

INSTRUCTIONS TO REQUEST A DUPLICATE OWNERSHIP CARD (231)



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 **231**; make sure that you have filled out all of the boxes on the form.
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 a Duplicate Ownership Card, as well as the code for each horse, in the corresponding box.
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 your Request for Service, together with the payment receipt—duly filled out and signed—to the LG PRE Stud Book 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.

In some cases, additional documentation may be required to complete this process; said documents may be considered essential to provide this service.

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. Upon receiving the necessary documentation, it will be reviewed, verified and validated, in which case the main LG PRE Stud Book Office will proceed to issue and send the new Ownership Card, which will include the word “**Duplicado**” (Duplicate). Said Ownership Card will be sent to your Collaborating Association, or should there be none in your

the Initial Stud Farm Status form.

DOCUMENTATION REQUIRED FOR PROCESSING:

Request for Service ⁽¹⁾ Payment Receipt Photocopy ID/Passport

⁽¹⁾ Available at www.lgancce.com

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