



This handbook is a general guide focusing on cattle identification and traceability to assist you, as a cattle keeper, in fulfilling your legal and public health obligations. It is not a complete guide to a cattle keeper's obligations, and does not replace previous publications and advisory notes issued by other government agencies. You should make sure you keep and refer to publications sent by other government agencies about Common Agricultural Policy payment schemes, and animal health and veterinary developments.

## **How to contact us**

### **Helpline numbers**

General	0845 050 1234
Typetalk text users	18001 - 0845 050 1234
Welsh Language	0845 050 3456

Our helpline is open at the following times.

Monday to Friday	8am to 5.30pm
Saturday	9am to 1pm
Sunday	Closed

### **E-mail address**

[bcms-enquiries@bcms.rpa.gsi.gov.uk](mailto:bcms-enquiries@bcms.rpa.gsi.gov.uk)

### **Postal address**

British Cattle Movement Service  
Curwen Road  
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<b>Section one</b>	<b>Getting started</b>	<b>Page</b>
1.1	Introduction	1
1.2	New information	1
1.3	Cattle identification and tracing responsibilities	2
1.4	What is a holding?	2
1.5	Who is a keeper?	3
1.6	New keepers	3
1.7	New keepers of cattle who also keep sheep and goats	3
1.8	Cross compliance	3

<b>Section two</b>	<b>Tagging</b>	<b>Page</b>
2.1	Important dates for tagging cattle	5
2.2	Tagging newborn calves	6
2.2a	When to tag	6
2.2b	Bison	6
2.3	The ear tag	6
2.4	Tagging cattle for cultural and historical use	7
2.5	Where to get ear tags	7
2.6	Imported animals	7
2.7	Lost or illegible tags	7
2.8	Rules against switching identities	8
2.9	Bar-coded ear tags	8

<b>Section three</b>	<b>How to register your cattle</b>	<b>Page</b>
3.1	How to apply	9
3.1a	CTS Online	9
3.1b	Farm software	10
3.1c	CTS Self Service Line	10
3.1d	Using an Agent	10
3.1e	Paper application	10
3.2	Death of an unregistered calf	10
3.3	Late applications	11
3.3a	Appeals	11
3.3b	DNA testing	11

<b>Section four</b>	<b>Your cattle passports</b>	<b>Page</b>
4.1	Keeping the passport with the animal	12
4.2	Identification documents	12
4.3	The single-page passport (CPP52)	13
4.3a	Front page	13
4.3b	Back page	16
4.4	If you do not receive your passport	17

4.5	Lost, stolen or destroyed passports	17
4.6	Barcode labels	18
4.7	Imported and exported cattle	18
4.7a	Imports	18
4.7b	Exports	19
4.7c	Reporting movements for live cattle exports	19

<b>Section five</b>	<b>Moving your cattle</b>	<b>Page</b>
5.1	What is a cattle movement?	20
5.2	Why we have to be told about 'on' and 'off' movements	21
5.3	Standstills	21
5.4	Movement of hire bulls	21
5.5	How to tell us about cattle movements	21
5.5a	CTS Online	21
5.5b	Farm software	21
5.5c	CTS Self Service Line	21
5.5d	Using an Agent	22
5.5e	Movement cards	22
5.6	How to fill in a movement summary	23
5.6a	Single-page passport (CPP52)	23
5.6b	A chequebook-style passport (CPP13)	23
5.6c	Animals with certificates of registration	23
5.7	Continuation sheet	23
5.8	Movements to and from shows	23
5.8a	Reporting show movements	24
5.8b	Documents you must take to the show	24
5.9	Movement licences for calves	24
5.10	Movement licences for for pre-August 96 animals	24
5.11	If an animal is lost or stolen	24

<b>Section six</b>	<b>What you should do when an animal dies</b>	<b>Page</b>
6.1	Death reporting	25
6.2	If an animal is slaughtered at a licensed slaughterhouse	26
6.3	If an animal dies on your holding	26
6.3a	Animals over 48 months old	26
6.3b	Animals under 48 months old	27
6.3c	Animals slaughtered on the holding	27
6.4	An animal refused a passport is slaughtered	27
6.4a	Animals over 48 months old	27
6.4b	Animals under 48 months old	28
6.5	BSE testing for imported cattle	28

<b>Section seven</b>	<b>Recording keeping</b>	<b>Page</b>
7.1	Farm records	29
7.2	Deadlines	30
7.3	Keeping us updated with your details	30

<b>Section eight</b>	<b>Cattle identification inspections</b>	<b>Page</b>
8.1	Why we have inspections	31
8.2	What the inspector does	31
8.3	What you have to do	32
8.3a	If an inspector is obstructed	32
8.4	How long the inspection takes	32
8.5	How we choose farms for inspection	32
8.6	Other inspections	32
8.7	What happens if an inspector finds problems?	33
8.7a	Mistakes in cattle passports	33
8.7b	Differences between the information given on ear tags, in passports and in your herd register	33
8.7c	If more than 20 per cent of cattle are not correctly identified, or you fail to report births, movements and deaths	33
8.7d	Animals failing to meet the rules	34
8.7e	No records held	34
8.8	Are the results of inspections made public?	35
8.9	Follow-up action	35
8.10	Animal welfare	35
8.11	Penalties	35

<b>Section nine</b>	<b>CTS Online</b>	<b>Page</b>
9.1	What you can use CTS Online for	37
9.2	Why you should use CTS Online	38
9.3	Using an Agent	38
9.4	Who has access to your information?	38
9.5	How you can tell if CTS has got your information	39
9.6	Getting started	39
9.7	How to enrol for CTS Online	40
9.8	If you have problems using CTS Online	46
9.9	Making the most of CTS Online	46

<b>Section ten</b>	<b>Farm Software</b>	<b>Page</b>
10.1	CTS Web Services	47
10.2	Get animal details	47

<b>Section eleven</b>	<b>CTS Self Service Line</b>	<b>Page</b>
11.1	CTS Self Service Line	49
11.2	How to use the Self Service Line	49
11.3	What you can use the Self Service Line for	50
11.4	Action after the call	50
11.5	Top tips	50
<b>Section twelve</b>	<b>Further information</b>	<b>Page</b>
12.1	What you should do if you are not satisfied with our service	52
<b>Breed code list</b>		53
<b>Glossary of terms</b>		56

# 1. Getting started

## 1.1 Introduction

All cattle in the European Union, and in many other countries, are individually identified and their movements traced throughout their lives. This is important for two reasons.

- It supports control and eradication of bovine diseases such as Tuberculosis (TB), Bovine Viral Diarrhoea (BVD) or foot and mouth disease.
- It protects consumers by ensuring that products going into the human food chain are fully traceable and safe.

Maintaining a healthy cattle herd and supporting consumer confidence in milk and beef are essential for the industry to be successful.

For these reasons regulations are laid down in European and UK law, which place responsibilities for cattle identification and tracing on all cattle keepers. The information in this booklet will help you to understand and comply with the rules.

## 1.2 New information

This version of the Cattle Keeper's Handbook includes new information about:

- cross compliance at section 1;
- changes to the cattle passport at section 4;



- pre-1 August 1996 animals at section 5;
- death reporting at section 6;
- BSE testing for imported animals at slaughter at section 6;
- how to register and enrol for CTS Online at section 9; and
- CTS Self Service Line at section 11.

We may need to send you updates as practices change. You should keep all updates to make sure that the information you have is always current. You can also check the following websites for up to date information.

- [rpa.defra.gov.uk](http://rpa.defra.gov.uk)
- [defra.gov.uk](http://defra.gov.uk)
- [scotland.gov.uk](http://scotland.gov.uk)
- [wales.gov.uk](http://wales.gov.uk)

### 1.3 Cattle identification and tracing responsibilities

The Department for Environment, Food and Rural Affairs (Defra) is responsible for cattle identification and tracing issues in England. The Scottish Government (SGRPID) is responsible for these issues in Scotland. The Welsh Government (WG) is responsible for these issues in Wales.

The Rural Payments Agency (RPA), through the British Cattle Movement Service (BCMS), runs Great Britain's Cattle Tracing System (CTS) database on behalf of the English, Scottish and Welsh Ministers.

The main role of the BCMS is to:

- maintain the CTS database;
- issue cattle passports;
- process information about cattle births, movements and deaths received from

keepers; and

- respond to customers' enquiries.

CTS makes it possible to:

- check which animals are present on a holding;
- check easily where cattle came from and where they have been during their lives;
- trace cattle more easily if there is a disease outbreak; and
- give buyers greater assurance about an animal's history.

### 1.4 What is a holding?

A holding is a place where cattle are kept or handled. Farms are holdings, so are livestock markets, calf assembly centres and slaughterhouses. Most keepers will have only one holding. However, some keepers may have more than one holding and some holdings may be used by more than one keeper. A business is not a holding. Many businesses may be made up of more than one holding.

A holding is identified by its CPH (county, parish, holding) number. This is also how it is identified on the CTS.

If you have more than one holding, you will have different holding numbers. Please make sure that your farm records and correspondence match the right holding to the specific animals that are kept on them.

You must tell us about any links you have with different herds and holdings (for example, using shared facilities and seasonal grazing land with another holding). If you do have links with other farms or herds, it is likely that all the holdings will be restricted if

there is an outbreak of disease on one of the holdings or in one of the herds.

You can view your links, and links to your holding, on CTS Online under 'Keeper and holding details'. The expiry date for each link is also shown.

We will review links between holdings, so you should contact our helpline for up-to-date information.

## 1.5 Who is a keeper?

A keeper is a person who is responsible for cattle on a permanent or temporary basis. It is his or her duty to make sure that all legal requirements are met. The keeper is not always the owner of the animals or the owner of the land where animals are kept.

Examples of keepers.

- Farmers.
- People who run livestock markets and calf assembly centres.
- Dealers who keep animals.
- Transporters.
- People who run slaughterhouses and lairages.
- People who run a collection centre, for example a hunt kennel or a knacker's yard, if they handle live animals.

This is not a complete list of the different types of keeper.

## 1.6 New keepers

If you are a new cattle keeper you must do the following.

- First register your holding with the RPA Customer Service Centre (CSC) in

England, your local Scottish Government, Rural Payment and Inspections Directorate (SGRPID) office in Scotland, or your local Welsh Government (WG) divisional office in Wales. They will give you a CPH number. We cannot register you as a cattle keeper until you have a CPH number.

- You must tell your nearest Animal Health and Veterinary Laboratories Agency (AHVLA) office, who will give you a herd mark for your holding. This herd mark means you will be able to buy ear tags.
- You must then tell us that you are going to keep cattle. We will register your details on the Cattle Tracing System and send you information.
- For up-to-date information on the CSC, AHVLA, SGRPID offices and WG offices, please phone our helpline or look online.
- You need to keep a record of animals born, arriving, and leaving or dying on your holding. See section 7 for more information on record keeping.

## 1.7 New keepers of cattle who also keep sheep and goats

If you already keep sheep or goats, you must tell us that you are going to keep cattle. You must also tell your nearest AHVLA office, who will give you a herd mark for your cattle. This herd mark means you will be able to buy cattle ear tags.

## 1.8 Cross compliance

If you receive direct payments under Common Agricultural Policy (CAP) support schemes, including the Single Payment Scheme, or if you claim under certain

Rural Development schemes, in order to qualify for full payment, you are required to comply with a set of Statutory Management Requirements (SMR) and keep your land in Good Agricultural and Environmental Condition. Meeting these rules is described in the CAP legislation as 'cross compliance'.

