



APPROVAL TO ISSUE EQUINE IDENTIFICATION DOCUMENTS  
IN RESPECT OF EQUINES FOR BREEDING AND PRODUCTION  
KEPT ON HOLDINGS IN IRELAND

The rules on the identification of equine animals is determined by the EU Animal Health Law - Regulation (EU) 2016/429 of the European Parliament and of the Council sets out the general rules on the identification and registration of terrestrial animals including equines. This is supplemented by Commission Delegated Regulation (EU) 2019/2035 and Commission Implementing Regulation (EU) 2021/963.

Across the EU, identification documents for equidae for breeding and production are issued in accordance with the provisions of the above legislation which requires that such documents are issued by the competent authority or by an issuing body designated and supervised by the competent authority for the holding where the equine is kept at the time of its identification.

In Ireland, the Minister for Agriculture, Food and the Marine (the Minister) designates and supervises Passport Issuing Organisations to undertake this function.

An application for approval to issue identification documents for equidae for breeding and production in Ireland must be in a format determined by the Minister and must contain such information as the Minister may require to ensure that the application is in compliance with the requirements of Regulation (EU) 2016/429, Commission Delegated Regulation (EU) 2019/2035 and Commission Implementing Regulation (EU) 2021/963, as transposed into national legislation via the European Union (Animal Identification and Tracing) Regulations 2023 (S.I. No 254 of 2023).

PART 1: TERMS AND CONDITIONS

**(I) Conditions of approval under the provisions of Commission Implementing Regulation (EU) 2021/963, and S.I. No 254 of 2023, transposing that Regulation into national legislation.**

1. Applicants for approval to issue identification documents for equidae for breeding and production kept on holdings in Ireland must provide sufficient evidence to satisfy the Minister that the applicant:
  - (a) has the expertise, equipment and infrastructure required to issue, replace, update and lodge identification documents provided for at Article 17 of Commission Implementing Regulation (EU) 2021/963;
  - (b) has a sufficient number of suitably qualified and experienced staff and an adequate level of suitable resources to deliver the quality service proposed in a manner that satisfies the Minister;
  - (c) will securely manage blank and completed identification documents on their premises;
  - (d) will source and supply transponders that conform to the definition of a transponder set out in Commission Implementing Regulation (EU) 2021/963 for use in the identification of equines, will be in a format and sequence determined by the Minister and will be supplied solely to veterinary surgeons practicing in Ireland;



- (e) will ensure that the required checks provided for at Chapter II of Commission Implementing Regulation 2021/963 are carried out in respect of each equine identification document issued by the applicant;
  - (f) has systems in place to meet the data recording requirements provided at Article 30 of Commission Implementing Regulation (EU) 2021/963 and Article 64 of Commission Delegated Regulation (EU) 2019/2035 and any other data required by the Minister. In this regard, all required data notifications from approved PIOs to the central equine database will be submitted to the central equine database via webservice;
  - (g) provides a model identification document with sufficient robust security features that complies with the requirements of Commission Implementing Regulation (EU) 2021/963 as set out at Annex II, Parts 1 and 2 of that legislation; and
  - (h) is impartial and free of any conflict of interest as regards the exercise of the issuing of equine identification documents in respect of equidae for breeding and production. Where any existing or potential conflict of interest is identified, this should be notified immediately to the Minister for consideration.
2. In considering an application for approval, where the Minister is not satisfied that sufficient information has been provided, he/she may seek further information as deemed necessary.
  3. The Minister may, if not satisfied that the relevant provisions of the legislation are being complied with or will be complied with by an applicant, refuse to approve the application and shall notify the applicant in writing of the refusal and the right to appeal that decision.
  4. An applicant, when making an application for approval to issue equine identification documents in respect of equidae for breeding and production kept on holdings in Ireland, who wilfully makes a false or misleading statement shall be guilty of an offence.
  5. An approved Passport Issuing Organisation must co-operate closely with the Minister to prevent, and where necessary, to remedy any cases of non-compliance with the requirements of Commission Implementing Regulation (EU) 2021/963 and must maintain efficient and effective communication with the Minister.
  6. An authorised officer may, for the purposes of the legislation relevant to the issuing of equine identification documents, at all reasonable times, gain access to premises, equipment and records of an approved Passport Issuing Organisation.
  7. Where the Minister has reasonable grounds to conclude that an approved Passport Issuing Organisation engages in acts that do not comply with the requirements laid down in Commission Implementing Regulation (EU) 2021/963, the Minister shall investigate such suspected acts of non-compliance. In such circumstances, identification documents may not be issued by an approved Passport Issuing Organisation until such time as the investigation has been concluded and any instances of non-compliance have been ruled out or remedied.
  8. Where, notwithstanding the measures carried out in accordance with paragraph 3, an approved Passport Issuing Organisation fails to comply with the requirements laid down by Commission Implementing Regulation (EU) 2021/963, the Minister shall withdraw the authorisation to issue identification documents for equidae.



