NEW EXPEDITED PASSPORT SERVICE

USEF offers an expedited passport service that guarantees the processing and return of a passport or passport related service within three (3) business days provided all necessary documentation is submitted at the time the application is received. The guarantee is for each portion of the service requested. For Example: For a new passport – Once an application for a new passport is received and verified by USEF, the passport will be sent to you within three (3) days to have it filled out. Once you have received the passport and filled it out correctly, it is your responsibility to get it back to USEF in a timely manner in order for the passport to be approved. When the passport is approved it will be returned within three (3) business days. The cost of the expedited service will be $300.00 in addition to any other passport related fees (i.e. new passport $300.00, expedited fee $300.00, Total = $600.00.)

Expedited service is only guaranteed if all of the requirements for the service are met. In a case where one or more of the requirements have not been met, USEF will contact the person submitting the application and attempt to resolve the issue. If the issue cannot be resolved, the passport will be returned within 3 business days to the owner (or person designated by the owner to receive the passport) with a letter explaining the corrections needed. The $300 expedited fee is non-refundable even when requirements are not met so please review all of the requirements carefully before requesting the expedited service.

USEF will still offer the standard passport service in which passports are processed in the order received usually within 10–15 business days. Once you have received the passport and filled it out correctly, it is your responsibility to get it back to USEF in a timely manner in order for the passport to be approved.

Note: The time frames indicated above are for the following services:

- Issue New Passport
- Issue FEI Recognition Card
- Issue FEI Revalidation
- Approve Change of Owner
- Approve Change of Name (Horse)
- *Approve Change of Nationality
- *Issue Duplicate Passport

* These services are eligible for the Expedited Services, however they involve either a foreign National Federation (NF) or FEI approval. The time frame for processing a change of nationality depends on the acceptance of the former federation to change the registration to USA. The time frame for issuing a Duplicate passport depends on the time it takes the FEI to issue the Duplicate to USEF. The Expedited Service will guarantee that the request is sent to the foreign NF or FEI within 3 business days of receiving the application. Once the foreign NF or FEI has approved the request, the service will be completed within 3 business days of receipt of the approval.

REQUIREMENTS FOR REQUESTING A NEW PASSPORT

1. The horse must be Life recorded.
2. All owners must be “USEF Competing Equestrian — Senior or Junior Active” members. Other membership categories do not qualify.
3. The owner must be a US citizen. (For non-citizens, see Foreign Citizen instructions on the following pages).
4. The ownership must be identical on both the USEF recording and the passport.
5. The horse’s name must be identical on both the USEF Recording and the passport.
6. All horses that are obtaining their initial FEI Registration are required to have a microchip that is compatible with ISO 11784 or 11785. This requirement does not apply to horses that have been previously registered with the FEI. For horses that must obtain a microchip, please have your veterinarian add the microchip number to the horse’s passport. For questions, contact the Passport Staff at USEF.

REQUIREMENTS FOR ALL OTHER PASSPORT SERVICES

1. Must meet the requirements above.
2. Check to see if the passport has expired. If the passport is expired, it must be revalidated at the time of the requested service (USEF National Passports do not expire).
3. The Equine Influenza vaccinations must be up to date pursuant to the current FEI regulations.

Applications for all services are available on the USEF web site or an application may be obtained from USEF by fax, mail or email. The application must be correctly completed, must be legible and must be mailed or faxed back to USEF at the address or fax number listed above along with this Expedited Service Form. Passport services are payable by check, MasterCard, American Express or Visa and payment must be submitted at the time of application. When USEF receives this completed application with all of the required documentation and verifies all of the information, the passport service will be initiated.
US EQUESTRIAN EXPEDITED PASSPORT SERVICE

This page must be returned along with the application(s) for the type of passport service you are requesting (i.e. New Passport Application, Application for Revalidation, etc.)

The Expedited Passport Service is available for the following services (check box for type of service you are requesting.) The Expedited Fee applies only once per horse, but more than one service per horse may be selected.

STANDARD PASSPORT FEES

☐ Issue New USEF National Passport (or Duplicate) ........................................ $50
☐ Issue New FEI Passport ........................................................................ $300
☐ Issue FEI Recognition Card ................................................................. $250
☐ Issue FEI Revalidation ....................................................................... $175
☐ Approve Change of Ownership (USEF National or FEI) ................. $30
☐ Approve Change of (FEI only) Name (Horse) ..................................... $1000
☐ Approve Change of Nationality (FEI only)* ........................................ $30
☐ Issue Duplicate FEI Passport - FULL* .............................................. $100
☐ Issue Duplicate FEI Passport - LOST* .............................................. $300
☐ + EXPEDITED SERVICE FEE** ......................................................... $300

TOTAL = STANDARD FEE(S) + EXPEDITED FEE ($300): .................. $

* Please note that Change of Nationality or the Issuance of a Duplicate FEI Passport involve either a foreign National Federation (NF) or FEI approval. The Expedited Service will guarantee that the request for the service will be submitted within three (3) business days of receipt to the foreign NF or FEI and the service will be completed within three (3) business days of the response from the foreign NF or FEI.

** Shipping from USEF is included in the Expedited Service Fee.

In requesting the Expedited Passport Service, I understand and agree to comply with the following terms and conditions as set forth above:

Owner’s Name _______________________________________________ Horse Name __________________________________________

Owner’s Signature ___________________________________________ Date ______________________________

Owner’s USEF Number _______________________________ Horse’s USEF Number _______________________________

© 2017 by United States Equestrian Federation® All rights reserved. Reproduction without permission is strictly prohibited.

UNITED STATES EQUESTRIAN FEDERATION : 4047 IRON WORKS PARKWAY : LEXINGTON, KY 40511 : 859.258.2472 : FAX 859.231.6662 : USEF.ORG
PASSPORT SERVICES FOR FOREIGN CITIZENS

Foreign citizens (non-US citizens) who live or compete in the United States, USEF will provide all passport services on behalf of foreign National Federation (NF) provided the following requirements are met:

1. Approved from the non-citizen’s NF.

2. Although not required to be USEF members, non-citizens must be members of the NF in the country of their citizenship and foreign owned horses must also be recorded with their respective Federation. USEF will work to expedite the processing of the non-citizen’s passport; however a time frame cannot be strictly adhered to due to the time it may take to contact and receive permission from another Federation.