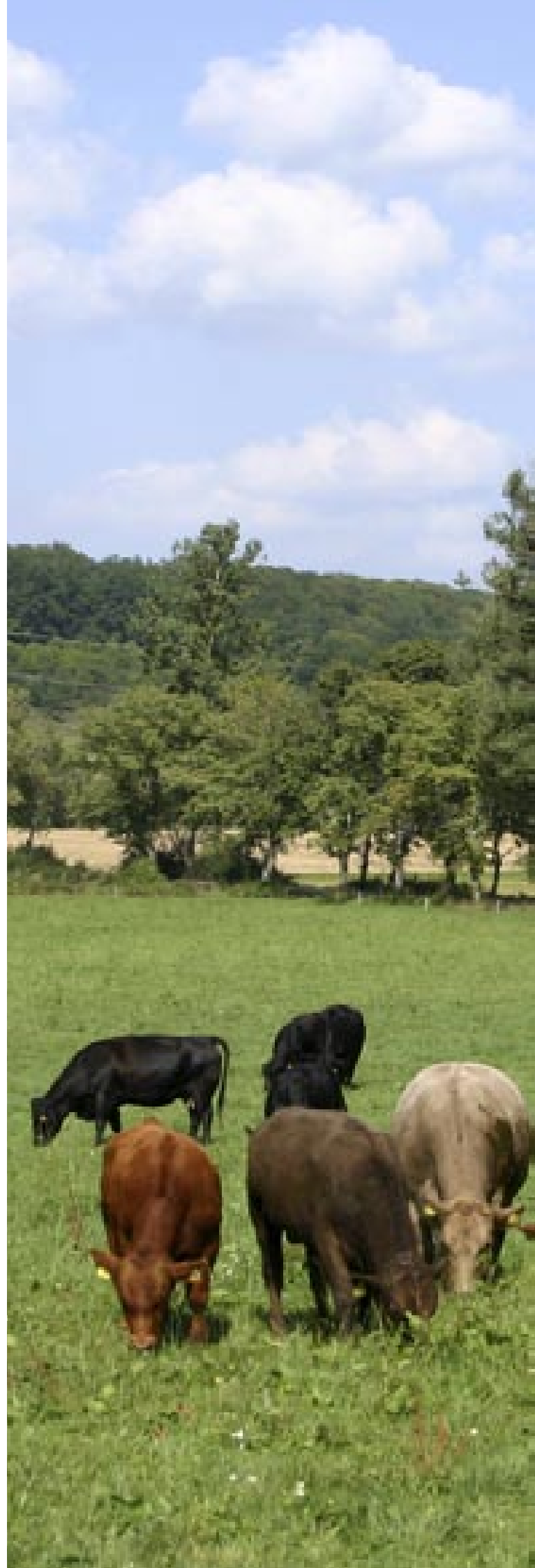
One of the requirements (SMR 7) covers cattle identification and registration. For cross-compliance purposes, claimants do not need to do anything more than they are already required to do by existing cattle identification legislation, as detailed in this handbook. For more information on the cross compliance rules, please refer to the relevant cross compliance guidance for England, Scotland and Wales.

# 2. Tagging

All cattle must be uniquely identified by tags in their ears.

## 2.1 Important dates for tagging cattle

- **Cattle born on or after 15 October 1990 and before 1 April 1995** must be identified with an approved ear tag.
- **Cattle born on or after 1 April 1995 and before 1 January 1998** must be identified by an approved tag applied to the right ear that shows the unique alpha-numeric (letters and numbers) identification.
- **Cattle born on or after 1 January 1998** must have an approved ear tag in each ear. Both must show the same unique alpha-numeric identification. The unique identity stays with the animal for all its life.
- **Cattle born on or after 1 July 2000** must have an approved ear tag in each ear. Numeric tags were introduced on 1 January 2000 but made compulsory on 1 July 2000. Animals must be double tagged with both tags showing the same unique number. The unique identity stays with the animal for all its life.



Date of birth	Tagging requirements	Example of tagging format
15 October 1990 to 1 April 1995	Ear tag	A1234 123 B654 3210 D123 123C
1 April 1995 to 31 December 1997	At least one ear tag with a unique alpha-numeric identity. Includes UK at the beginning.	UKAB1234 56789 UK A1234 56789
1 January 1998 to 31 December 1999	Ear tag in each ear (double tagging) with the same unique alpha-numeric identity for the lifetime of the animal. Includes UK at the beginning.	UKAB1234 56789 UK A1234 56789
1 January 2000 to current (1 July 2000 made compulsory)	Ear tag in each ear with the same unique numeric (numbers only) identity for the lifetime of the animal. Includes UK at the beginning.	UK666666500046

## 2.2 Tagging newborn calves

Every newborn calf must have an ear tag in each ear showing the same unique identity number. This number is made up of:

- a herd mark; and
- an animal number.

### a When to tag

Calves must be tagged within the following deadlines.

- Dairy farmers – you must fit one ear tag within 36 hours of a calf's birth. You are allowed up to 20 days from the calf's birth to fit the second tag.
- Beef farmers – you have up to 20 days from the calf's birth to fit both tags.

You must fit both tags before an animal moves off the holding where it was born, even if that is before it is 20 days old. You do not need to tag animals that have died before these deadlines.

### b Bison

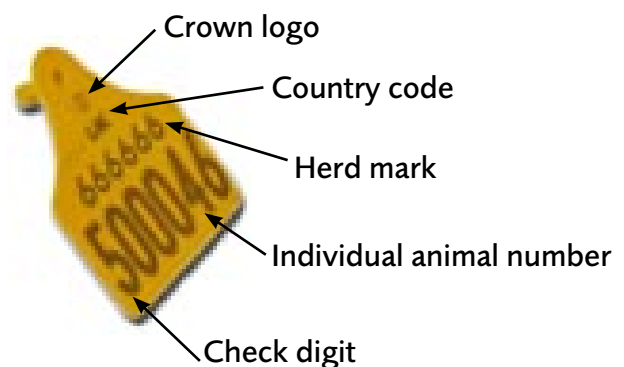
The only exception to this rule is for bison. You can tag them within nine months of birth, but they must be tagged before leaving the holding of birth or when separated from their mother, whichever is sooner. You must still register the birth and make sure that we receive your application no later than seven days after the birth.

## 2.3 The ear tag

The tags used for double tagging are known as the primary and secondary tag.

- The 'primary' tag may be put in either ear. Primary tags are yellow, distance-readable tags.

Example of a primary tag



- The 'secondary' tag must have the same information as the primary tag, but may also contain management information. The secondary tag must be in the other ear from the primary tag.

There are many different secondary tags that you can use, for example, metal, plastic and button tags.

## 2.4 Tagging cattle for cultural and historical use

If you keep cattle for cultural and historical use (except for fairs and exhibitions), instead of identifying them by an ear tag, you may be permitted to use an electronic identifier in the form of a bolus. However, as this leaves the animal without a visual identifier, you must contact us to apply to register the holding for cultural or historical use.

## 2.5 Where to get ear tags

To get ear tags, you can ask any of the commercial ear-tag manufacturers who sell tags approved by us. They will confirm your herd mark with us and we will give them the next available animal numbers (in order).

We record the details of the herd mark and animal numbers on the Ear Tag Allocation System (ETAS). For up-to-date information on ear-tag manufacturers, you can either look on our website at [rpa.defra.gov.uk](http://rpa.defra.gov.uk) or phone our helpline.

Any unused ear tags should be kept securely. When you need more ear tags, contact your manufacturer, who will send them to you. You should not apply for more ear tags than you will use in one year. When ear tags are applied correctly, you should not need to order a high number of replacements.

We monitor, and may act on, the feedback you give us about official ear tags. You can send us feedback using the form available from your ear-tag supplier or use the form available on the RPA website.

## 2.6 Imported animals

Animals imported from other members of the European Union (EU) should already be double tagged. You do not need to retag these animals (except to replace a lost tag).

You must retag animals imported from countries that are not members of the EU with approved ear tags.

You must also make sure that all cattle imported into Great Britain (GB) since 1 July 1996 are registered and hold a valid GB passport. See section 4.2 for more information about passports, and section 4.7a about importing animals.

## 2.7 Lost or illegible tags

You must replace lost or illegible tags as soon as possible, but no later than 28 days after you notice the loss or damage.

Animals born or imported (see section 2.6) **after 1 January 1998** must keep their unique identity for life. So lost tags must be replaced with another tag showing the same identification number.

For animals born or imported **before 1 January 1998** you may do one of the following.

- Apply a single replacement tag showing the same number.
- Apply a new single tag showing a new number. You must return the certificate of registration (COR) and old-style (blue

and green) passport (CPP1) to us together with the new tag number. We will change the details and reissue it as a single-page passport (CPP52).

- Apply a new set of double tags. You must return the certificate of registration (COR) and old-style (blue and green) passport (CPP1) to us. We will change the details and reissue it as a single-page passport (CPP52).

Whenever you apply new tags, you must update your farm records to show the new details.

## 2.8 Rules against switching identities

Under no circumstances must ear tags be removed from one animal and used on another, and identities cannot be reused. Legal action may be taken against any keeper found breaking these rules.

If you need to remove a tag for any reason other than because it is damaged or illegible, you must ask us for permission.

## 2.9 Bar-coded ear tags

A bar code may be included on an official tag for animals that are being exported. (Cattle born in GB do not need to be identified with ear tags that have a bar code.) The importer and exporter will decide, through a commercial arrangement, whether or not this is necessary. British ear-tag manufacturers can issue such tags if they are needed.

# 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](http://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](http://rpa.defra.gov.uk).

# 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 ebaid  
**UK1234567100007**



Breed / Brif: <b>1</b>	<b>Holstein</b>	Country of origin / Mearfwrdd o: <b>Switzerland</b>
Sex / Rhyw:	<b>Female</b>	Date of import / Dyddiad ymroddio: <b>06/06/2010</b>
Born / Ganwyd:	<b>04/10/2008</b>	Import health certificate No / Rhif llythyrff inchyd ymroddio: <b>2</b> <b>CH2010.0001001</b>
Genetic Dam / Mam Engeg:	<b>CH122112020101</b>	Previous ear tag / Tag ebaid blaenorol: <b>CH122112011001</b>
Surrogate Dam / Mam Ferdyg:	<b>CH222011001002</b>	Issue date / Dyddiad cyflwyno: <b>3</b> <b>15/06/2011</b> Version / Fersiwn: <b>2</b>
Size / Ffisi:	<b>CH111302005001</b>	

Please print the labels on panels 4, 5, 6 and 9 and return to us by email or by post. We will send you a copy of your passport as soon as we have received your labels.