9. A person who contravenes an approval or a condition of an approval shall be guilty of an offence. Breaches of the conditions of the approval may lead to prosecution and may be taken into account in considering future applications by the organisation or association for an approval.

## (II) Additional Information

In addition to the legislative conditions set out above, the conditions set down below will apply with regard to any approval issued by the Minister to issue equine identification documents in respect of equines for breeding and production where the holding of the equine is located in Ireland. The Minister may add further conditions where necessary.

1. The Minister reserves the right to conduct a site visit as part of this approval process.
2. The applicant must have secure premises from which to conduct all the operations of a Passport Issuing Organisation, including IT and printing facilities.
3. An approved Passport Issuing Organisation must ensure that any records required by the Minister can be produced on request within 5 working days.
4. An approved Passport Issuing Organisation must have a system in place to accurately record the source, number and destination of each electronic transponder sourced by the organisation and supplied to practicing veterinary surgeons for implantation in equines as part of the equine identification process.
5. An approved Passport Issuing Organisation must have rules and procedures in place to demonstrate equal treatment of all customers and have a documented dispute resolution process.
6. An approved Passport Issuing Organisation must have documented procedures in place to ensure the continuation of service in the event of any unforeseen disruption to business.
7. The Minister reserves the right to audit an approved Passport Issuing Organisation to ensure that all provisions of the authorisation are being adhered to.
8. The Minister reserves the right to publish statistics based on data notified to the central equine database by approved Passport Issuing Organisations.
9. **The provision of an approval to issue identification documents in respect of equidae for breeding and production kept in Ireland will be granted on a provisional basis for a period of 12 months or for a longer period as determined by the Minister.** An approval shall be valid during the period referred to above provided that all of the conditions of approval continue to be met and the approved Passport Issuing Organisation retains the capability to deliver the service to keepers in line with the terms of approval or new requirements provided for in new EU legislation.
10. The name and address of an approved Passport Issuing Organisation will be published on the Department's website and on the EU Commission website.



### **Data Protection**

The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and Data Protection Act 2018 are effective from 25 May 2018. An approved Passport Issuing Organisation is responsible for ensuring that it complies with all requirements of this legislation in undertaking business as an approved Passport Issuing Organisation.

The details of applications and approvals etc. are stored electronically for the purpose of administering the approval process for issue of equine identification documents. The Department of Agriculture, Food and the Marine is fully committed to keeping all personal data submitted by its customers fully safe and secure during administrative processes. All necessary technical measures have been put in place to ensure the safety and security of the systems which hold the data.

Data Protection information for DAFM may be view at <https://www.agriculture.gov.ie/dataprotection/>

### **Freedom of Information Act 2014**

It should be noted that information provided by the applicant may be subject to disclosure under the Freedom of Information Act 2014. If the applicant wishes to have any of the records concerned protected under the Confidentiality, Commercially Sensitive, Personal Information or other exemption provisions of that legislation the applicant should mark those records accordingly and state reasons for the exemptions. The relevant exemptions will then be considered in the event of an FOI request submitted relating to those records.



