

## INSTRUCTIONS TO REQUEST CHANGE OF NAME (607)

Verify the availability 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 **607**; 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. Indicate the name of the horse or horses for which you are requesting Change of Name, 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](http://www.lgancce.com).
6. Send your Request for Service form applying for the Change of Name—duly filled out and signed—together with the payment receipt and the horse’s original documentation, including its EID as well as the Ownership Card, to the LG PRE Stud Book Collaborating Association in your country. If no Association is available, send all of the documentation to the main LG PRE Stud Book Office in 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 Change of Name, and you will receive a new EID (Equine ID); however, on the cover page of the EID and in parenthesis, the horse’s original name will appear. Said EID will be sent to your Collaborating Association, or should there be none in your country, the EID will be sent to the breeder at the postal address provided on the Initial Stud Farm Status form.

### DOCUMENTATION REQUIRED FOR PROCESSING:

- |   |  |
|---|--|
| <input type="checkbox"/> Request for Service <sup>(1)</sup> | <input type="checkbox"/> Payment Receipt                               |
| <input type="checkbox"/> Original EID / Passport            | <input type="checkbox"/> Ownership Card (should this have been issued) |

(1) 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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