



Keeper Name  
Keeper Address Line 1  
Keeper Address Line 2  
Keeper Address Line 3  
Keeper Address Line 4

[INSERT HERD NO]

November 2023

**Equine Census – 30<sup>th</sup> November 2023**

Dear Keeper,

The 2023 equine census will be held on the night of **Thursday 30<sup>th</sup> November**. The census will count the number of all horses, ponies, donkeys, mules and zebras present on holdings across the country on census night. It is important that all people keeping equine animals submit a completed census to the Department by close of business on **Friday 15<sup>th</sup> December 2023**.

The census is required by the EU Animal Health Law (Regulation (EU) 2016/429), which requires that the Department records the details of the premises where all equines resident in the State are habitually kept. The census data provides valuable information for disease prevention, in addressing public health concerns and in dealing with lost, straying or stolen horses.

While paper returns will be accepted for Census 2023, the Department strongly encourages keepers to submit their **2023 equine census data online through the AIM Services Application on agfood.ie**, using their dedicated username and password. A step-by-step guide to completing the census online is provided overleaf.

The equine census portal in AIM Services has been updated to allow keepers to submit their data more easily. Keepers who submitted a 2022 census return can choose to access this information to use it as a base for their 2023 return. In addition, the Department has decided that this year, data in respect of UELNs (passport numbers) that are not recorded on the database can be captured **for census purposes only**. As the equines in question are not properly identified in accordance with EU and national law, keepers should be aware that the equine information relating to these equines is **not** recorded on the central database. They will be further advised to contact a DAFM-approved PIO to rectify the position. It should be further noted that any horses whose data are not recorded on the central database in accordance with EU and national law **shall not be considered eligible for payment under any DAFM scheme until the keeper lodges the associated passport with a DAFM approved PIO and that information is properly recorded on the DAFM central equine database.** Please refer to FAQs on the DAFM website or on the Equine Census portal of agfood.ie for further information.

Keepers with large numbers of equines, even where these are kept across a number of different premises, can choose a bulk upload option (submission of a spreadsheet) on the equine census facility on agfood.ie. Such keepers should refer to the FAQ section on the left-hand side of the home screen on the equine census portal for instructions.

Keepers submitting a paper return should complete the enclosed census form, attaching an additional page(s) where required, to record details of all equines present on their holding on census night. These should be posted to the address in green below.

Where you have approved a registered agent to act on your behalf, they can submit your census data for you. Thank you for your engagement with this very important census. If you have any difficulties completing your return, please contact us for assistance by emailing [equinecensus2023@agriculture.gov.ie](mailto:equinecensus2023@agriculture.gov.ie) or by phoning 01- 5058881.

Yours sincerely,  
Frances Mac Aodháin

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Frances Mac Aodháin  
Principal, Animal Identification and Movement Division

## Guide to submitting 2023 Equine Census return online through the AIM Services Application on [agfood.ie](http://agfood.ie)

### (1) If you do not already have an [agfood.ie](http://agfood.ie) account

- (i) Create an account by logging on to [www.agfood.ie](http://www.agfood.ie)
- (ii) Choose the option to 'Register' - using your PPSN, email address, phone number and date of birth.  
For security reasons, your personal login details will issue to you by post and should arrive at your address a few days after you register. You will need this information to access the 2023 Equine Census portal. When you are fully registered, follow the steps below.  
If you have any difficulties accessing your online account, please contact the Department by phone at **049 – 4368288** or by email at [agfood@agriculture.gov.ie](mailto:agfood@agriculture.gov.ie) for assistance.

### (2) If you have an [agfood.ie](http://agfood.ie) account:

- (i) **log on to [www.agfood.ie](http://www.agfood.ie) but do not** use the login section at the top left of the screen.
- (ii) **Locate** and Click on the '**AIM Services**' Tab (on the bottom right-hand side of the screen)
- (iii) Click into the **Equine Census - Launch Application**.
- (iv) **Enter** your [agfood.ie](http://agfood.ie) username and password.  
*Note: A **dual authentication** process was introduced in 2022 to further protect your data. When you use the equine census portal for the first time, you will be asked to nominate a mobile phone number to which a new specific six-digit code will be texted each time you wish to access the site. Please nominate a number that you will have access to in the future when logging on to [agfood.ie](http://agfood.ie).*
- (v) **Enter your mobile phone number** if it is your first time using the system. Otherwise, the code will automatically be sent to the number you previously provided.
- (vi) **Key in the code** sent to the mobile phone – and click on the 'login' tab. This will bring you to the Equine Census 2023 'Home' page.
- (vii) If you have just one Equine Premises Registration Number (EPRN), you will be brought to a screen displaying your details, from where you can **create** your 2023 census return, in the left hand box (tab)..  
If you have more than one EPRN, each will be listed. Click on the appropriate EPRN to present a new 'Census 2023' tab from where you can create your 2023 return for that premises.  
**Equine Premises Number (EPRN) can be found at the top of the form overleaf.**
- (viii) On 'Census 2023' tab you will have the option to create your 2023 census either using new data or using the 2022 data recorded by the Department as a base.  
**Click on the relevant button** for your preferred option.  
*Note: If you had no equines last year and you are not keeping equines now, you **must** choose the option use **new data**.*
- (ix) This will bring you to the new screen to record your 2023 information.
  - If you are not currently keeping equines, fully complete Section 1 only and 'SUBMIT'
  - If you are keeping equines, you must answer all questions at both Sections 1 and 2.  
If you choose to use your **2022 data**, the UELNs recorded from your 2022 return will be listed **to assist you in completing this Section**. You can
    - click on individual records to delete them if the equine is no longer present
    - edit the approx. date on which an equine moved to your premises or
    - add a row (click on '+Add UELN') to type in the UELN of an equine that has moved to live on the premises in the last 12 months and then **SAVE the newly input data each time**.

