

INSTRUCTIONS TO REQUEST AN EXPORT CERTIFICATE (309)

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 **309**; 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 the Export Certificate, 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 the Request for Service, together with the payment receipt and the Covering (Breeding) and Birth certificates, duly filled out, 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.

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 by the LG PRE Stud Book offices, who will proceed to issue and send the corresponding document to the Collaborating Association in your country. If there is no Association in your country, the report will be sent directly to the address that the breeder has indicated on the Initial Stud Farm Status form.

DOCUMENTATION REQUIRED FOR PROCESSING:

- Request for Service ⁽¹⁾ Payment Receipt Appendix Request Export Certificate ⁽¹⁾

⁽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