APPROVAL TO ISSUE EQUINE IDENTIFICATION DOCUMENTS  
IN RESPECT OF EQUINES FOR BREEDING AND PRODUCTION  
KEPT ON HOLDINGS IN IRELAND

PART 2 APPLICATION FORM

NOTE:

The completed application form must be accompanied by the documentation listed on page 7 of this document.

Name of Applicant			
Address			
	Eircode		
Telephone Number	Mobile No.	Fax No.	E-mail address
UELN Code	Microchip Code	Source of Microchips	
Email address:			

Name of contact person			
Address			
	Eircode		
Telephone Number	Mobile No.	E-mail address	



<b>Details of Applicant – as applicable</b>	
If a company specify company type	
Company Office Registration Number	
VAT Number	

<b>Office Facilities</b>	
Location	
Hours of Business	
Management and Staff	
Office Equipment	



**Documentation that must accompany an application for approval to issue equine identification documents in respect of equidae for breeding and production kept on holdings in Ireland:**

1.	A detailed Standard Operating Procedure (SOP) clearly setting out, in a step-by-step manner, the processes and procedures that will be employed in issuing, updating and lodging identification documents appropriate to this application. The document should include processes for administering change of ownership applications and must detail the systems and validations proposed from the initial contact by the applicant keeper through the issuing of the corresponding document, where applicable, to the recording of the required data on the database of the Passport Issuing Organisation and notification to the central equine database. All relevant provisions of Commission Implementing Regulation (EU) 2021/963 .
2.	A copy of the passport application and transfer of ownership application forms proposed for use by the applicant
3.	Details of the software to be used to record the equine identification data required in accordance with Article 30 of Commission Implementing Regulation (EU) 2021/963 and Article 64 of Commission Delegated Regulation (EU) 2019/2035 in respect of each equine identification document issued, updated or lodged.
4.	<p>Details of the microchip sequence to be used in equine microchips sourced by the applicant for onward supply to practicing veterinary surgeons for the purpose of implantation into an equine to establish a link between the animal and its identification document. This number format must conform with the format laid down by the Minister which is 37214NN12345678 - where</p> <ul style="list-style-type: none"><li>○ 372 confirms Ireland as the country of origin,</li><li>○ 14 denotes the equine species,</li><li>○ NN (2 numbers) denotes the relevant approved PIO, and</li><li>○ 12345678 denotes the individual microchip number.</li></ul> <p>All new microchip sequences must be approved by the Minister <u>in advance of ordering</u> from a microchip manufacturer to ensure that no duplication of numbers will occur.</p>
5.	The applicant must provide sufficient evidence to the Minister to substantiate each of the requirements included in paragraph 1(a) - (h) of the Terms and Conditions.
6.	<p>The applicant must provide (where relevant):</p> <ul style="list-style-type: none"><li>• Copy of most recent audited accounts;</li><li>• Memo of Articles of Association</li><li>• Details of Company Directors;</li><li>• Details of Shareholding if any; and</li><li>• A Statement from the Companies Registration Office as to the current status of the applicant in relation to the annual returns required by the CRO.</li></ul>



### PART 3 - DECLARATION

**DECLARATION to adhere to the Terms and Conditions for approval of organisations to issue equine identification documents in respect of equidae for breeding and production kept on holdings in Ireland**

**I hereby declare that**

- (a) I have read, and undertake to comply with the Terms and Conditions for approval to issue equine identification documents in respect of equidae for breeding and production where the holding of the equine is located in Ireland as set out at Part 1 of this document and
- (b) the particulars given in this application are true to the best of my knowledge and belief.

**Name (Block Capitals)** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Capacity** \_\_\_\_\_

**Date** \_\_\_\_\_

**Completed applications should be returned to:**

**Equine Identification Section, Animal Identification and Movement Division, Department of Agriculture, Food and the Marine, Administration Building, Backweston Campus, Stacumny Lane, Celbridge, Co. Kildare, EIRCODE W23 X3PH**