**Please note that you do not need to list the UELNS of equines that are visiting your premises on census night (not normally resident there) – the total number of such equines will suffice.**
- (x) You must **make sure** that the number of UELNs listed is the same as the number of equines with passports you recorded as being permanently present on your holding (second question at Section 2).
- (xi) When you have completed your return, click on the '**SUBMIT**' button. If the return is not complete, the missing information will be highlighted. Update the missing fields and '**SUBMIT**' your information again. You will receive confirmation when your census has been submitted successfully - this will be provided in green at the top of the screen.
- (xii) After submission of your 2023 equine census return – if you wish to **print, view or amend** it – please access the system as outlined above and select appropriate view or amend option.

**(3) Where there are 10 equines or more present on your holding**, you can use the 'Bulk Upload' option to submit the required details for all equines kept on your holding. A comprehensive 'Frequently Asked Questions' (FAQ) document is available on the left-hand side of the 'Home' screen. Alternatively, you can email any queries to [equinecensus2023@agriculture.gov.ie](mailto:equinecensus2023@agriculture.gov.ie)



EQUINE PREMISES REGISTRATION NUMBER (EPRN) [INSERT HERD NO ]

## EQUINE CENSUS 2023

### SECTION 1: PRESENCE OF EQUINES ON PREMISES

This Section **must** be completed even if you are not currently keeping equines.

Are there equines present on the holding overnight on Thursday 30 <sup>th</sup> November 2023.	YES / NO
If <b>YES</b> – please move <u>directly to Sections 3 and 4</u> to input the relevant details.	
If <b>NO</b> – please answer <b>ONLY</b> the questions in <b>Section 2</b> before signing, dating and returning your form to the address in green at the bottom of the page.	

### SECTION 2: PREMISES CURRENTLY KEEPING NO EQUINES

Where there are currently **no equines** on the holding, please tick **ONE** of the following

I intend to keep equines in the future - my EPRN should remain active	<input type="checkbox"/>
I <u>do not</u> intend to keep equines in the future – my EPRN should be made dormant	<input type="checkbox"/>

### SECTION 3: NUMBER OF EQUINES ON PREMISES

(a)	Number of equines permanently resident on your holding on census day	<input type="text"/>
	Of these permanently resident equines –	
	(i) number of equines with passports	<input type="text"/>
	(ii) number of equines for which passports are yet to issue*	<input type="text"/>
(b)	Number of equines that are present on a temporary basis (e.g. breeding/competition)	<input type="text"/>
(c)	Total number of equines present on the holding (TOTAL of (a) + (b))	<input type="text"/>

\*Please note that equine keepers are legally required to ensure that all equines in their care are issued with a passport no later than 12 months from the date of birth of the animal.

**PLEASE TURN OVER TO COMPLETE, SIGN AND DATE YOUR EQUINE  
CENSUS FORM BEFORE RETURNING IT TO ADDRESS BELOW**

## SECTION 4

## INDIVIDUAL EQUINE DETAILS

In respect of each equine **permanently** present on your holding on Thursday 30<sup>th</sup> November 2023 for which you have a passport (as detailed at **Section 3(a)(i) over**), please record

- the Unique Equine Life Number (UELN), also known as the Passport Number – (**please do not confuse this with the microchip number which is also 15 digits long**); and
- the approximate date on which the equine moved to the premises

1.

Unique Equine Life Number (UELN) - as recorded on the equine's passport
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Date on which the equine moved to this premises (approximate date will suffice)
<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

2.

Unique Equine Life Number (UELN) - as recorded on the equine's passport
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Date on which the equine moved to this premises (approximate date will suffice)
<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

3.

Unique Equine Life Number (UELN) - as recorded on the equine's passport
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Date on which the equine moved to this premises (approximate date will suffice)
<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**Where more than 3 equines are present, please add additional pages as necessary (and include EPRN on all pages).**

**KEEPER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Data Protection:** DAFM is fully committed to keeping personal data submitted by its customers fully safe and secure. DAFM and AIM Division Data Protection information may be viewed at <https://www.agriculture.gov.ie/dataprotection/> and <https://www.gov.ie/en/collection/be6db-data-protection-privacy-notices/#animal-identification-movement-division>. Data collected may be shared within the Department for risk analysis and full Cross Compliance purposes in respect of the Basic Payment Scheme (BPS) governed by EU Regulation 1306/2013. Data will also be shared within DAFM for Scheme eligibility purposes. DAFM may also share information in support of research and development and to model population demographics or with other bodies where there is a legislative basis to do so (e.g. Central Statistics Office).

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