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3. How to register your cattle

All cattle must be registered on the Cattle Tracing System (CTS). We will send you a cattle passport that shows the details we have recorded for that animal.

3.1 How to apply

By law you must apply to us for a cattle passport, and we must receive the application within a total of 27 days from birth (except for bison, see section 2.2b). If you are late with your application, we will not send you a passport.

a CTS Online – www.bcms.gov.uk

You can apply for a cattle passport using our website, CTS Online. It is one of the quickest, easiest and safest ways to apply. See section 9 for more details.

The ear tags you have available to use are already loaded onto CTS Online, so you can choose the identity number you want to register. You need to give us the following information about the animal: breed, sex, genetic dam and date of birth. You can also give us the sire's ear-tag number.

If a calf is born after embryo transfer, you must record the surrogate dam (the birth dam). You can also record the genetic dam (the cow that produced the embryo) if you know it, or enter 'embryo trans' in the box



for the genetic dam ID.

You can print off a receipt for the information you send us.

We aim to send your passports within three days of applying.

b Farm software

You can apply for a cattle passport using an internet link from some farm software packages. See section 10 for more information.

We aim to send your passports within three days of applying.

c CTS Self Service Line - 0845 011 1212 Welsh Language - 0845 011 1213

You can apply for a cattle passport using our automated telephone system, CTS Self Service Line. This is available 24 hours a day, 7 days a week. You will be provided with a reference number at the end of the phone call. See section 11 for more details.

We aim to send your passports within three days of applying.

d Using an Agent

You can ask someone else (an agent) to act for you. See section 9.3 for more details.

Please note: if you regularly register your births electronically, we have stopped automatically issuing pre-printed passport applications forms with your ear-tag orders. This change will only affect you if you have applied for the majority of your cattle passports electronically in the last 12 months. You can choose to receive paper application forms by contacting us by phone or e-mail, and we will update our records.

e Paper application

When you order new ear tags, we will send you matching application for a cattle passport forms (CPP12) unless you apply for passports electronically.

The application forms are pre-printed with ear-tag numbers and your holding details. You need to check the details in section one, fill in sections two and three, and return the form to the following address.

**BCMS
PO Box 301
Sheffield
S95 1AB**

It is important that you match the correct application for a cattle passport form to the animal with the same identity number. The application for a cattle passport form is an important document, so you should think about getting proof of posting, for example recorded delivery, in case the document or documents go missing. We must receive it within 27 days of birth, so it is important to post in good time and attach the correct postage to the envelope. Underpaid post is likely to be delayed.

We aim to send your passports within seven days of applying.

3.2 Death of an unregistered calf

If an unregistered but tagged calf dies, you must tell us about the death so we can update the Cattle Tracing System with the animal's details. You can report the death using CTS Online, CTS Self Service Line, an agent or by sending us the application for a cattle passport form (CPP12), once you have completed sections two and three - the animal's details, and section four - the death details.

You cannot reuse the calf's ear tags.

You do not need to report the deaths of calves that die before they have been tagged but you must record this in your records. See section 2.2 for information about tagging deadlines.

3.3 Late applications

You must make sure that your application reaches us before the 27-day deadline. If we get your application after the deadline, we will not send you a passport. We will send you a notice of registration (CPP35), which registers your animal on the Cattle Tracing System – it is not a passport.

If the passport for an animal is refused, the animal may not move alive from your holding, except under licence from us direct to a knacker's yard or hunt kennel. It may not go into the human food chain under any circumstances. The animal may remain on your holding for its lifetime and you may apply for a passport for any calves the animal may have.

If you need a licence to move an animal, please call our helpline for a movement licence for cattle (form CPP1b).

If you are worried that you have not left enough time to apply for a passport, please phone our helpline. They will help you to register the animal on time or tell you what you need to do.

a Appeals

If you have had a cattle passport refused because the application was late, you may appeal. You need to show that there were exceptional circumstances that stopped you from making the application in time.

You must appeal to us in writing and send evidence to support your appeal.

Exceptional circumstances which stopped you making the application on time include the following events.

- Those outside your control ('acts of God'). For example, major floods, regional or national power failures, or postal strikes.
- Personal circumstances including a death in the family, a sudden and serious illness, and theft of or damage to your farm records or computer.
- Unusual postal delay.
- Mistakes made by us or a breakdown of CTS.

The following are not grounds for appeal.

- A mistake, oversight or misunderstanding by you or anyone acting for you.
- Being too busy with other farm work.
- Financial difficulties.

You can send your appeal in writing to:

**Appeals Section
BCMS
Curwen Road
Workington
Cumbria
CA14 2DD.**

b DNA testing

We may be able to issue the passport based on a DNA test, which proves that the animal is the offspring of the dam shown in the application. As each case is considered individually, phone our helpline for more information on appeals and DNA testing, or see the BCMS pages on our website at rpa.defra.gov.uk.