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4. Your cattle passports

4.1 Keeping the passport with the animal

The passport must be kept by the keeper of the animal. The keeper, not the owner, must hold all the identification documents for the animals they are responsible for. If animals are moved to common land, summer grazing or winter lets, the keeper of the animals must have the passport. If the keeper changes, you must give the passport to the new keeper. You must also report your 'off' and 'on' movements to us within three days.

4.2 Identification documents

You must make sure that you apply for your cattle passport within the time limits allowed, and keep your movement records, both on the passport and in your farm records, up to date.

See section 7 for more information about record keeping.

There are five types of cattle identification documents in Great Britain, which are all valid.

- A single-page passport (CPP52) will be printed from **1 August 2011**. If you have newborn or imported cattle, or your original identification document needs to be reissued, we will give you a single-



page passport (CPP52). For more details please read sections 4.3, 4.5 and 4.7.

- If a cattle passport is refused we will issue a notice of registration (CPP35). Please read section 3.3 for more details.
- Animals registered between **28 September 1998** and **31 July 2011** have a chequebook-style passport (CPP13)*.
- Animals registered between **1 July 1996** and **27 September 1998** have an old-style (blue and green) cattle passport (CPP1). These animals must also have a certificate of CTS registration (COR or form CHR3), which can be used to report movements*.
- Cattle born or imported into Great Britain **before 1 July 1996** have certificates of CTS registration (COR or CHR3)*. These animals do not have passports, and we do not expect them to have one. Special rules apply to these animals, see section 5.10 for more information.

* These are valid documents. You do not need a new-style passport for them but you will be issued with one if your existing passport needs replacing. Although you may prefer to have CPP52s for all your animals, all existing passports sent to us for this reason will be returned.

4.3 The single-page passport (CPP52)

a Front page

The details below correspond with the numbers on the passport on the next page.

- 1 Check that the animal's information is correct.
- 2 Details of imported animals will be printed here. If blank, you can use this space for other information.

- 3 This shows the date the passport was issued and the version number of the latest passport.
- 4 Details of first keeper (holding of birth).
- 5 Latest movements are printed here if passport has been reissued.
- 6 When you get a passport after registering an animal or if the passport is reissued, you must sign this section and attach your bar-code label.
- 7 When the animal leaves your holding, you must fill in the date of the 'off' movement and sign this section.
- 8 This space can be used for farm assurance stickers, auction or market lot numbers, or to write TB testing information.
- 9 If the animal dies on your holding, and you don't report the death to us electronically, you must fill in the death details to show:
 - where the animal died (attach the bar-code label); and
 - the date the animal died.You must then sign this section and return the passport to us.
- 10 Tick here if you have reported the death to us electronically.
- 11 TSE slip to cut off and send with the animal for TSE testing.
- 12 The diamond shape in the bottom right corner is heat sensitive, and will fade when held between finger and thumb. This is a security feature so you can check the passport is the genuine document.

Cattle Passport Pasport Gwartheg



Ear tag / Tag clust:
UK1234567100007



Breed / Brid: **1** **Holstein** Country of origin / Mewnforiwyd o: **Switzerland**
 Sex / Rhyw: **Female** Date of import / Dyddiad mewnfario: **06/06/2010**
 Born / Ganwyd: **04/10/2008** Import health certificate No **2** **CH.2010.0001001**
 Genetic Dam / Mam Enetig: **CH122112020101** Rhif tystysgrif iechyd mewnfario: **CH.2010.0001001**
 Surrogate Dam / Mam Fenthyg: **CH222011001002** Previous ear tag
 Sire / Tad: **CH111202003001** Tag clust blaenorol: **CH122112011001**
 Issue date **3** Version
 Dyddiad cyhoeddi: **15/08/2011** Fersiwn: **2**

Please check the details are correct, if not amend and return to BCMS. Gwirwch fod y manylion yn gywir, ac os nad ydynt gallwch eu haddasu a'u dychwelyd at GSGP.

