Guidance on keeping cattle, bison and buffalo in Great Britain
Introduction

Anyone with responsibility for cattle or other bovine animals must follow the rules and procedures that apply to all cattle keepers.

What is a cattle keeper?
A cattle keeper is a person who is responsible for cattle, bison or buffalo on a permanent or temporary basis. In official guidance, the term ‘cattle’ always covers all 3 species. Some examples of cattle keepers are:
- farmers
- people who run livestock markets and calf assembly centres
- transporters
- dealers who keep animals
- people who run slaughterhouses and lairages

There are detailed laws setting out the tasks that cattle keepers must carry out, both before they take responsibility for animals and once animals are in their care.

What to do before you can keep cattle
To keep cattle, you must:
- register the place where you will keep them to get a County Parish Holding (CPH) number for it
- register as a keeper with your local Animal Health and Veterinary Laboratories Agency (AHVLA) office which will issue you with a herd mark
- register with the British Cattle Movement Service (BCMS) which maintains the Cattle Tracing System (CTS) database

What you must do when you keep cattle
Once you are responsible for animals, you must follow the correct procedures for:
- identifying animals and keeping records
- reporting certain events (births, movements, deaths, and lost and stolen animals) to BCMS
Contents

Keeping cattle and representing keepers:
Register a holding so that you can keep cattle
Get a herd mark for cattle
Register with the British Cattle Movement Service
Get and use bar code labels for your holding
Update your holding details
Request and use links between cattle holdings (CTS links)
Register with CTS Online to represent cattle keepers as an agent

Tagging, passports, record keeping and inspections:
Keep a holding register for cattle
Official cattle breeds and codes
Get new or replacement official ear tags for cattle
What to do after a calf is born
Get a cattle passport
Cattle passports: what to do if problems arise
Replace lost, damaged or missing cattle ear tags
Cattle identification inspections: what to expect

Reporting and recording events in your herd:
Send cattle reporting information online or by phone
Report and record cattle movements
Get and use continuation sheets for cattle passports
Report and record cattle deaths on the holding
Send cattle to slaughter
Report and record the deaths of cattle at slaughter
Correct a cattle birth, movement or death error
Cattle without passports
Register cattle imported or moved into Great Britain
Report cattle exported or moved out of Great Britain
Report cattle movements on and off a showground

Relevant regulations
Keeping cattle and representing keepers:

Register a holding so that you can keep cattle

To keep cattle, bison or buffalo at a given place, you must register for a County Parish Holding number.

If you intend to keep cattle, bison or buffalo, you must ensure that the place where you are going to keep them is registered as an agricultural holding. When you register a holding for the first time, you get a County Parish Holding (CPH) number for that land and/or premises.

If you keep animals on someone else's land, you may still need to get your own CPH number. Contact the issuing organisation in the part of Great Britain (England, Wales or Scotland) in which your holding is located for advice (details below).

What is a holding?
A holding is a place where livestock, including cattle, are kept or handled in pursuit of an agricultural activity. It may be a farm, or other premises such as a market, lairage, abattoir or showground.
Some keepers may have more than 1 holding and some holdings may be used by more than one keeper. A holding is not the same as a business.

The format of the CPH number
The CPH is a 9-digit number (eg 12/345/6789). The first 2 digits relate to the county, the next 3 relate to the parish and the last 4 digits identify the holding.

The application procedure
To apply for a CPH number, telephone the issuing organisation for the relevant part of Great Britain (England, Wales or Scotland) in which your holding is located (details below). When you call, you should have the following information to hand:

- organisation name
- land location (land parcel reference number(s), postcode or OS grid reference(s))
- form of tenure (eg owner, owner/occupier, tenant 365 days or more, tenant 364 days or less)
- activities (eg cattle keeper)
- contact details

The issuing organisation will ask about other characteristics of your holding and activities to ensure it allocates the CPH number correctly. Your CPH number will arrive by post.

How to apply In England
To get a CPH number, call the Rural Payments Agency (RPA) on 03000 200 301 and select the option for registering your details.
How to apply In Scotland
Contact your local Scottish Government Rural Payment and Inspection Division (SGRPID) Office

How to apply in Wales
Contact the Welsh Government Customer Contact Centre on 0300 062 5004

Get a CPH number urgently
If your holding is in England or Wales and you need the number urgently, telephone the issuing organisation. It may be able to provide the number over the telephone before sending you the letter.