## Movement history / Hanes Symud **\*\* Full movement history held on Cattle Tracing System** **\*\* Hanes symudhysedd hysedd ar y System Ddilyn Gwartheg**

Location / Lleoliad	Address / Cefnoliad	Date on / Dyddiad ymroddio	Date off / Dyddiad ymroddio
102340001	Farm One, Sample Street, Sample Town	08/05/2010	15/07/2010
102340001	Farm Four, Sample Street, Sample Town	01/06/2010	16/10/2010
102340001	Farm Five, Sample Street, Sample Town	14/10/2010	20/10/2010
102340001	Farm Six, Sample Street, Sample Town	20/10/2010	30/10/2010
102340001	Farm Seven, Sample Street, Sample Town	02/11/2010	05/11/2010
102340001	Farm Eight, Sample Street, Sample Town	03/11/2010	07/11/2010
102340001	Farm Nine, Sample Street, Sample Town	01/06/2011	

## To be completed by keeper on receipt of passport / Iw gadwch gan golhwr ar ddarparu pasport

<p>8</p> <p>Place your holding address label here Rhowch label cyfeirnod eich ddolod yma</p>	<p>6</p> <p>Signature / Llofnod</p>
	<p>7</p> <p>Date of movement OFF holding / Dyddiad ymroddio i ffwrdd Signature / Llofnod</p>

## Death details / Manylion y farwolaeth

<p>10</p> <p>Place your holding address label here Rhowch label cyfeirnod eich ddolod yma</p>	<p>9</p> <p>Date of DEATH / Dyddiad y farwolaeth Signature / Llofnod</p>
---	--

Please remember to return the animal's passport to DCMS within seven days of the animal's death.  
Cofiwch dychwelyd pasport yr achaf i DDCM o fewn saith diwrnod o farwolaeth yr achaf.

British Cattle Movement Service  
Cwasanfach Symud Gwartheg Ffyrdd  
Cunew Road, Worthington, Cumbria, CA14 3DD  
General helpline / Cyflwyno: 0848 290 1234  
Cowsep: 0848 290 1456  
Email / Cyflwyno: [help@bcms.gov.uk](mailto:help@bcms.gov.uk)

Report births, movements and deaths electronically using  
Aroddwch arwogaethau, symudhysedd a farwolaethau yn electronig gan ddefnyddio:  
• CBS Online / 2000 Ar-lin: [www.bcms.gov.uk](http://www.bcms.gov.uk)  
• CBS call service line: 0848 290 1234  
• Text (Number: 0848 290 1234) 12 12  
• Or using a farm software package / Iw'n defnyddio pacwr meddalwedd ffarm

**For TSE use only / Ai ddefnyddi 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).



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](http://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](http://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](http://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](http://animalhealth.defra.gov.uk).



# 5. Moving your cattle

## 5.1 What is a cattle movement?

A cattle movement takes place when live cattle move 'on' or 'off' a holding. Some examples are:

- a private sale where an animal moves 'off' one farm and 'on' to another;
- moving from a farm to a slaughterhouse or market;
- moving from a market or showground to a farm; or
- moving between separately managed herds at the same farm.

**Remember: we must receive information about movements within three days of the movement taking place.**

You need to tell us when an animal moves 'on' or 'off' your holding, including when you take an animal to market, even if it is not sold there, and when you bring an animal from a livestock market, even if it was one you took and did not sell.

Your farm register must have full details of the movements including where the animal came from or where it moved to. See section 7 for more information.

You must make sure that the animal has its correct identification documents with it when it moves holdings, and give them to the new keeper (see sections 4.1 and 4.2). It is against the law to move an animal

without its official documents. It is also against the law to move an animal which is incorrectly tagged and does not meet the relevant tagging rules.

You do not need to send us movement information if the animal dies on your holding but you must return the passport to us within seven days.

**You must follow TB pre-movement testing requirements. You can find more information relevant to your area, or information about exemptions, on the websites for Defra, Scotland or Wales or from your AHVLA regional office.**

## 5.2 Why we have to be told about 'on' and 'off' movements

European legislation requires both 'on' and 'off' movements to be reported to ensure a complete movement history from birth to death.

## 5.3 Standstills

The movements of animals are restricted. This is to reduce the risk of spreading disease within livestock.

For current details of the restrictions, please contact your local AHVLA office or look on the websites for Defra, Scotland or Wales.

## 5.4 Movements of hire bulls

Whenever a hire bull leaves your holding, even for a short period of time, you must report it as an 'off' movement and give the passport to the new keeper. The keeper hiring the bull must also report

the movement 'on' to their holding. The passport must always be kept with the keeper of the hire bull.

When the hire bull returns to your holding, the movements 'off' the previous holding and 'on' to yours must be reported to us.

## 5.5 How to tell us about cattle movements

### a CTS Online – [www.bcms.gov.uk](http://www.bcms.gov.uk)

You can report movements using our website, CTS Online. It is one of the quickest, easiest and safest ways to report your animals' movements. It reduces paperwork and as it validates some of the information, there is less chance of mistakes being made. You can report movements 'on and off', 'off and on' or 'on and dead' in one go. You can also use it with some farm software packages, and it's free. You can print off a receipt for the information you send us. See section 9 for more details.

### b Farm software

This is a quick and easy way to let us know your cattle movements using your farm software package. You only input your information once and you can print off a receipt for your records.

This method is accurate as it pre-validates some of the information you send us, which saves time correcting errors. We don't charge you for sending us information in this way. See section 10 for more details.

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

You can report movements 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 further details.

### **d Using an Agent**

You can use an agent to act for you. In Scotland, it is a Ministerial requirement that markets report cattle movements on and off farms for their clients. Markets in England and Wales may also report your movements for you electronically. Slaughterhouses may also do this. Please check with them if they are reporting the movement to or from your holding for you. If they are not doing this, you must report the movement. Please make sure you give us the correct information. If they are reporting the move for you, you are still responsible for making sure we receive the movement information. You can do this easily using CTS Online or a farm software package.

### **e Movement cards (CPP13)**

You can tell us about movements using movement cards if you have a chequebook-style passport for the animal (CPP13) or a certificate of registration (COR).

Only use **black** ink to fill in movement cards.

Please use the prepaid envelopes we have sent you **and post straightaway** to the following address.

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

If you need more envelopes, please contact us and we will send you some. If you are a new keeper, let us know if you need them and we will send you some.

## 5.6 How to fill in a movement summary

### a Single-page passport (CPP52)

- 1 When you buy an animal you must attach your bar-code label in the next available space.
- 2 Enter the date the animal moved 'on' your holding; and sign the passport.
- 3 If the animal moves 'off' your holding, you must fill in the date of the 'off' movement and sign this section again before handing the passport to the new keeper.

### b A chequebook-style passport (CPP13)

You should fill in the movement summary in the same way as the single-page passport (CPP52).

### c Animals with certificates of registration

If an animal has a certificate of registration and a blue and green passport, you must also fill in the movement summary section on the passport in the same way as the single-page passport (CPP52).

## 5.7 Continuation sheet

When the movement summary is full you can either return the passport to us to reissue or use a continuation sheet. You can print a continuation sheet from the BCMS pages of

our website at [rpa.defra.gov.uk](http://rpa.defra.gov.uk); you can photocopy the back of the address carrier; or you can phone our helpline to request one.

You can use a continuation sheet for any passport you have (not just a single-page passport). But you **must** write the ear-tag number on the top of the continuation sheet and attach it securely to the correct passport. The continuation sheet forms part of the official passport.

## 5.8 Movements to and from shows

All movements 'on' and 'off' showgrounds must be reported to us. When an animal moves to and from a showground, you need to do the following.

- Report a movement 'off' your holding.
- Report the movement back 'on' to your holding.
- Fill in the movement summary section on the passport for your 'off' and 'on' movement.

The show secretary reports movements 'on' and 'off' the showground, and fills in the movement summary for the movement 'on' and 'off' the showground.

**Remember: you must tell us about movements within three days.**

### **a Reporting show movements**

You can report movements using CTS Online, a farm software package, CTS Self Service Line or an agent. If you have a chequebook-style passport (CPP13) or a COR, you can send us a movement card.

### **b Documents you must take to the show**

You must have a valid passport for each animal that you take to the showground (see section 4.2 for more information).

Without the correct document, the show secretary will not be able to accept the animals, report movements to us or record movement details in the passport.

## **5.9 Movement licences for calves**

You cannot move any live animal without a full passport. If you need to move a calf for welfare reasons or for exceptional circumstances such as flooding or fire before you receive its passport, you must contact us straightaway.

You will need to give us:

- the information required to apply for a cattle passport;
- the movement information; and
- information about the new keeper of the animal.

We will send a movement licence to you by post, fax or e-mail. You must send the movement licence with the animal when it moves and the new keeper must return it to us.

If the information you have given us passes our validation checks, we will send a passport (CPP52) to the new keeper. If the information does not pass our checks, we will contact you and the new keeper in order to correct the information. If we are unable to correct the information, we will issue the animal with a notice of registration (CPP35).

This only applies to calves under 27-days old. It does not apply to calves that have been refused a passport already.

## **5.10 Movement licences for pre-August '96 animals**

Movement restrictions apply to all cattle born or reared in the UK before 1 August 1996. All keepers of these cattle have been issued with restriction notices for their pre-1 August 1996 animals. If you wish to move one of these animals you must apply to the AHVLA Specialist Service Centre at Worcester for a 'Movement Licence for bovines born or reared in the UK before 1 August 1996' before you move it off your holding. This also applies when moving an animal between linked holdings.

All movements of pre-1 August 1996 animals must be reported to us in the normal way.

A licence will not be issued for movements to a market, a slaughterhouse or a cattle dealer.

## **5.11 If an animal is lost or stolen**

You must report the loss or theft of an animal to the police. You should return the passport or COR to us within seven days of becoming aware of the loss or theft. If the animal is later recovered, you must contact us for a replacement passport.

# 6. What you should do when an animal dies

## 6.1 Death reporting

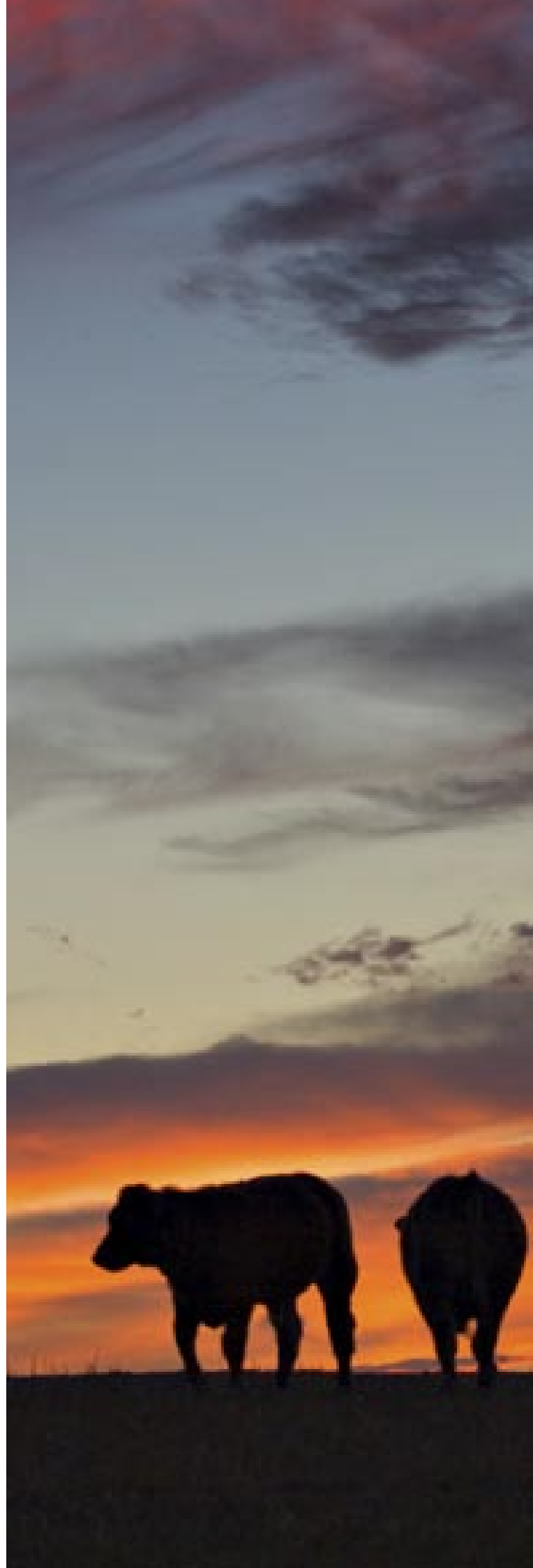
**You must return the passport for a dead animal to BCMS within seven days.**

**BCMS  
Curwen Road  
Workington  
Cumbria  
CA14 2DD**

You can report your animal's death electronically in the following ways.

