

## **INSTRUCTIONS TO REQUEST VARIOUS CERTIFICATES/REPORTS (310)**

Verify the available of possible promotions for this service at [www.lgancce.com](http://www.lgancce.com)

1. Access the LG PRE Stud Book web site at [www.lgancce.com](http://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 **310**; 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](http://www.lgancce.com), click on the tab **Documentation/Table with Fees.**
4. On the form, using the line provided, indicate the type of generic certificate and/or the reason for which you are requesting said certificate. (**310** – CERTIFICATE/REPORT FOR/OF \_\_\_\_\_)
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](http://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 by the main LG PRE Stud Book, 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 requested certificate 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 <sup>(1)</sup>                       Payment Receipt

<sup>(1)</sup> Available at [www.lgancce.com](http://www.lgancce.com)

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

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