

## HOW TO

### OVERSTAMP & PASSPORTS

- Send a picture of each side of your horse to [tgcaheadoffice@gmail.com](mailto:tgcaheadoffice@gmail.com) with your horse's name in the subject line
- We will contact you to say which stud book we will register them in
- Please find the forms here <https://tgca.co.uk/passports%2Foverstamps>
- Use the over stamp form for horses that already have a passport and you want to register them with TGCA
- You can then either post your forms with your passport to TGCA head office PO BOX 1120 CT1 9UL or you can email the forms and a picture of the front page of your passport to head office [tgcaheadoffice@gmail.com](mailto:tgcaheadoffice@gmail.com)
- Please ensure you mark ON LINE APPLICATION in the email
- Payment can be made via PayPal by using the [tgcaheadoffice@gmail.com](mailto:tgcaheadoffice@gmail.com) email address
- Once your horse is registered, it is registered for life so you do not need to renew yearly
- **NOTE: We advise sending your Passport by Royal Mail Special Delivery. If you require return of your Passport via Special Delivery an additional fee will be incurred. Head Office will contact you for this payment. Please take photos of your forms for your own records prior to sending.**

### INTERNATIONAL

- Send a picture of each side of your horse to [tgcaheadoffice@gmail.com](mailto:tgcaheadoffice@gmail.com) with your horse's name in the subject line
- Please find the forms here - <https://tgca.co.uk/international>
- You can email the forms with a copy of any other registration documents your horse has from another society to include parentage information and any other information you think we might find helpful.
- Include copies of DNA if applicable
- Please ensure you mark ON LINE APPLICATION in the email
- Payment can be made via PayPal using the [tgcaheadoffice@gmail.com](mailto:tgcaheadoffice@gmail.com) email address
- Alternatively, you can send your application via postal service. For International postage you will need to use TGCA Head Office, Little Shatterling Farm, Shatterling Canterbury Kent CT3 1JR

Step 1	Send pictures in
Step 2	Complete application form
Step 3	Include any copies of DNA, other society registration documents (International) Parentage information.
Step 4	Post or email
Step 5	Pay directly with horse's name as reference

**MEMBERSHIP** runs from 1<sup>st</sup> January – 31<sup>st</sup> December each year – you can join later than this date if you wish. An online application form is available on the website <https://tgca.co.uk/memberships> You can also download and either email your completed form in to [tgcaheadoffice@gmail.com](mailto:tgcaheadoffice@gmail.com) please mark ON LINE APPLICATION or post to TGCA head office PO BOX 1120 CT1 9UL

**Qualification** cards for the year will be sent out with your completed application

**Payments** can be sent in with your application or paid via PayPal by using [tgcaheadoffice@gmail.com](mailto:tgcaheadoffice@gmail.com) email address

Please ensure payments are made with your application so we can link them up, if someone else is paying for you ensure you put the horses name as reference and the name of the person on your application