

# Detailed guide: Cattle passports: what to do if problems arise

*Updated:* Updated CPP9 and Additional text under Problems with the post section

Cattle passports are important legal documents. You must ensure that the passport for each animal on your holding is in order.

## **If you make a mistake on a passport application**

If the British Cattle Movement Service (BCMS) can't issue a passport because you have made a mistake on your application form or not completed it fully, they will send you a letter asking you for the correct information.

If you realise that you have given wrong information by mistake on the application form, you should [contact BCMS](#) as soon as possible. If the passport has already arrived, return it to BCMS immediately with a letter clearly explaining your error. BCMS will send you a new passport based on the correct information.

## **Problems with the post**

When you apply for a passport, you should receive it within 14 days. If you don't, the passport will be treated as lost and you should [contact BCMS](#).

If BCMS have issued the passport and you haven't received it, they will carry out checks and may send you a replacement free of charge if you have informed them within 6 weeks.

If you do not inform BCMS within 6 weeks of the date the passport was produced, you will have to pay a fee of £20 per animal when you apply for the replacement passport.

You should also tell BCMS if you've sent in a passport for any reason and you've not received it back within 14 days.

## **Late applications and refused passports**

If your application doesn't arrive with the British Cattle Movement Service (BCMS) within 27 days of the calf's birth, BCMS will not issue a passport. Instead, you will get a notice of registration (CPP35) that registers your calf on the Cattle Tracing System (CTS).

Without a passport, the animal:

- must remain on your holding for its lifetime
- must not move alive from your holding, unless you [get a movement licence](#)

[from BCMS](#) and move the animal direct to a BSE sampling site, knacker's yard or hunt kennel

- must not go into the human food chain under any circumstances
- may be used for milking or breeding purposes only (you must [apply for passports](#) for any calves the animal may have in the usual way)

## **How to appeal against a passport refusal**

If you've had a cattle passport refused because the application was late, you may appeal to BCMS.

You need to show there were exceptional circumstances that stopped you making the application in time (the rules on this are narrow and are strictly interpreted).

You must appeal in writing and send evidence to support your appeal. Each appeal is assessed on the basis of the individual facts.

Exceptional circumstances that stopped you making the application on time might include:

- events 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 immediate family, your suffering from a sudden and serious illness, and possibly the theft of or damage to your farm records or computer
- unusual postal delay
- mistakes made by BCMS or a breakdown of CTS

These reasons aren't 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

CA14 2DD

## **Getting a passport after a late application**

BCMS 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, [contact BCMS](#) for more information on appeals and DNA testing.

## **If your cattle passport is lost, stolen or destroyed**

You must [tell BCMS](#) within 14 days of becoming aware that a passport has been lost, stolen or destroyed.

You must get a replacement before you can move the animal off your holding.

This includes passports lost in the post (you'll need proof of posting as evidence that this has happened).

### **How to get a replacement passport**

[Contact BCMS](#) with the passport number you need to replace – or you can do this on CTS Online. BCMS will send you a form to fill in – complete the form as soon as possible. BCMS will then trace a full movement history for the animal.

The [guidance notes to the form](#)  
(PDF, 55.4KB, 2 pages)

which provide full details of the process

Your replacement passport will be in the latest single-page format.

BCMS can't issue a replacement passport if it can't trace a full movement history. If this happens, you'll be sent a notice of registration (CPP35) that places [restrictions on what you can do with the animal](#).

### **Fees for replacement passports**

Replacement passports for animals with a Certificate of Registration (COR) are free.

In all other cases, you must pay a fee of £20 per animal when you apply for the replacement passport.

You can pay by two methods:

- direct through your bank by BACS transfer using these details:
  - account name: GBS RE RPA (RC)
  - sort code: 60-70-80
  - account number 10018255
  - your CPH number (given at part 1 of the application form) as the payment reference
- by sending a cheque with your completed form:
  - make cheques payable to 'Rural Payments Agency'
  - write your CPH number on the back of the cheque

Euro bank details are available on [request from BCMS](#).

## **If you find the original passport**

[Tell BCMS](#) as soon as possible

## **Contact**

### **British Cattle Movement Service**

Curwen Road

Derwent Howe

Workington

Cumbria

CA14 2DD

Email

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

BCMS helpline

0345 050 1234

Helpline for cattle keepers in Wales

0345 050 3456

Normal BCMS helpline opening hours: Monday to Friday 8:30am to 5pm, closed weekends and bank holidays. All calls charged at local rate.

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## **[Detailed guide: Get new or replacement official ear tags for cattle](#)**

*Updated:* The approved list of suppliers of cattle ear tags has been updated.

You'll need a stock of official ear tags to use when calves are born on your holding, and if a tag is lost or the number can no longer be read you'll need to get a replacement.

You can only buy official ear tags from suppliers registered with the British

Cattle Movement Service (BCMS).

- List of [suppliers and the official tags they supply](#)  
(PDF, 152KB, 8 pages)

## Order a new batch of tags

When you request a batch of official tags, the supplier will need to know your [herd mark](#) and [County Parish Holding \(CPH\) number](#). They will use this to get the run of individual unique animal numbers for your tags from BCMS's Ear Tag Allocation System database. The supplier will send the printed tags direct to you.

You should not apply for more ear tags than you will use in one year. Unused ear tags must be kept securely.

## Get replacements for lost tags

If you do need to [replace an illegible or lost tag](#), contact any supplier of approved tags to order a replacement.

Always use the correct applicator for the type of tag you are using and follow the manufacturer's instructions.

## Give feedback about ear tags

BCMS monitors, and may act on, feedback from cattle keepers about official ear tags. You can [download a feedback form](#)  
(PDF, 854KB, 2 pages)

or get one from your supplier.

[Welsh language version of this page](#)

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## [Collection: Notice to Traders](#)

*Updated:* Notice 23/18 – Garlic Import Quota added

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## [Guidance: Training courses: oil pollution, contingency planning and response](#)

*Updated:* Updated to the latest information note for 2018-19

The MCA's Counter Pollution Branch offers courses to local authorities on planning for and responding to shoreline oil pollution. This leaflet and booking form contains details and dates of current courses.

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## [Guidance: Training materials: oil pollution, contingency planning, response](#)

*Updated:* Updated the presentations to the latest for 2018-19

This OCPR course is for emergency planning officers in LAs and national government officers and covers all aspects of spill response from the LA perspective. It provides management staff with an overview of oil pollution response and how their roles and responsibilities fit into the NCP.

MCA does not provide training materials on the course. You should download and print off these files and bring them with you to the course.

- [LA] Local Authority
- [MCA] Maritime and Coastguard Agency
- [NCP] national contingency plan
- [OCPR] oil pollution, contingency planning and response