Movement history / Hanes Symud

** Full movement history held on Cattle Tracing System
 ** Hanes symudiadau llawn a ddelir ar y System Olrhain Gwartheg

Location Lleoliad	Address Cyfeiriad	Date on Dyddiad cyrraedd	Date off Dyddiad ymadael
01/234/0001	Farm One, Sample Street, Sample Town	06/06/2010	15/07/2010
04/234/0004	Farm Four, Sample Street, Sample Town	01/08/2010	14/10/2010
05/234/0005	Farm Five, Sample Street, Sample Town	14/10/2010	29/11/2010
06/234/0006	Farm Six, Sample Street, Sample Town	29/11/2010	02/01/2011
07/234/0007	Farm Seven, Sample Street, Sample Town	02/01/2011	07/04/2011
08/234/0008	Farm Eight, Sample Street, Sample Town	07/04/2011	01/08/2011
09/234/0009	Farm Nine, Sample Street, Sample Town	01/08/2011	

To be completed by keeper on receipt of passport / I'w gwblhau gan geidwad ar dderbyn pasport

Space for other information

8 Place your holding address label here
Rhowch label cyfeiriad eich daliad yma

6 Signature Llofnod

Date of movement OFF holding / Dyddiad YMADAEL â'r daliad

7 Signature Llofnod

Gofod ar gyfer unrhyw wybodaeth arall

Death details / Manylion y farwolaeth

Reported electronically tick this box

10 Place your holding address label here
Rhowch label cyfeiriad eich daliad yma

9 Signature Llofnod

Date of DEATH / Dyddiad y FARWOLAETH

Please remember to return the animal's passport to BCMS within seven days of the animal's death
Cofiwch dychwelyd pasport yr anifail i GSGP o fewn saith niwrnod o farwolaeth yr anifail

British Cattle Movement Service
 Gwasanaeth Symud Gwartheg Prydain
 Curwen Road, Workington, Cumbria, CA14 2DD
 General helpline / Cyffredinol: 0845 050 1234
 Cymraeg: 0845 050 3456
 Email / Cyfeiriad e-bost: bcms-enquiries@bcms.rpa.gsi.gov.uk

Report births, movements and deaths electronically using:
 Adrodd ar enedigaethau, symudiadau ac marwolaethau yn electronig gan ddefnyddio

- CTS Online / SOG Ar-lein: www.bcms.gov.uk
- CTS self service line: 0845 011 1212
- Llinell Hunan Wasanaeth SOG: 0845 011 1213
- Or using a farm software package / Neu'n defnyddio pecyn meddalwedd fferm

For TSE use only / At ddefnydd TSE yn unig



Born /Ganwyd

04/10/2008

UK1234567100007

Your passports will be sent to you folded in half. You may punch holes in these passports if you wish to store them in a file. You may also fold them into three, so that they can be filed together with chequebook-style passports.

Each envelope will contain up to seven passports and an address carrier. The address carrier shows the keeper's postal address, the ear-tag numbers for the enclosed passports and the ear-tag barcode along with the animals' date of birth and sex. You can keep this document for your records. You can also use it as a continuation sheet. See section 5.7 for more information.

What you must do

The front page shows the holding number and address of the first keeper. You must check that the animal's details are correct. If you find something wrong you should return the passport to us. You must either write the changes clearly on the passport, or include a covering letter with the passport showing the changes to be made. You cannot move the animal until you receive a corrected passport.

The information on the front page includes the following sections.

- **Details of the animal** - you must check this information as soon as you receive the passport. If you import an animal, your passport will include information about the import. If there are no import details, you can use the blank space for other information. It also shows the date of issue and the version number of the latest passport.
- **Movement history** – this shows the holding number, name and address of the first keeper of the animal. If you send us the passport to correct or it is reissued, your

new passport will have the address details of the most recent holdings the animal has moved through, up to a maximum of six holdings. This information, together with the information shown on the back page, gives a record of where the animal has been kept.

- Section for the **first keeper** to complete on receiving the passport. When you get a passport after registering an animal or reissue, you must sign this section and attach one of your bar-code labels. When the animal leaves your holding, you must fill in the date of the 'off' movement and sign this section. You must also report the movement to us within three days, see section 5 for more information about reporting movements. There is also space for you to record other information, for example farm assurance stickers or to write TB information.