Apply for an additional CPH
If your cattle business is officially TB free and has 2 or more separately managed herds, you may want to consider applying for one or more additional CPHs. This means every herd would be kept on its own CPH. This could help to reduce the impact of any future TB outbreak in one of your herds.
To apply for one or more additional CPHs, fill in the form ‘Application for an additional CPH for an officially TB free cattle business’.

Resolve issues with CPH numbers
You should take action if you think the CPH numbers you have for your holding may be incorrect (eg if your holding has more than 1 number). Contact the issuing authority in the relevant part of Great Britain (England, Wales or Scotland) in which your holding is located, using the details above.
Keeping cattle and representing keepers:

Get a herd mark for cattle

If you keep cattle, bison or buffalo, you need to get a herd mark before you can buy new or replacement official ear tags.

A herd mark is a unique identifier for a herd of animals. It is issued by the Animal Health and Veterinary Laboratories Agency (AHVLA). In England and Wales it is possible for a holding to have more than 1 herd mark (for example if you run your beef and dairy herds separately). In Scotland you can only have one herd mark per holding.

Cattle herd marks have a specific form:

- herd marks issued before 1 January 2000 were made up of 1 or 2 letters followed by 4 numbers
- since 1 January 2000 herd marks have been made up of 6 numbers

How to apply

Once you have your County Parish Holding number, contact your local AHVLA office to notify them that you intend to keep cattle. AHVLA will register you as a cattle keeper and send you a registration document containing your herd mark.

How herd marks are used

The herd mark is one of the pieces of information printed on each cattle ear tag. You need a herd mark before you can:

- buy new tags, ready to use when a calf is born on your holding
- order a replacement for a lost or damaged tag, (although the replacement tag will bear the same unique number as the lost or damaged one if the animal was born after 1 January 1998)
Keeping cattle and representing keepers:

Register with the British Cattle Movement Service

Before you take responsibility for cattle, bison or buffalo as a keeper, you must register with the British Cattle Movement Service (BCMS).

The British Cattle Movement Service (BCMS):

- maintains the Cattle Tracing System (CTS) database
- issues cattle passports
- processes information from keepers about cattle births, movements and deaths
- answers enquiries from cattle keepers

If you are going to keep cattle, bison or buffalo, you must register with BCMS before you move any of these animals on to your holding, because there is a legal requirement that keepers must report movements on or off a holding to BCMS within 3 days of the movement.

Before you start
You must have a County Parish Holding (CPH) number and be registered correctly with the authority that issued it before you can register with BCMS.
You will also need to provide BCMS with the holding address so that they can contact you.

How to register with BCMS
Contact BCMS and tell them that you are going to keep cattle, bison or buffalo. They will register your details and send you:

- a letter of confirmation that your holding is registered on CTS
- a letter with a reference number to use if you enrol with CTS Online and a password in order to use approved farm software using CTS Web Services
- your bar code labels
- a pack for new keepers, containing other information to help you get started

You can choose whether to send and receive information to BCMS online or by phone or in paper form.
Keeping cattle and representing keepers:

Get and use bar code labels for your holding

You get bar code labels when you register your holding. If you run out, the British Cattle Movement Service will send you more on request.

The British Cattle Movement Service (BCMS) uses bar code labels (also called holding address labels) to read information about holdings automatically. Cattle keepers receive a supply of bar code labels when they first register their holding with BCMS.

Request more bar code labels
If you need more bar codes, contact BCMS: or use the ‘contact BCMS’ function on Cattle Tracing System (CTS) Online.

BCMS will send you new bar code labels for free.

When you receive the labels, check the information on them is correct. If it isn’t, contact BCMS. Store the labels securely.

What to use bar code labels for
You need to use bar codes on:

- application forms for cattle passports
- movement cards in chequebook-style passports
- passport movement summaries
- passport death details sections
Keeping cattle and representing keepers:

Update your holding details

If you keep cattle, bison or buffalo, make sure the relevant organisations hold up-to-date and accurate details for you and your holding.

