670 111 Email: info@lhi.ie
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)

EQUINE / ASININE DETAILS:

NAME:	
UEN / REGISTRATION NO.:	

NEW OWNER DETAILS:

OWNERSHIP TRANSFER DATE:

Name:
Address:
Post Code:
Tel. No.:
<small>(detail your best contact telephone number if the passport is being returned to you by recorded delivery)</small>
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:

Return delivery costs are **not** included in registration fees (please visit www.LHI.ie to view the schedule of current rates). **Risk of loss is entirely borne by the applicant** unless recorded return delivery is requested and paid for by the applicant. We use a courier service for return recorded delivery in Ireland, please detail your best contact number and Eircode to ensure the courier can find you. Residents **outside of Ireland** must opt for return by recorded delivery by registered post.

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 for current registration fees.
At time of printing, including vat , fees are:

Transfer of Ownership Fee € 20.00

PLUS POST & PACKAGING

Ireland:

Standard Post Return ☐ **€ 4.00** (total for 1 to 3 Passports)

Recorded Delivery Return ☐ **€ 10.00** (any quantity - pay once)

Standard Post Return is NOT available for 4 + Passports

UK & Europe:

Recorded Delivery Return € 16.00 (1 Passport)

Recorded Delivery Return € 20.00 (2+ Passports)

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

Total Now Enclosed: € _____ (Euro Cheques Only) We

also accept prepayment online by VISA / MASTERCARD or

PayPal. If prepaid, detail the date and the method of payment:

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: _____

LHI Form 2— Revision 11 — Oct '21



Leisure Horse Ireland

Furbo Hill, Spiddal, Co. Galway, H91 VH04, Ireland.
Tel. +353 (0) 91 577 577 Fax. +353 (0) 91 670 111 Email: info@lhi.ie
www.LHI.ie



NAME CHANGE APPLICATION FORM

This form is to be used where you wish to change an animals registered name
(all sections must be completed in BLOCK CAPITALS and declaration signed and dated by the applicant)

OWNER DETAILS: (if you are not the current registered owner of this animal you must also complete a transfer of ownership declaration form)

Name:

Address:

Post Code:

Tel. No.:

(detail your best contact telephone number if the passport is being returned to you by recorded delivery)

Email:

CURRENT REGISTERED NAME:

UEN / REGISTRATION NUMBER:

NEW NAME CHOICE: (if a chosen name is not available a variant of a chosen name will be chosen, or email us to check availability)

1st

2nd

3rd

RETURN DELIVERY & PAYMENT:

Notes Re Prefix Names etc:

If the existing registered name of the animal is a registered prefix, permission must be sought from the prefix owner to change the name.
The Passport must also be returned with this application in order to change the registered name

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 by registered post.

We use a courier service for return recorded delivery in Ireland and you must detail your best contact telephone number and Eircode to ensure the carrier can contact you.

Refer to our website **www.LHI.ie** for current registration fees.

At time of printing, including vat @ 23% , fees are:

Name Change Fee € 40.00

PLUS POST & PACKAGING

Ireland:

Standard Post Return ☐ **€ 4.00** (total for 1 to 3 Passports)

Recorded Delivery Return ☐ **€ 10.00** (any quantity - pay once)

Standard Post Return is NOT available for 4 + Passports

UK & Europe:

Recorded Delivery Return ☐ **€ 16.00** (1 Passport)

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

Total Enclosed: € _____ (Euro Cheques Only)

We also accept prepayment online by VISA / MASTERCARD or PayPal. If prepaid, detail the date and the method of payment :

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: _____