- On the internet using CTS Online at [www.bcms.gov.uk](http://www.bcms.gov.uk).
- On the internet using a farm software package.
- On the telephone using the CTS Self Service Line on 0845 011 1212; Welsh language 0845 011 1213.

Reporting electronically means that the information gets to CTS more quickly and any problems with an animal's identity can be identified promptly. If you choose to report electronically, you must still return the passport to us but you don't need to complete the death details. If you have a single-page passport (CPP52), you must tick the box in the death details section to advise us that the death has already been reported electronically and then return the passport to us.



If you don't report the animal's death electronically, you must complete the death details section on the passport or certificate of registration and return them and any other official identification documents to BCMS within seven days. Section 4.2 shows the type of identification documents we need. Please do not return other documents for the animal to us, for example breed certificates.

## 6.2 If an animal is slaughtered at a licensed slaughterhouse

When you send animals for slaughter to a licensed slaughterhouse, you must tell us about the movement 'off' your holding.

Slaughterhouse operators must report movements of animals 'on' to their premises and, in exceptional circumstances where licensed to do so, 'off' their premises.

Make sure the animal is correctly tagged and the correct document(s) go with it. If the documents do not match the animal, it will be rejected at slaughter. The slaughterhouse must tell us about a movement 'on' to the slaughterhouse. When the animal has been slaughtered, the slaughterhouse will return the passport to us.

It is now possible for slaughterhouses to report deaths of cattle online using CTS Online, a software package or the CTS Self Service Line.

The slaughterhouse may report your movements, please check if they are doing this for you (see section 5.5d for more information).

## 6.3 If an animal dies on your holding

You are not allowed to bury or burn carcasses on your holding (unless an incineration plant on your holding has been approved by the Animal Health and Veterinary Laboratories Agency). In Great Britain, the only exceptions to the ban are for specified remote areas in the Highlands and Islands of Scotland, the Scilly Isles, Lundy Island and the Isle of Wight in England, and Bardsey Island, Flatholm Island and Caldey Island in Wales.

### a Animals over 48 months old

You must contact a collector within 24 hours of death to arrange delivery of the carcase to an approved sampling site, so that a brainstem sample can be taken for BSE testing. If for any reason the animal has not been registered, it must still be sent for BSE testing.

If you deliver the carcase, you should contact an approved sampling site to agree this within 24 hours, and you must deliver the carcase within a further 48 hours. A list of sites is available on the AHVLA's website at [animalhealth.defra.gov.uk](http://animalhealth.defra.gov.uk) or from your local AHVLA office.

You can also use your local fallen stock collector, or join the National Fallen Stock Scheme (NFSS) run by the National Fallen Stock Company (NFSCo). For information on NFSCo, call 0845 054 8888.

If you have a single-page passport (CPP52), please leave the TSE cut-off slip with the carcase. If you have a chequebook-style passport (CPP13) or a certificate of registration, please leave a movement card with the carcase. This speeds up processing and means the identity of the animal can

be recorded quickly and accurately. We recommend you put the TSE cut-off slip or movement card in a plastic bag or envelope, and secure it to the carcass. Do not send the passport with the animal, you must return it to us within seven days.

The Isle of Wight and certain Scottish islands are exempt from sending animals for BSE testing. Details of these areas are available online at [defra.gov.uk](http://defra.gov.uk) and [scotland.gov.uk](http://scotland.gov.uk).

You must report your animal deaths to us within seven days. See section 6.1 for more information.

#### **b Animals under 48 months old**

You must send the carcass to a hunt kennel or knacker's yard. You can use your local fallen stock collector or join the National Fallen Stock Scheme (NFSS) run by the National Fallen Stock Company (NFSCo). For information, call their helpline on 0845 054 8888. If you wish to incinerate the carcass on-site, you will need approval from the Animal Health and Veterinary Laboratories Agency.

You must report your animal deaths to us within seven days. See section 6.1 for more information.

You do not need to report a movement 'off' your holding.

#### **c Animals slaughtered on the holding**

If your animal is slaughtered on your holding by a vet or slaughterhouse operator and then sent to a slaughterhouse for dressing, you must complete the death details in the passport and send it with the animal to the slaughterhouse. The passport must show that the animal died on the farm. The slaughterhouse will then return the passport to us.

If the animal is over 72 months old, a brainstem sample will be taken for BSE testing at the slaughterhouse.

## **6.4 An animal refused a passport is slaughtered**

Any animal refused a passport must not enter the human food chain under any circumstances.

#### **a Animals over 48 months old**

You must contact a collector within 24 hours of death to arrange delivery of the carcass to an approved sampling site, so that a brainstem sample can be taken for BSE testing. If you deliver the carcass, you should contact an approved sampling site to agree this within 24 hours, and you must deliver the carcass within a further 48 hours.

You may only move a live animal under licence to an approved sampling site. You must contact us before moving the animal and ask for a movement licence (CPP1b), and tell us the name and address of the approved sampling site. You must give the movement licence to them. They will fill in the slaughter details and return the form to us.

You do not need to tell us about a movement 'off' your holding, and we do not need to be told about a movement 'on' to the approved sampling site. We enter this information onto CTS when the approved sampling site sends us the movement licence confirming the animal's death.

The Isle of Wight and certain Scottish islands are exempt from the requirement to submit animals for BSE testing. Details of these areas are available online at [defra.gov.uk](http://defra.gov.uk) and [scotland.gov.uk](http://scotland.gov.uk).

### **b Animals under 48 months old**

You may only move the animal under licence to a hunt kennel or knacker's yard.

You must contact us before moving the animal and ask for a movement licence (CPP1b) and tell us the name and address of the hunt kennel or knacker's yard.

You must give the movement licence to the hunt kennel or knacker's yard. They will fill in the slaughter details and return the form to us.

You do not need to tell us about a movement 'off' your holding, and we do not need to be told about a movement 'on' to the hunt kennel or knacker's yard. We enter this information onto CTS when the approved sampling site sends us back the movement licence confirming the animal's death.

## **6.5 BSE testing for imported cattle**

The rules described apply to cattle **born** in any of the EU Member States listed below.

Austria; Belgium; Cyprus; Czech Republic; Denmark; Estonia; Finland; France; Germany; Greece; Hungary; Ireland; Italy; Latvia; Lithuania; Luxembourg; Malta; Netherlands; Poland; Portugal; Slovak Republic; Slovenia; Spain; Sweden; United Kingdom.

Cattle born in one of the listed\* Member States should keep the following prefix on their ear tags.

Austria	AT	Latvia	LV
Belgium	BE	Lithuania	LT
Cyprus	CY	Luxembourg	LU
Czech Republic	CZ	Malta	MT
Denmark	DK	Netherlands	NL
Estonia	EE	Poland	PL
Finland	FI	Portugal	PT
France	FR	Slovak Republic	SK
Germany	DE	Slovenia	SI
Greece	EL	Spain	ES
Hungary	HU	Sweden	SE
Ireland	IE	United Kingdom	UK
Italy	IT		

\* Subject to change

Cattle with ear tags which do not have the prefixes listed above must be BSE tested at over 30 months (healthy slaughter) or over 24 months (fallen stock, emergency slaughter or sick at ante-mortem).

To help your slaughterhouse or animal by-product premises/sampling site comply with BSE testing requirements, please inform them if the animal was **born outside the EU** and imported into a Member State. These animals can be difficult to identify as they will be re-tagged with a tag showing the importing Member State's prefix (unless slaughtered within 20 days).

# 7. Record keeping

## 7.1 Farm records

**You must keep records of all cattle births, movements and deaths, which include details of:**

- the ear-tag number;
- the date of birth;
- the sex;
- the breed;
- the dam identity;
- the date of movements 'on' and 'off' your holding;
- the details of where the animal has moved to or from; and
- the date of death.

You must keep a record of all cattle movements even if you don't have to report them to us. You must also record links with other farms in your farm records, and movements between your farm and the linked farm.

The records may be paper or stored on a computer, and must record details of births, movements 'on' and 'off' the holding, and deaths. You can use an Agriculture Department Herd Register, a Local Authority Record Book, a computerised spreadsheet, software package or a record book. As records must be available on request, if you keep your records on computer, you may wish to keep a paper copy as a back-up.

You must keep farm records for **10 years**, and three years in any other case (for



example markets), from the end of the calendar year in which the last entry was made.

## 7.2 Deadlines

You must complete your farm records within the following deadlines.

- 36 hours in the case of movements 'on' or 'off' a holding.
- 7 days for the birth of a dairy animal.
- 30 days for the birth of all other cattle.
- 7 days for a death.
- 36 hours for replacement ear tags.

We recommend you update your records as soon as possible after the event as this makes it easier to keep your records accurate.

## 7.3 Keeping us updated with your details

It is important that you keep us updated with your contact details as we use these to get in touch with you. Please let us know if you change any of your contact details including your:

- telephone number;
- holding address;
- correspondence address (if different from your holding address); and
- e-mail address.

If your telephone number is inaccurate, it may prevent you using the Self Service Line.

# 8. Cattle identification inspections

## 8.1 Why we have inspections

By law we must carry out cattle identification inspections. Inspectors examine cattle, their ear tags, passports and farm records to check that the rules for identifying cattle are being met.

## 8.2 What the inspector does

The inspector checks all the animals on your holding or holdings, whether they were born on your holding or bought in. They also check imported animals. You need to gather together all the animals that are being inspected.

The inspector will check:

- farm records that show which animals are present on the holding or have been on the holding;
- births, movements and deaths are correctly recorded;
- all animals are correctly tagged, and match the animal's identification document;
- all identification documents are present and correct;
- deadlines for identifying cattle and keeping records have been met;
- all identification documents for animals that have moved or have died have been passed to the new keeper or returned to us; and



- all unused ear tags to ensure they are stored securely.

### 8.3 What you have to do

An inspector has the right to visit farms to make sure that the rules for identifying cattle and keeping records are understood and being followed. You must let the inspector see all the documents and records relevant to the inspection. It is against the law not to have documents available for inspection, so they should be kept by the keeper of the animal. You should make sure that the inspector can safely inspect your animals. You must provide suitable handling facilities and people to gather the cattle together. You are responsible for the animals' welfare during the inspection.

At the end of the inspection the inspector will ask you to sign the cattle identification inspection report form 1 (form CPP18), and give you a copy. (This does not apply in Scotland.)

#### a If an inspector is obstructed

If an inspector is obstructed, your whole herd will be restricted, and any payments due to you may be at risk.