Whenever your contact details change, it is important to notify:

- the organisation that registered your holding
- the British Cattle Movement Service (BCMS)
- the Animal Health and Veterinary Laboratories Agency (AHVLA)

They need correct details so they can get in touch with you.

An incorrect telephone number may also stop you using the Cattle Tracing System self-service phone line.

Which details you need to keep up to date

You should contact the organisations below if there is a change to any of these details:

- business title
- telephone number
- holding address (ie where the cattle are kept)
- correspondence name and address (if different from your holding address)
- email address

Who to contact

Wherever your holding is located, you should contact:

- **BCMS**
- **your local AHVLA office**

In addition:

- if your holding is in England, notify the Rural Payments Agency’s customer service centre on 0345 603 7777
- if your holding is in Scotland, notify your local [Scottish Government Rural Payment and Inspection Division (SGRPID) Office](https://www.gov.scot/organisations/scottish-gov/scottish-government-rural-payment-and-inspection-division-sgrpid-office)
- if your holding is in Wales, notify the Welsh Government Customer Contact Centre on 0300 062 5004
Keeping cattle and representing keepers:

Request and use links between cattle holdings (CTS links)

You can link your holding to other holdings on the Cattle Tracing System if you frequently move cattle between them.

Some cattle keepers regularly move cattle between 2 or more holdings, for example:
- to use seasonal grazing or shared facilities
- because they have more than 1 holding

In this situation, you can ask BCMS to set up a link or links between the holdings on the Cattle Tracing System (CTS). This is not the same as a Sole Occupancy Authority (England and Wales only).

Links allow you to move cattle between the holdings without reporting those movements to BCMS. However, you must still:
- record the movements between linked holdings in your holding register
- comply with all other rules regarding cattle movements
- report and record any other movements in the usual way

An important consequence of establishing a link between holdings is that in the event of an animal disease outbreak on one of the holdings then all holdings linked to it will be placed under movement restrictions.

CTS links are not granted automatically. Cattle keepers with more than 1 holding must still request the necessary CTS links in order to move cattle between their holdings without reporting those movements.

The rules on linked holdings

You do not have to report movements of cattle between the linked holdings to BCMS, but you must still record them in your holding register (the exception to this is hire bulls being moved for serving purposes – you must always report these movements).

You must fulfill all the other conditions of the general licence for the movement of cattle under the disease control order in England or Scotland, including the livestock movement standstill requirements.

You must ensure the cattle undergo pre-movement TB tests if they are eligible for testing. You must record details of the links between your holding and other holdings in your holding register.

Request a CTS link

To request a CTS link, contact BCMS with the details (including the County Parish Holding numbers) of the holdings in question.
It is up to BCMS to decide whether or not to approve a link, depending on the individual circumstances. Links are not always permanent.

**Find out if your holding has links**
It is your responsibility to ensure that the Cattle Tracing System is accurate. You must make sure you are aware of any links between your holding and others and what the expiry dates are, if applicable. To do this, either:

- view your links, and links to your holding, on [CTS Online](#) under ‘Keeper and holding details’
- contact BCMS

**Expiry dates**
Some CTS links are time-limited and expire after a certain period. Whether your link has an expiry date will depend on your individual circumstances. BCMS will inform you of any expiry date when your link is approved, but it’s your responsibility to contact BCMS to ask for a link to be renewed.

If your CTS link does not have an expiry date but you no longer need it, contact the BCMS helpline so that it can be removed.

**If your holding is in England**
Changes to the way holdings are defined in England, including withdrawal of CTS links, will take place over a 2-year transitional period starting in 2016. In the meantime you can still contact BCMS to request a CTS link.

More information about this change will be published here as it becomes available.

**If your holding is in Scotland**
Linked holding arrangements are being kept under review and information will be published here if there are changes.
Keeping cattle and representing keepers:

Register with CTS Online to represent cattle keepers as an agent

What an agent must do to communicate with the Cattle Tracing System on behalf of a keeper of cattle, bison or buffalo.

