

INSTRUCTIONS TO REQUEST THE RENEWAL OF DOCUMENT (115)



Verify the available of possible promotions for this service at www.lgancce.com

1. Access the LG PRE Stud Book web site at www.lgancce.com. Click on the tab **Documentation**; select and download the form “**International Request for Service.**”
2. Complete the form, indicating Request for Service **115** and all required information.
3. Before indicating the fee, consult the table with the current fees for the service requested. Request the price list from your local Collaborating Association; should your country not have an association, consult the applicable fee for said service/s at www.lgancce.com, click on the tab **Documentation/Table with Fees.**
4. Indicate the name of the horse or horses for which you are requesting the Renewal of Documentation, as well as the code for each horse, in the corresponding section.
5. Once you have filled out the application form, sign it and then proceed to pay for the service through the LG PRE Stud Book Collaborating Association in your country, (consult [contact information](#) on our web site). If no Association is available, make your payment through our web site at www.lgancce.com
6. Send the duly filled out the Request for Service, together with the payment receipt, to the Collaborating Association in your country. Should there be no such association, send all of the aforementioned documentation to the main LG PRE Stud Book office in Sevilla, Spain.

For more information regarding contact information about the Collaborating Association in your country, click [here](#) or contact the main LG PRE Stud Book office.

7. Once all the documents for the Renewal of Documentation has been prepared—known as the inscription kit—(this includes an Analysis Document and a card for the blood sample), this will all be sent to the postal address provided by the breeder on the Request for Service.
8. The breeder, upon receiving the inscription kit, should contact the Authorized Veterinarian in his/her country, who in turn, will go to the stud farm. There, the vet will microchip the horse/read the microchip, as may be needed, prepare the graphics, take a blood sample, which the breeder then sends to his/her Collaborating Association or the main LG PRE Stud Book office, as would be the case, together will all of the Analysis Document, duly filled out by the vet.
9. Upon receiving the compatibility confirmation, the main LG PRE Stud Book office will proceed to issue an equine ID, through the corresponding Collaborating Association, or, in such case that there is no such association, it will be sent directly to the breeder at the address indicated on the Initial Stud Farm Status form. Should the compatibility result be negative, the breeder will receive timely information regarding the matter.

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IMPORTANT: Remember that the current legislation establishes that the horse will be considered “**not intended for slaughter for human consumption.**” The corresponding authority may change this status for a six-month temporary suspension if the owner is able to prove, within thirty (30) days, that said horse is destined to slaughter for human consumption and that it has no hindrances, especially due to medical/veterinarian treatment.

DOCUMENTATION REQUIRED FOR PROCESSING:

Request for Service ⁽¹⁾ Payment Receipt Horse's previous Documentation ⁽²⁾

⁽¹⁾ Available at www.lgancce.com

⁽²⁾ Should said document be available, the horse's previous documentation must be provided.

For further information regarding this matter, please feel free to contact us at:

- Phone: + 34 954 975 480 e-mail: internacional@lgancce.com
- Fax: +34 954 953 989 Web: www.lgancce.com