By 'obstruction' we mean the following.

- Complete refusal to allow inspection to take place.
- Failure to gather animals for physical inspection.
- Inadequate handling facilities and provision of labour.
- Failure to present farm records and passports.
- Abusive and/or aggressive behaviour.

### 8.4 How long the inspection takes

How long an inspection takes will depend on the size of your holding, the number of cattle involved, and the quality of your records. If your records are set out clearly and accurately, the inspection won't take as long. We aim to carry out inspections quickly and efficiently with as little disruption to you as possible.

Reporting movements promptly will help you to make sure your records are up to date. It is quicker, safer and more accurate if you report them electronically (see section 5.5 for more information).

### 8.5 How we choose farms for inspection

We may choose to inspect any holding. We are more likely to inspect you if we found problems during a previous inspection as a higher enforcement weighting will be applied to your holding. The number of farms we visit each year partly depends on how well the rules for identifying cattle and keeping records are being met in Great Britain.

### 8.6 Other inspections

Inspections are also carried out as part of the Single Payment Scheme in England and Wales, and the Single Farm Payment Scheme in Scotland. The results of these inspections may affect any payment made to you.

Where both single payment and cattle identification inspections are needed, we will try to carry them out at the same time.

The results of the cattle identification inspection are sent to us to decide what

action should be taken, if any is needed. The results are passed to the paying authorities in England, Scotland and Wales.

## 8.7 What happens if an inspector finds problems?

### a Mistakes in cattle passports

If the inspector finds mistakes in any cattle passport, either after inspecting the animal itself or when he or she checks your farm records, the inspector will collect those cattle passports from you and give you a receipt for them.

If we can correct the passports, we will do so and return them to you free of charge. You should check the passports carefully when they come back. Please phone us if you do not get your passports back within four weeks of the inspector taking them.

### b Differences between the information given on ear tags, in passports and in your herd register

If the inspector finds any differences between an animal's ear tag, its passport and its entry in your farm records, a movement restriction may be placed on the animal. The inspector will do this either by taking the animal's passport away to be corrected or by giving you a movement restriction notice for the animal (form CPP27/CPPS27 - notice restricting the movement of individual cattle).

If one of your animals is placed under a movement restriction, this means the following.

- You cannot move that animal from your holding until you have made sure that it is correctly tagged, its passport is correct, and the animal's details and movements

are correctly recorded in your farm records.

- The movement restriction notice tells you what you need to do to put things right.
- We will lift the movement restriction as soon as you have correctly identified the animal. This will be when we have corrected and returned the animal's passport or when you have put matters right yourself by following the information in the movement restriction notice.

The movement restriction is not self-lifting. You must tell us when you have corrected any errors.

An inspector may return at a later date to check that the animal has been correctly identified.

**Remember: you must tell us when you have made corrections.**

### c If more than 20 per cent of cattle are not correctly identified, or you fail to report births, movements and deaths

If, at the end of the inspection, our inspector finds that more than 20 per cent of the cattle on your holding do not meet with the identification and traceability rules, a whole herd movement restriction will be put in place restricting movements 'on' and 'off' your holding.

This means the following.

- You will receive a movement restriction notice for your whole herd (form CPP28/CPPS28 - notice restricting the movement of cattle 'off' and 'on' to a holding). This lists all the animals on your holding and tells you what you need to do to put things right.
- You cannot move any animals 'off' your holding until more than 80 per cent of

your cattle meet the regulations. If the movement restriction is for both 'on' and 'off' movements, you cannot move any animals 'on' or 'off' your holding until more than 80 per cent of your cattle meet the regulations.

- We will send you a letter listing the number of animals on your holding, the number of corrections to be made and the number of corrections you need to make to lift the part of the movement restriction that applies to your whole herd. We will also tell you what you need to do to put things right.
- You must tell us when 80 per cent or more of your herd meet the regulations. You can do this by phone or by using a notice of compliance (form CPP29/ CPPS29). If you are not sure, please contact us and we will check for you.
- Once you have told us that enough of the herd meet the regulations to lift the movement restriction, we will confirm this to you by letter. We will also list any animals we still believe have mistakes and are restricted to your holding.
- We may ask an inspector to visit your holding to check that the action you have taken is correct. If you give us any false information to lift a movement restriction on your whole herd, we may take enforcement action against you.
- If you move animals from your holding while the movement restriction is in place, you are committing an offence, and we may take enforcement action against you.

If less than 20 per cent of your animals did not meet the regulations, they will be individually restricted. This means you will not be able to move a restricted animal off your holding until the mistakes for that animal have been put right.

We will place a whole herd movement restriction on any holding which has refused entry to cattle inspectors. The above conditions will apply.

#### **d Animals failing to meet the rules**

An animal does not meet all the rules if:

- it is not tagged according to the legislation in force at the time of the animal's birth;
- the inspector cannot trace the identity of the animal through your farm records;
- you have not recorded its birth or any movement 'on' your holding in your farm records; and
- the animal does not have a valid passport, certificate of registration or notice of registration.

If our inspector finds any unidentified animals on your holding, you will get a notice telling you to identify the animals (form CPP30/ CPPS30). The notice will not allow you to move the animals off your holding.

The inspector will return to your holding after a minimum of two working days to check if you have tagged the animals. If you have not, you will be given a notice of removal of cattle for compulsory slaughter (form CPP31/ CPPS31). The animal will be destroyed, and we may recover the costs of the compulsory slaughter from you.

#### **e No records held**

If the inspector found that you completely failed to report births, movements and deaths to us, a movement restriction will be placed on all cattle moving 'on' and 'off' your holding.

**Remember: if you claim under any of the schemes detailed at Section 1.8, problems found during a cattle identification inspection may also**

**constitute non-compliances under the Statutory Management Requirement (SMR) 7 and your payments may be reduced.**

## 8.8 Are the results of inspections made public?

There is a yearly programme of inspections. We produce results about the number of farms we visit each year and how well the rules are being followed. These are made public. They are sent to the European Commission and shared with other Member States. We do not name individual results in these reports.

## 8.9 Follow-up action

The inspecting officer sends us a copy of the report. We look at the findings and decide what action is needed. If we find any mistakes or faults with any animal's identification or with the supporting paperwork, we will work with you to sort them out.

If we find discrepancies during the inspection, we may apply one of the following restrictions.

- Individual cattle with discrepancies on their ear tags, passport or farm records, which you do not correct at the time of the inspection, have a movement restriction placed on them, or the passport is removed so we can correct it.
- We place a movement restriction on all the cattle on the holding if the percentage of cattle on the holding with unresolved discrepancies is more than 20 per cent at the end of the inspection.
- We lift these movement restrictions once we are told what action you have taken

to correct these discrepancies or after a re-inspection.

- If an animal has no ear tags, passport or farm record, we ask you to identify it. If you do not do this, we could have the animal destroyed without paying any compensation to you.

## 8.10 Animal welfare

If an inspector believes that the animals' welfare is not meeting welfare standards, the inspector will report this as a non-compliance to the local authority.

## 8.11 Penalties

The agriculture departments may take legal action against any keeper believed to be breaking the rules. If the court finds that a keeper is guilty of an offence, they may set severe penalties, including fines of up to £5,000 for each animal. In the worst cases, the court can also give the keeper a prison sentence.

Problems found at inspection which are also non-compliances under Statutory Management Requirement (SMR) 7, may lead to reductions in payments received under the schemes detailed at Section 1.8.

If you do not meet the rules through negligence, your payments will generally be reduced by 3%. This may be reduced to 1% or increased to 5% depending on the extent, severity and permanence of the non-compliance. In some very limited circumstances, only a warning letter may be issued.

If you intentionally do not meet a cross-compliance rule, your payments will generally be reduced by 20%. This may be

reduced down to 15% or increased up to 100% depending on the extent, severity and permanence of the non-compliance.

# 9. CTS Online

CTS Online is a free website you can use for reporting births, movements and deaths. You can find it at [www.bcms.gov.uk](http://www.bcms.gov.uk). As it checks some of the information you provide, it's less likely that mistakes will be made.

## 9.1 What you can use CTS Online for

You can use CTS Online to:

- register cattle births;
- register cattle movements 'on' and 'off' your holding;
- report the death of an unregistered calf;
- report the death of a registered animal (you must return the passport to BCMS within seven days of the animal's death);
- see the animal details and history of your cattle;
- see a list of all the cattle on your holding;
- view a list of the applications and movements that have problems listed against your holding, and provide information to us electronically to resolve these;
- link directly with your own farm-management software package (if compatible); and
- contact us to order bar-code labels and forms.



## 9.2 Why you should use CTS Online

It's free, quick and easy to use, and is available 24 hours a day, seven days a week.

- We will receive your cattle applications more quickly.
- It helps reduce paperwork.
- You receive a receipt for all the information you send.
- You can report a batch of animals' movements to us quickly using the upload facility.
- You can use it with some farm software packages.
- You can check your own farm records against information held on CTS, and send us information online to resolve problems.
- Use 'Contact BCMS' link to order your bar-code labels.

CTS Online will help make sure your information is correct. When you register a new birth, movement or death, the system will check most of the information you enter. This means you make fewer mistakes and we can produce passports faster. It also saves you paperwork, postage costs, time and effort.

If you are selected for a Cattle Identification Inspection, the inspector will compare the records on CTS against your farm records and the animals on your holding.

To help you check the information we hold for you on CTS is correct, you can:

- look at a list of the cattle on your holding, either on screen, by downloading or by printing it off, and use it to check against farm records;

- look at the life history of cattle that have been on or are registered to your holding; and
- look at all transactions for your holding in the last six months.

## 9.3 Using an agent

You can choose to have someone else (an agent) send your information for you using CTS Online. Your agent must contact us to register as an agent on the Cattle Tracing System (if they are not already registered), and then a link can be set up between you and your agent to allow the agent access to your records.

Your agent can access all your information using CTS Online, so it's important that you keep them updated with information about your cattle. If you have an agent, you are still responsible (as the keeper) for making sure that the information provided is correct. You can find CTS Online agent registration, and agent and farmer link forms on the CTS Online homepage and the BCMS pages of the RPA website. Your agent can be a friend, family member, neighbour or any agricultural agent who you would like to act for you.

You can find a list of agents who are already registered on the Cattle Tracing System on the BCMS pages of our website at [rpa.defra.gov.uk](http://rpa.defra.gov.uk).

If, at any time, you want to end the link between yourself and your agent, please call our helpline, e-mail us or send us a letter.

## 9.4 Who has access to your information?

Only you, BCMS and your agent (if you choose to have one) can use CTS Online

to update your animal details. Defra departments and its agencies can only read information on CTS Online.

## 9.5 How you can tell if CTS has got your information

A receipt will be displayed for successful births, movements and deaths submitted using CTS Online. This information will also show in the 'Submitted but not yet processed' section on the View Cattle Summary screen. Once processed the information will show in the last six months of transactions. If there are any problems a red 'traffic light' will be displayed on the problem status on this screen.

## 9.6 Getting started

You need to connect to the internet. When you have done this, enter the website ([www.bcms.gov.uk](http://www.bcms.gov.uk)) in the address or location line of your browser.