- Section for **death details**. If an animal dies on your holding, you can report the death to us electronically. If you do, please tick the box provided. If not, you must sign and date this section and attach one of your bar-code labels. In either case, the passport must be returned to us within seven days of the animal's death. For more information about what to do when an animal dies either at a slaughterhouse or on-farm, please read section 6.

You do not need to tell us about an 'off' movement if the animal dies on your holding and the carcass is removed.

- If the animal is sent for TSE testing, cut off the TSE slip at the bottom of the page and leave it with the animal for the collector. We recommend you put the slip in an envelope or clear plastic bag (see section 6.3 for more information).

b Back page

Do not send this passport to BCMS to report movements / Peidiwch anfon y pasbort hwn i GSGP i adrodd ar symudiadau

You must complete the movement summary boxes below and report your movement using one of the electronic methods.

Mae rhaid ichi lenwi'r blychau crynhoi symudiadau isod ac adrodd ar eich symudiad gan ddefnyddio un o'r dulliau electronig.

Space for other information Place your holding address label here <i>Rhowch label cyfeiriad eich daliad yma</i> Movements must be reported within three days <i>Rhaid adrodd symudiadau o fewn tridiau</i> Gofod ar gyfer unrhyw wybodaeth arall	Date of movement ON holding / <i>Dyddiad CYRRAEDD y daliad</i> DD MM YY Signature Llofnod
	Date of movement OFF holding OR through market <i>Dyddiad YMADAEL â'r daliad NEU fynd drwy'r farchnad</i> DD MM YY Signature Llofnod
Space for other information Place your holding address label here <i>Rhowch label cyfeiriad eich daliad yma</i> Movements must be reported within three days <i>Rhaid adrodd symudiadau o fewn tridiau</i> Gofod ar gyfer unrhyw wybodaeth arall	Date of movement ON holding / <i>Dyddiad CYRRAEDD y daliad</i> DD MM YY Signature Llofnod
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	Date of movement OFF holding OR through market <i>Dyddiad YMADAEL â'r daliad NEU fynd drwy'r farchnad</i> DD MM YY Signature Llofnod

When all the movement summary boxes are complete you can attach a continuation sheet (CPP52a), available on the RPA website or by contacting BCMS. Or you can return this passport for reissue to BCMS.

Pan yw pob blwch crynhoi symudiadau'n gyflawn gallwch atodi taflen barhad (CPP52a), ar gael ar wefan yr RPA neu drwy gysylltu â GSGP. Neu gallwch ddychwelyd y pasbort hwn i'w ailgyhoddio i GSGP.

CPP52 08/2011

The information on the back page, together with the Movement history on the front page, shows details of each holding where the animal has been kept or handled since the passport was issued.

You must complete the movement summary section when the animal moves 'on' to your holding, and when it moves 'off' your holding. This section must not be used to report movements to us. For more information on how to complete the movement summary, see section 5.6a.

The boxes marked 'Space for other information' are for you to use, for example for farm assurance stickers, auction or market lot numbers, or to write TB testing information.

4.4 If you do not receive your passport

When you apply for a passport, you should receive it within 14 days. If you do not, you should tell us. If we have issued the passport and you have not received it, we will send you a replacement free of charge.

If you apply electronically, you should receive your passport within seven days. You will have received a feedback receipt or reference number (CTS Self Service Line), which you can use as evidence if you don't receive a passport.

If we have not received your application and the calf is over 27-days old, we will apply our late applications procedure. So, you should check that we have received your application before the 27-day deadline.

You should also tell us if you have sent us a passport to change and you have not received it back within 14 days.

Your passport is an important document, so please keep it safe. You may want to consider insuring your passports – it could be very expensive if you have to replace them all. If any of your cattle passports are lost, stolen or destroyed, you must get a replacement or a licence before you can move the animal off your holding. This also includes passports that are lost in the post, so you should always have proof of posting.

4.5 Lost, stolen or destroyed passports

You must tell us within 14 days of becoming aware that a passport is lost, stolen or destroyed and apply for a replacement. We will only issue a replacement when you have filled in the application for a replacement passport (form CPP9a) and returned it to us with the appropriate fee.