Cattle keepers can appoint agents to act on their behalf, including authorising them to use the Cattle Tracing System online service. Before you can act as an agent and use the Cattle Tracing System (CTS) Online service to report births, deaths and movements on behalf of a cattle keeper, you need to register as an agent.

You must complete agreement forms for each of your clients, and get a client link so that you can access their records through CTS Online.

**Complete an agent registration for CTS Online**

You can download a copy of the registration form (PDF, 54.6KB, 2 pages) or ask for a form by:

- phoning the British Cattle Movement Service (BCMS) helpline on 0345 050 1234 (Welsh language line: 0345 050 3456)
- emailing ctsonline@bcms.rpa.gsi.gov.uk

Complete the application form and return it to BCMS at the address on the form. BCMS will register your details on the Cattle Tracing System (CTS) database and send you a letter with your unique Agent ID and a separate one with a reference number for CTS Online.

To access CTS Online you need to register for the Government Gateway as an agent.

**Register to access client records**

Before you can act for your client, you must both complete the application form for agent access to records on CTS Online. You can:

- download an application form for agent access (PDF, 93.1KB, 2 pages)
- phone the BCMS helpline on 0345 050 1234 (Welsh language line: 0345 050 3456)
- email ctsonline@bcms.rpa.gsi.gov.uk

Both you and your client must sign and date the form and return it to BCMS at the address on the form.

BCMS will set up a relationship (link) on the CTS database between you as the agent, and your client under their holding number. They will then send letters to confirm that you can begin to act for your client.
Tagging, passports, record keeping and inspections:

Keep a holding register for cattle

All cattle keepers must keep a holding register showing births, movements and deaths for cattle, bison and buffalo they are responsible for.

As a cattle keeper, you must keep a holding register for your cattle. The register includes specific information about each of your animals.

The format of the holding register
You can keep your records on paper, a computer or a combination of both. The law does not specify the form of the holding register, so you can:

- download a blank holding register (PDF, 263KB, 55 pages) or contact the British Cattle Movement Service (BCMS) to get a copy posted to you
- use a record book produced by your local authority, if available in your area (not available in Scotland or Wales)
- use a computerised spreadsheet or a software package
- use any notebook or other record book (so long as you record all of the information listed below)

Records must be available for checking by an official inspector on request (eg at a holding inspection). If you keep your records on computer, you may wish to keep a paper copy as a back-up.

What to record in your register
The register must contain the following details for each animal:

- its ear tag number
- its date of birth
- its sex
- its breed
- the dam’s ear tag number (from 6 April 2015 this information is only required for animals born on your holding)
- the date of any movement it makes on and off your holding (including movements to or from any other holding you occupy)
- details of where it has moved from or to (record either the CPH number or the name and address of the keeper)
- its date of death

You must also record these events:

- births
- movements on or off your holding (even if you don’t have to report to the Cattle Tracing System, for example because the movement was to a linked holding)
- deaths
• replacement tags for cattle born before 1 January 1998, where the number is changed

**Records for calf movements through markets**
A calf under 12 weeks old must not go to market more than twice in any 28 day period.

When a calf under 12 weeks old is brought to a market, the market operator should check with the seller whether the animal has been to a market during the previous 28 days. If it has, the operator must record:

• the address of that market (even if it's the same one)
• the date(s) on which the calf was there

**Deadlines for updating the holding register**
You should complete your records as soon as you can after the event concerned. You must complete them within:

• 36 hours in the case of movement on or off a holding
• 7 days for the birth of a dairy animal
• 30 days for the birth of all other cattle
• 7 days of death
• 36 hours of replacing ear tags where the identification number is changed

**How long to keep your records**
Holding registers must be retained for 10 years from the end of the calendar year in which the last entry was made. Other registers (eg those kept at markets) must be retained for 3 years from the end of that year.
Tagging, passports, record keeping and inspections:

**Official cattle breeds and codes**

Get a breed code to register a cattle, bison or buffalo birth.

When you register calves, you need to enter the correct breed code on the application. If you need a code for a breed that isn’t on this list, contact the British Cattle Movement Service (BCMS).

**CTS updated breed code list**

This list replaces the version in the Cattle Keeper’s Handbook and the [proforma holding register](#) (PDF, 263KB, 55 pages).