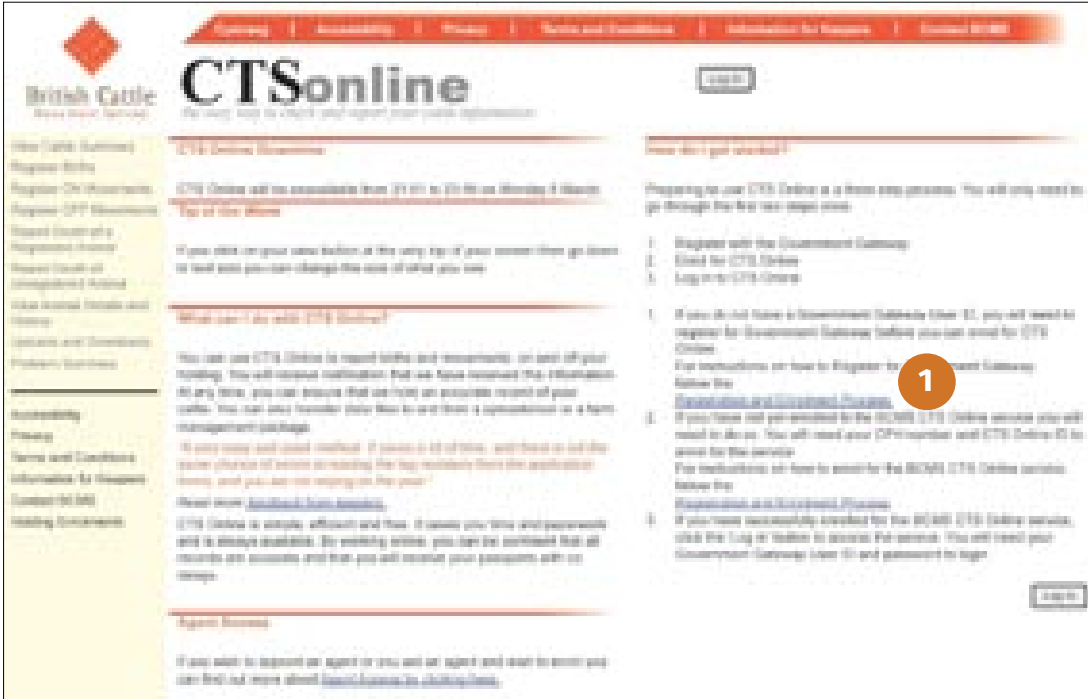
There are plenty of organisations that will help if you need computer training. To find details, see your local newspapers, contact your local council or college, or speak to your local farmers' union representative.

**You need to enrol the first time you use CTS Online. Once enrolled you can use the site whenever you want to by clicking on the 'log in' button and then entering your user ID and password.**

## 9.7 How to enrol for CTS Online

You need a CTS Online reference number to enrol. Contact the BCMS helpline if you do not have one.

- Enter [www.bcms.gov.uk](http://www.bcms.gov.uk) and you will see the CTS Online home screen.



- 1 Click on the first 'Registration and Enrolment Process' link.



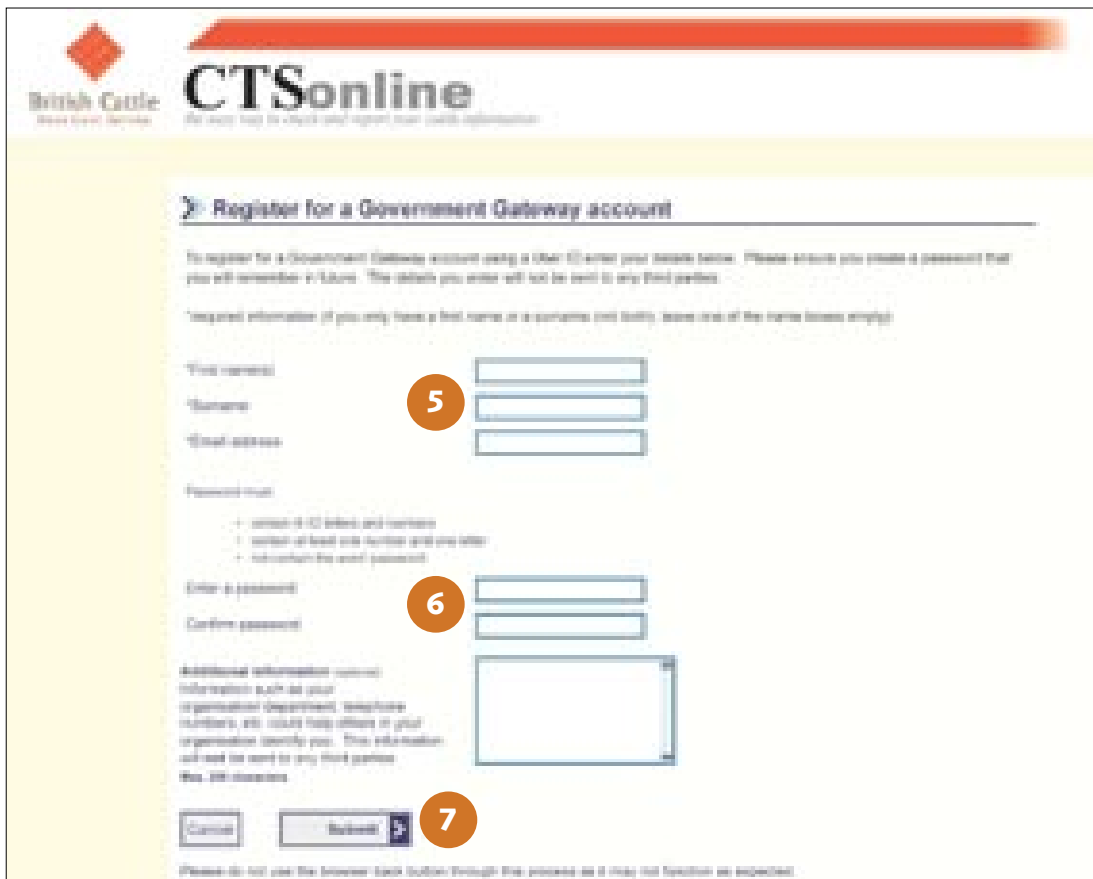
- 2 Click on 'Register as a Keeper' button.

- You will see the 'Register as an organisation' screen.



- 3 Click 'Register'. Or
- 4 If you are already registered on the Government Gateway, click 'login here'.

- You will see the 'Register for a Government Gateway account' screen.



- 5 Enter your details in these boxes.  
Fields marked with an \* are mandatory.
- 6 Create and confirm a password. This must:
  - Contain 8-12 letters and numbers.
  - Include at least one number and one letter.
  - Not contain the word 'password'.
- 7 Click 'Submit'.

**Make a note of your password here.**

- You will see the 'BCMS CTS Online - Service Enrolment' page.

**BCMS CTS Online - Service Enrolment**

Please enter the following information

Please note: \* indicates that an answer is required

Please enter your CTS Holding ID (usually CPH) and CTS Online Reference Number. These details will have been sent to you by BCMS.

**8** Your CTS Holding ID\*  
e.g. 123456789 or 123456789-01 or 1234

**9** Your CTS Online reference number\*  
e.g. 000-000-000 or 0000

**10**  I have read and accept the terms and conditions for this service?

If you like, you can enter a description of the enrolment below, to make it easier to remember

Reference name

Cancel Next **11**

- 8** Enter your CPH number.
- 9** Enter your CTS Online reference number.
- 10** Tick to show you have read and accept the terms and conditions.
- 11** Click 'Next'.

- If you don't have your CTS Online reference number, please contact the BCMS helpline on 0845 050 1234 or e-mail us.

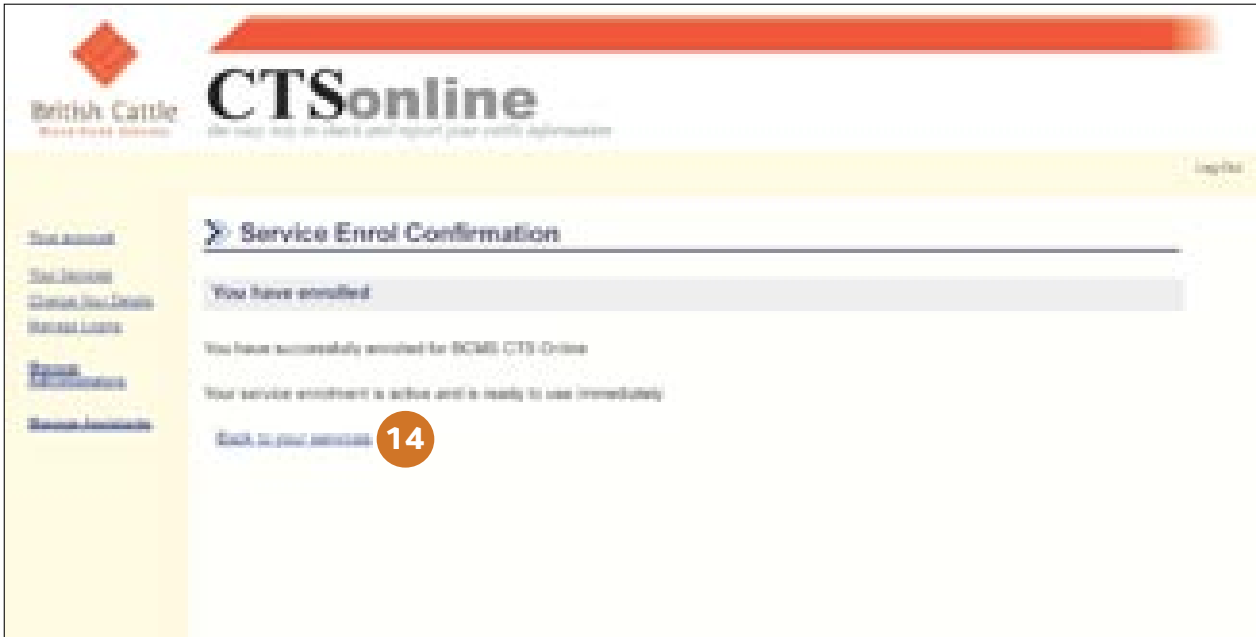
- You will see confirmation of your Government Gateway User ID.



- 12** Note your Gateway User ID and keep it safe.
- 13** Click on 'Continue'.