We then trace a full movement history for the animal. We cannot issue a replacement passport if we cannot trace a full movement history. In these cases you will be sent a notice of registration (CPP35).

If we cannot issue a replacement passport, the animal can stay on your holding for the remainder of its life, and you can breed from it. You can only move it off your holding under special licence to a knacker's yard or hunt kennel. The animal may not enter the human food chain.

A fee may be charged for a replacement passport, which we will not refund if we cannot trace a full movement history for the animal. The only exception is that we do not charge to replace passports for COR-aged animals.

If a certificate of registration (COR), an old-style (blue and green) passport (CPP1) or a

chequebook-style passport (CPP13) is lost, stolen or destroyed, we will replace it with a single-page passport (CPP52).

Please see the BCMS pages on our website at rpa.defra.gov.uk for the current replacement passport fees and to download the CPP9a form, or call our helpline if you need a copy of the fees, a CPP9a form or a movement licence.

4.6 Bar-code labels

You will receive a supply of bar-code labels when you first register your holding with us.

What the labels are used for

You need to use these on:

- the application for a cattle passport form (CPP12);
- movement cards in the chequebook-style passport (CPP13);
- the movement summary on the passport (CPP52 and CPP13); and
- the death details section on the passport (CPP52 and CPP13).

If you need more bar-code labels, please contact us. We will send these to you free of charge.

An example of a bar-code label



You need to check that the information on the labels is correct. If any details are wrong, please contact us.

4.7 Imported and exported cattle

If the animal will be slaughtered within 15 days of it being imported, you do not need to apply for a GB passport.

a Imports

If the animal is imported from the European Union, you must send us:

- any original EU passport;
- an export health certificate; and
- the appropriate form – Animals imported into Great Britain: Application for cattle passports (form CPP16 or CPP16W – Welsh language);

within 15 days of the animal arriving at your holding.

If the animal is moved from Northern Ireland, you must send us:

- a printout from the DARD (Department of Agriculture and Rural Development) database, which should be sent from Northern Ireland with the animal;
- an export health certificate; and
- a CPP16 or CPP16W form;

within 15 days of the animal arriving at your holding.

If the animal is imported from outside the European Union, you must:

- re-tag it within 20 days of it passing the veterinary checks; and
- apply for a passport within 15 days of tagging using a CPP16 or CPP16W form.

We will give you a single-page passport (CPP52) for all imported animals. You must make sure you send us all the documents we need within the deadlines or we will apply our procedure for late applications.

We aim to send out passports within seven days of receiving a full and valid application.

You cannot apply through CTS Online, a farm software package or the CTS Self Service Line as you must send us the relevant documents.

You can download form CPP16 from the BCMS pages of our website at rpa.defra.gov.uk or phone our helpline.

b Exports

All cattle you export must:

- have been born or imported into the UK on or after 1 August 1996;
- have a full, valid passport with complete movement history (CPP52 or CPP13); and
- have two approved ear tags, one in each ear, that show the same unique number.

If you have any animals under either a whole herd or individual movement restriction, you will not be allowed to export them.

Animals must also meet certain health and welfare requirements. You can find further information from your local AHVLA office or on their website at animalhealth.defra.gov.uk.

Cattle born before 1 August 1996 are not allowed into the domestic food chain and cannot be exported. See section 5.10 for more information.

c Reporting movements for live cattle exports

We should receive movement information within three days of the movement taking place. You can tell us about the movement off your holding by:

- electronic reporting - CTS Online, farm software, CTS Self Service Line;

- using an agent; or
- movement card (CPP13).

To meet the rules on exporting cattle, you must also send us copies of the following documents.

- Bovine-CON (consignor confirmation of loading) form.
- Health certificate.
- List of identification numbers (Bovine-SCH).

Please make sure that you write your CPH number on all documents you send to us. If your holding has been approved as an assembly centre, we will have sent you an additional CPH number and bar-code labels for holdings in England and Wales. If you have a holding in Scotland, your CPH number will remain the same. You should use this number and the bar-code labels to report movements of live cattle exported from GB.

You can find more information about export documents online at animalhealth.defra.gov.uk.