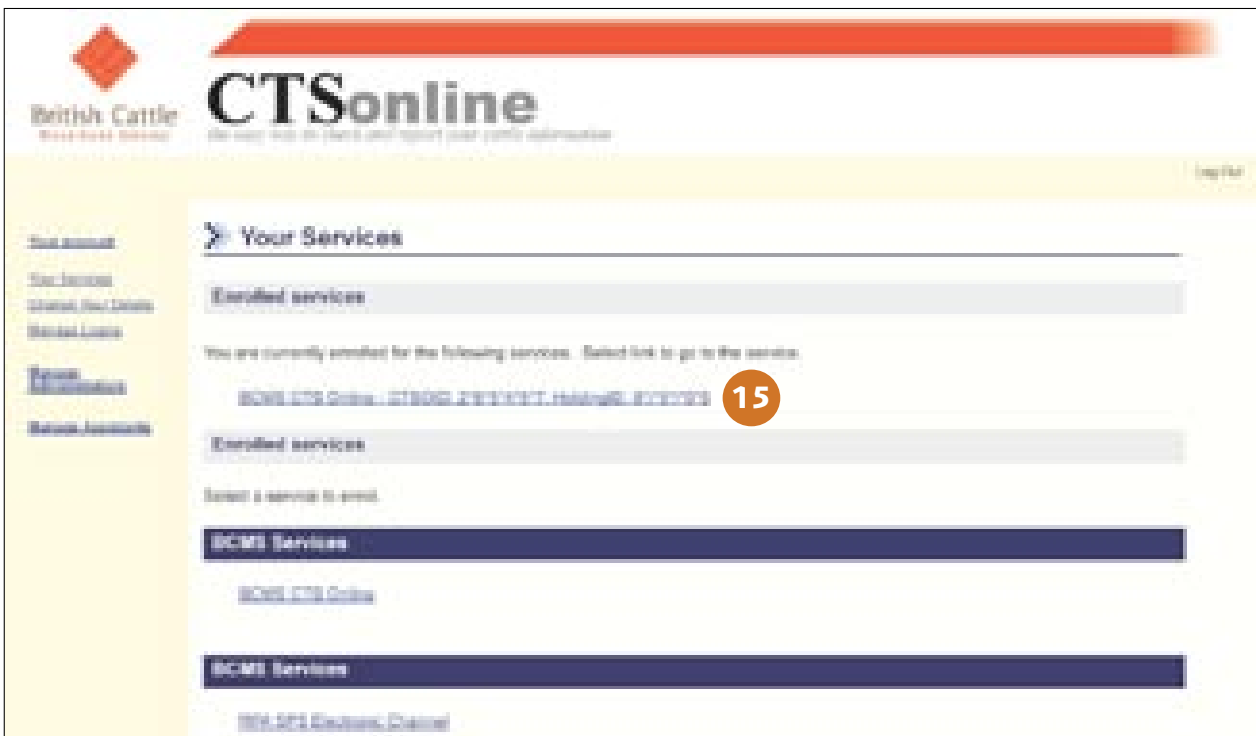
### Gateway user ID.

- You will see a 'Service Enrol confirmation' screen.



- 14 Click 'Back to your services'.

- On the 'Your Services' screen you will see details of your enrolment under 'Enrolled Services'.



- 15 Click on the 'BCMS CTS Online-CTSOID 2\*6\*5\*8\*7 Holding ID 9\*/9\*/\*0\*5' link.

- You will see the CTS Online homepage.

**You are registered with a Government Gateway account and are enrolled on CTS Online.**

## 9.8 If you have problems using CTS Online

Each page has on-line help in case you have difficulties. This can be viewed on the right-hand side of each screen and is relevant to the page that you are on.

If you come across a problem when you are using CTS Online, which is not covered by the on-line help, please contact us with the following details.

- Your name and phone number.
- Your county, parish, holding (CPH) number.
- What the problem is.
- The web page you were using when the problem happened.
- Your internet service provider (ISP) and browser type.
- The date and time the problem happened.

There is a 'contact BCMS' facility on the main menu displayed on the left-hand side of each page. You can use this to send us more information (and request bar-code labels).

If you make a mistake with some of the information you send, please use the 'contact us' facility to e-mail all the details to us or call our helpline.

## 9.9 Making the most of CTS Online

As well as reporting your cattle births, movements and deaths, CTS Online lets you:

- see at a glance, using the 'traffic light' system, if we have any problems reported against your holding;
- see details of any problems with reported cattle passports and movements against your holding;
- send information to us using the internet to help resolve any problems;
- view your cattle information on-line;
- check the name and address details we have for your holding; and
- request forms and bar-code labels at the touch of a button.

For users in England, CTS Online is part of Business Link, which gives easy access to a range of other useful government services and information.

# 10. Farm software

## 10.1 CTS Web Services

CTS Web Services works with some farm software, so you only have to input your information once and your farm software does the rest.

You can report all your cattle births, movements and deaths of registered animals using an internet link from your farm software. Some of the information is validated, which leads to fewer mistakes, and the information you send is secure. You should also request and print off a receipt for the information you send.

You can automatically compare your records against the Cattle Tracing System (CTS) as often as you like with the 'Cattle on Holding' cross-check option.

Look on the BCMS pages of the RPA website at [rpa.defra.gov.uk](http://rpa.defra.gov.uk) for a list of suppliers with packages that link to CTS Web Services.

## 10.2 Get animal details

Get animal details allows you to view the full details that we hold for your animals.

You can see all the details of an animal on your holding as well as its full movement history. This includes any problems with the animal details or movement history and the passport version number. You can request details for between one and fifty animals at any one time. Slaughterhouses can view the details of any animal.



Your farm software supplier may offer this service, please contact them for more information.

# 11. CTS Self Service Line

## 11.1 CTS Self Service Line

We have developed this automated telephone facility for keepers who do not have access to a computer. It is convenient as it is available 24 hours a day, 7 days a week and provides some up-front validation checks.

## 11.2 How to use the Self Service Line

The telephone numbers for the CTS Self Service Line are:

**English line - 0845 011 1212**

**Welsh language line - 0845 011 1213**

When you phone the Self Service Line your details will be verified. The information that we check is the CPH number and telephone number you are calling from. You must be phoning from one of the valid telephone numbers that we have recorded on CTS for your CPH. The telephone number that you are calling from must not be withheld. If it is, you will need to enter 1470 before dialling the Self Service Line number. You will be asked to give your CPH number including the zeros but without any slashes or dashes this will then be matched to the number you are calling from. If you have sub-locations you should provide the full eleven digit



number. Slaughterhouses should provide their four digit MHS number.

### 11.3 What you can use the self service line for

You can report the following types of transactions provided the animals have UK all numeric tags.

- Births (Press 1)
- Movements ON (Press 2)
- Movements OFF (Press 3)
- Deaths of Registered animals (Press 4)
- Deaths of Unregistered calves (Press 5)

If you know the option number that you want, you can go straight to it by pressing the relevant number on the telephone keypad.

There is a limit of 50 transactions in one call. If you wish to report more than this, you must hang up and re-dial. At the end of the call you will be given a reference number, which you should note in case of queries.

The validation checks are similar to those on CTS Online, and the information given during the call will be automatically transferred to CTS Online. This means that you can see the information you have provided straight away in 'Recorded Events'.

### 11.4 Action after the call

If you have reported the death of a registered animal, you must still return the passport to us within seven days but you do not need to complete the death details. If you have a single-page passport (CPP52), remember to tick the box in the death details section to show you have already reported

the death electronically.

If you have reported the birth or death of an unregistered animal, then you should **not** complete and return the pre-printed application form (if you have received one).

If you have reported a movement, you should **not** send a movement card.

### 11.5 Top tips

The following tips will help you get the best out of the service.

- You can return to the main menu at any time by saying 'Go back' or pressing \* on the telephone keypad.
- If you have any problems speaking your information, you can use the telephone keypad, for example, press '1' for 'Yes' and '2' for 'No'.
- The CPH number must be provided in full including the zeros but without any slashes and dashes, for example two zero five six zero eight nine one three which is 20/560/8913.
- There is no need to say UK. When the ear-tag number is read back to you it will automatically add on the UK.
- English line - you can either speak or enter the information using your telephone keypad but in either case you must speak the breed.
- Welsh language line – you must enter the information using your telephone keypad but you must speak the breed.

The Self Service Line does not allow you to:

- register imported animals (see section 4.7a);
- register or report movements of animals with alpha-numeric tags;

- register the animal's sire or surrogate dam; and
- report through moves (for example, through a market or 'on' and 'off' a show on the same day). You can report these events as two separate movements but you must leave at least 24 hours between reporting them.

You can use CTS Online to report this information to us or phone the BCMS helpline.

**Please note:** You must phone from one of the valid telephone numbers that we have recorded on CTS for your CPH. If your phone line automatically withholds your number, you must enter 1470 before dialling the CTS Self Service Line number. If you are using a mobile phone then the settings may need to be changed to show the number. (Mobile phone network providers should be able to help you.)



# 12. Further information

## 12.1 What you should do if you are not satisfied with our service

- If you are not happy with our service you can write to the BCMS Operations Manager. It will help us to investigate your case if you set out the facts as fully as possible. We will thoroughly investigate the matter and give you a full response within 15 working days.
- If you are not satisfied with our reply, you can write to our Customer Relations Unit (CRU) at:

**Rural Payments Agency**  
**PO Box 69**  
**Reading**  
**RG1 3YD.**

Or e-mail: [customerrelations@rpa.gsi.gov.uk](mailto:customerrelations@rpa.gsi.gov.uk)

The CRU plays no part in managing our service so is not biased. The CRU will investigate your case and will normally report back to you within 15 working days.

If you are still not satisfied, you can ask:

- your Member of Parliament;
  - your Member of the Scottish Parliament;
- or
- your Assembly Member;

to take up your case with us or pass your case to the appropriate minister or ombudsman.

# Breed code list

Description	Breed	Description	Breed
Aberdeen Angus	AA	British Friesian Cross	BFX
Aberdeen Angus Cross	AAX	British White	BW
Australian Lowline	ALL	British White Cross	BWX
Angler Rotvieh	AR	Brown Swiss	BS
Angler Rotvieh Cross	ARX	Brown Swiss Cross	BSX
Ankole	AN	Charolais	CH
Armoricaïne	AM	Charolais Cross	CHX
Armoricaïne Cross	AMX	Chianina	CHI
Aubrac	AU	Chianina Cross	CHIX
Aubrac Cross	AUX	Chillingham	CHL
Ayrshire	AY	Chillingham Cross	CHLX
Ayrshire Cross	AYX	Cross Breed Beef	CB
Baltata Romaneasca	BRO	Cross Breed Dairy	CD
Bazadaise	BAZ	Danish Red	DR
Bazadaise Cross	BAZX	Danish Red Cross	DRX
Beefalo	BEL	Dairy Shorthorn	DS
Beef Shorthorn	BSH	Dairy Shorthorn Cross	DSX
Beef Shorthorn Cross	BSHX	Devon	DEV
Belted Galloway	BG	Devon Cross	DEVX
Belted Galloway Cross	BGX	Dexter	DEX
Belted Welsh Black	BWB	Dexter Cross	DEXX
Belted Welsh Black Cross	BWBX	Dwarf Zebu	DZE
Bison	BI	East Finnish Brown	EFB
Blonde D'Aquitaine	BA	East Finnish Brown Cross	EFBX
Blonde D'Aquitaine Cross	BAX	English Park	EP
Blue Albion	BAL	English Park Cross	EPX
Blue Albion Cross	BALX	Estonian Red	ER
Blue Grey	BLG	Estonian Red Cross	ERX
Blue Grey Cross	BLGX	Flekvieh	FKV
Brahman	BR	Flekvieh Cross	FKVX
Brahman Cross	BRX	Frisona Espagnola	FE
Bretonne Pie-Noire	BP	Frisona Espagnola Cross	FEX
Bretonne Pie-Noire Cross	BPX	Gasconne	GAS
British Blue	BRB	Gasconne Cross	GASX
British Blue Cross	BRBX	Galloway	GA
British Friesian	BF	Galloway Cross	GAX

Gayal	GAY	Murray Grey	MG
Gelbvieh	GE	Murray Grey Cross	MGX
Gelbvieh Cross	GEX	Normande	NO
Gloucester	GL	Normande Cross	NOX
Gloucester Cross	GLX	Northern Dairy Shorthorn	NDS
Groninger Blaarkop	GB	Norwegian Red	NR
Groninger Blaarkop Cross	GBX	Norwegian Red Cross	NRX
Guernsey	GU	Old English	OE
Guernsey Cross	GUX	Old English Cross	OEX
Heck	HK	Other Dairy	OD
Heck Cross	HKX	Parthenais	PA
Hereford	HE	Parthenais Cross	PAX
Hereford Cross	HEX	Piemontese	PI
Highland	HI	Piemontese Cross	PIX
Highland Cross	HIX	Pinzgauer	PIN
Holstein	HO	Pinzgauer Cross	PINX
Holstein Cross	HOX	Red Poll	RP
Holstein Friesian	HF	Red Poll Cross	RPX
Holstein Friesian Cross	HFX	Reggiana	RE
Irish Moiled	IM	Reggiana Cross	REX
Irish Moiled Cross	IMX	Riggitt Galloway	RG
Jersey	JE	Riggitt Galloway Cross	RGX
Jersey Cross	JEX	Romagnola	RO
Kerry	KE	Romagnola Cross	ROX
Kerry Cross	KEX	Rotebunde	ROT
Limousin	LIM	Rotebunde Cross	ROTX
Limousin Cross	LIMX	Salers	SA
Lincoln Red	LR	Salers Cross	SAX
Lincoln Red Cross	LRX	Shetland	SH
Longhorn	LH	Shetland Cross	SHX
Longhorn Cross	LHX	Shorthorn	SHO
Luing	LU	Shorthorn Cross	SHOX
Luing Cross	LUX	Simmental	SM
Maine Anjou	MA	Simmental Cross	SMX
Maine Anjou Cross	MAX	South Devon	SD
Malkekorthorn	MAL	South Devon Cross	SDX
Malkekorthorn Cross	MALX	Speckle Park	SP
Marchigiana	MAR	Speckle Park Cross	SPX
Marchigiana Cross	MARX	Stabiliser	ST
Meuse Rhine Issel	MRI	Stabiliser Cross	STX
Meuse Rhine Issel Cross	MRIX	Swedish Red	SR
Montbeliarde	MO	Swedish Red Cross	SRX
Montbeliarde Cross	MOX	Swedish Red Polled	SRP

Swedish Red and White	SRW	Vaynol Cross	VAX
Swedish Red and White Cross	SRWX	Wagyu	WA
Swiss Braunvich	SB	Wagyu Cross	WAX
Swiss Braunvich Cross	SBX	Water Buffalo	BU
Swiss Orig Braunvieh	SOB	Welsh Black	WB
Swiss Orig Braunvieh Cross	SOBX	Welsh Black Cross	WBX
Swiss Grey	SG	Welsh White	WW
Swiss Grey Cross	SGX	Welsh White Cross	WWX
Sussex	SU	White Galloway	WG
Sussex Cross	SUX	White Galloway Cross	WGX
Tyrone Black	TB	Whitbred Shorthorn	WS
Tyrone Black Cross	TBX	Whitbred Shorthorn Cross	WSX
Tarantaise- Tarina	TT	White Park	WP
Tarantaise- Tarina Cross	TTX	White Park Cross	WPX
Valdostana Nera	VN	Yak	YK
Valdostana Nera Cross	VNX	Zebu	ZE
Vaynol	VA		

# Glossary of terms

**Agent Access** You can choose to have someone (an agent) to input and send us your information using CTS Online.

**AHVLA** Animal Health and Veterinary Laboratories Agency. Responsible for controlling animal disease, animal welfare, inspections, herd marks and so on.

**Alpha-numeric** Letters and numbers in an ear tag.

**Bar-code labels** Labels issued to keepers showing the keeper's name and the address of the holding, with a bar code including the CPH. The bar code allows us to read information electronically.

**BCMS** British Cattle Movement Service.

**Bovine-SCH** Bovine Schedule. A list of ear tags and animals that matches the health status for export.

**Calves** Young cattle up to six months old.

**CAP** Common Agricultural Policy.

**Check digit** First number of an animal number on new numeric ear tags after the herd mark.

**CHR** Cattle herd registration project. The project ran through 2000 and 2001, and involved collecting the details and current location of older animals, born before 1 July

1996, and putting them on to the CTS.

**CHR 1** Registration of older cattle, born before 1 July 1996, form (see also CHR).

**CHR 3** Certificate of CTS registration (see also COR) for older animals to enable them to report cattle movements.

**CII** Cattle Identification Inspection. Inspection to check identities and paperwork for cattle on a holding.

**COR** Certificate of registration. Document issued to keepers for older cattle, born before 1 July 1996, to help them report movements.

**CPH** County, Parish, Holding number. This is a unique identifier for each farm that is issued by the RPA Customer Service Centre in England, your local SGRPID office in Scotland or your local WG office in Wales. It is made up of two numbers for a county, three numbers for a parish and four numbers for a holding.

**CPP1** 'Old-style' cattle passport on a blue or green A4 sheet. Issued between 1 July 1996 and 27 September 1998.

**CPP1b** Movement licence. Form needed to move an animal that does not have a passport to a hunt kennel or knacker's yard. The animal must not enter the human food chain and must be under 48 months of age.

**CPP9a** Application for a replacement passport.

**CPP12** Paper application form for a cattle passport. These are preprinted with the animal's ear-tag number and the details of the holding.

**CPP13** Chequebook-style cattle passport between 28 September 1998 and 31 July 2011.

**CPP16** Application for a cattle passport for imported animals.

**CPP16(W)** Application for a cattle passport for imported animals (Welsh).

**CPP18** Cattle Identification Inspection: Report Form 1. Issued by a visiting inspector at the end of an inspection. It is also a document receipt.

**CPP27/ CPPS27** Notice restricting the movement of individual cattle.

**CPP28/ CPPS28** Whole herd movement restriction notice. Issued by a visiting inspector.

**CPP29/ CPPS29** Notice of compliance.

**CPP30/ CPPS30** Notice to identify.

**CPP31/ CPPS31** Notice of removal of cattle for compulsory slaughter.

**CPP35** Notice of registration. Issued when a passport is refused. The animal is registered on the Cattle Tracing System. The animal may only be moved under licence to a knacker's yard or hunt kennel and must be under 48 months of age. Animals on or over 48 months of age must be put down on farm and go for TSE testing. The animal must not enter the human food chain. Animals with a CPP35 can be kept on farm for breeding purposes and calves can get a passport provided the application meets the normal criteria.

**CPP36** Notice restricting the movement of all cattle 'on' and 'off' the holding.

**CPP37** Application for a DNA test.

**CPP38** Welfare licence for calves under 27 days old.

**CPP50** Notice of missing or damaged ear tags.

**CPP52** Single-page passport issued from 1 August 2011.

**CPP52a** Continuation sheet to be used with CPP52 and CPP13.

**CTS** Cattle Tracing System. The central computerised database run by BCMS.

**CTS1** Registration document for new keepers on CTS.

**CTSW2** Application from keepers for BCMS to set up Agent Access for CTS Online.

**CTS Online** Free website that can be accessed by keepers to report movements and deaths, apply for passports, and view cattle records.

**CTS SSL** CTS Self Service Line. Our automated telephone service available 24 hours a day 7 days a week.

**CTS Web Services** One of the electronic ways to report cattle births, movements and deaths which works through some farm software packages. You only have to input your information once and your farm software does the rest.

**CSC** Customer Service Centre. Operates all RPA helplines including BCMS.

**CREG** Customer Registration. Issues and maintains CPH numbers in England.

**Dairy cattle** Females reared and used mainly for producing milk.

**Dam-genetic** Cow that produced the embryo of a calf (usually also the cow that gave birth to the calf except where the embryo was transferred).

**Dam-surrogate** Cow that gave birth to a calf, where the embryo was transferred.

**DARD** Department of Agriculture and Rural Development in Northern Ireland.

**Defra** Department for Environment, Food and Rural Affairs Responsible for cattle identification and tracing policy in England.

**DO** Divisional Office (Wales and Scotland).

**Ear tag** Ear tags are fitted to cattle to identify them. All calves born since January 1998 should have a tag in each ear, one primary (large yellow plastic) and one secondary (various types). These animals must keep the same ear-tag number throughout their lifetime. Since 1 July 2000, new ear-tag numbers have been all numeric. Each tag shows the herd mark of the birth holding and the individual animal number. See section 2 for more information.

**ETAS** Ear Tag Allocation System. It controls the issue of tag numbers and is based at BCMS.

**EU** European Union.

**Farm software** farm management tool.

**FSA** The Food Standards Agency is an independent Government department. It protects the public's health and consumer interests in food including health and animal welfare issues at slaughterhouses. They

have an MHS number, which is used in the same way as a CPH number on CTS.

**GB** Great Britain.

**GG** Government Gateway. Registering with the Government Gateway enables you to sign up for any of the UK government's services that are available over the internet.

**Helpline** Takes incoming calls from farmers on a local rate helpline number (0845 050 1234). This is the main point of contact for BCMS. There is also a Welsh language line (0845 050 3456). Lines are open from 8am to 5.30 Monday to Friday and 9am-1pm on Saturdays.

**Herd mark** Unique identifier for a herd of animals that is issued by AHVLA offices. Before January 2000, herd marks were made up of one or two letters followed by four numbers. Since January 2000 numeric herd marks have replaced the old ones (for cattle) - these are made up of six numbers. The new herd mark was made compulsory from 1 July 2000. Every cattle keeper has to have a herd mark for their holding, even if they only buy animals from other keepers and don't breed their own calves.

**Herd suffix** Number after a CPH showing the herd, for example 01.

**Hire bull** A bull hired out for breeding purposes.

**Holding** A place where cattle are kept or handled. Includes farms, livestock markets, calf collection centres and slaughterhouses.

**Hunt kennel** A place that destroys carcasses which will not be eaten by humans.

**ISP** Internet service provider.

**Inferred movement** A missing movement created automatically where possible from the information available on CTS.

**Keeper** Any person responsible for animals, permanently or temporarily.

**Knacker's yard** A place that destroys carcasses, which will not be eaten by humans.

**Lairage** A temporary holding for cattle, for example, when being transported or at a slaughterhouse.

**Movement card** Removable cards in chequebook-style passports and CORs. Used for reporting movements to BCMS when no electronic methods are available to keepers.

**Movement history** The record on the front page of the CPP52 and page three of the CPP13 passport, of the animal's previous movements, as recorded on CTS at the time the passport was issued.

**Movement licence** Used to move animals under 48 months of age, which have been refused a passport, to hunt kennels or a knacker's yard (CPP1b) or to move pre-registered calves either for welfare reasons or in exceptional circumstances.

**Movement summary** Record of movements after the passport was issued, entered by keepers on the passport using bar-code labels.

**Natural England** Formerly Rural Development Service (RDS) (England).

**PPAF** Preprinted paper application form

for a cattle passport (see also CPP12). Used when no electronic methods are available to keepers.

**RPA** Rural Payments Agency. BCMS became part of RPA on 1 April 2003.

**SGRPID** Scottish Government, Rural Payment and Inspections Directorate. Responsible for cattle identification and tracing issues in Scotland.

**Single Payment Scheme (England and Wales) and Single Farm Payment Scheme (Scotland)** This replaced most crop and livestock payments from 1 January 2005.

**Slaughterhouse** A licensed premises where animals go to be killed for human consumption.

**Standstill** Restriction on animal movements by moving cattle 'on' to your holding. Contact your local AHDO for current details.

**WG** Welsh Government. Responsible for cattle identification and tracing policy in Wales.

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