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<td>Yak Cross</td>
<td>YKX</td>
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<tr>
<td>Zebu</td>
<td>ZE</td>
</tr>
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</table>
Get new or replacement official ear tags for cattle

Cattle keepers can only buy new or replacement official ear tags for cattle, bison or buffalo from registered suppliers.

You’ll need a stock of official ear tags to use when calves are born on your holding, and if a tag is lost or the number can no longer be read you’ll need to get a replacement.

You can only buy official ear tags from suppliers registered with the British Cattle Movement Service (BCMS).

- List of suppliers and the official tags they supply (PDF, 78KB, 12 pages)

Order a new batch of tags
When you request a batch of official tags, the supplier will need to know your herd mark and County Parish Holding (CPH) number. They will use this to get the run of individual unique animal numbers for your tags from BCMS’s Ear Tag Allocation System database.

The supplier will send the printed tags direct to you.

You should not apply for more ear tags than you will use in one year. Unused ear tags must be kept securely.

Get replacements for lost tags
If you do need to replace an illegible or lost tag, contact any supplier of approved tags to order a replacement.

Always use the correct applicator for the type of tag you are using and follow the manufacturer’s instructions.

Give feedback about ear tags
BCMS monitors, and may act on, feedback from cattle keepers about official ear tags. You can download a feedback form (PDF, 1.32MB, 2 pages) or get one from your supplier.
Tagging, passports, record keeping and inspections:

What to do after a calf is born

Cattle keepers must tag newborn calves, apply for passports and enter the correct details in the holding register.

When a calf is born, the keeper must comply with the cattle identification regulations, which include:
- ensuring it is fitted with an approved ear tag in each ear by the legal deadlines below
- applying for a cattle passport within the legal deadlines below
- entering the animal’s details in the holding register

What tags to use
Each animal needs one primary and one secondary ear tag, both showing the same unique individual identification number.

The primary tag must be a yellow plastic distance-readable flag tag. It can go in either ear. Each part of the primary tag shall only contain the information detailed below:

- the Crown logo
- the country code (‘UK’)
- the herd mark
- a six-digit individual animal number

Here is a picture of a primary ear tag:

The secondary tag must be in the other ear. It must have the same information as the primary tag, but may also contain management information. If you add extra management information, it should not affect or confuse the official identification information on the tag.
Secondary tags do not have to be the same as primary tags: they can be made of metal or plastic, and of a different size or style.

**When to tag newborn animals and apply for cattle passports**

You cannot move a calf off a holding without the correct ear tags in place and without a passport (except in exceptional circumstances on welfare grounds, in which case you must apply for a movement licence by contacting BCMS).

Note that you do not have to apply both tags at the same time and you can choose whether to fit the primary or the secondary tag first.

<table>
<thead>
<tr>
<th>Calf type</th>
<th>Deadline for fitting first tag</th>
<th>Deadline for fitting second tag</th>
<th>Deadline for getting passport application to BCMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dairy</td>
<td>within 36 hours of birth</td>
<td>up to 20 days from birth</td>
<td>within 27 days of birth</td>
</tr>
<tr>
<td>Beef</td>
<td>up to 20 days from birth</td>
<td>up to 20 days from birth</td>
<td>within 27 days of birth</td>
</tr>
<tr>
<td>Bison</td>
<td>within 9 months of birth, or before weaning, whichever is sooner</td>
<td>within 9 months of birth, or before weaning, whichever is sooner</td>
<td>within 7 days of birth</td>
</tr>
</tbody>
</table>

If an untagged animal dies before these deadlines you do not need to tag it, but you must record its date of birth and date of death against the dam number in your holding register.

**Cattle for cultural and historical use**

If you keep cattle on a holding that is registered for cultural and historical use (except for fairs and exhibitions), you may be permitted to use an electronic identifier in the form of a bolus instead of ear tags. Contact BCMS for advice.

You should take care when handling cattle at all times, including when applying ear tags. You should ensure you have sufficiently safe handling facilities to undertake tagging within the statutory requirements.

The Health and Safety Executive’s publication ‘Handling and housing cattle’ can help you, as can the cattle welfare codes for England, Scotland and Wales. Contact BCMS (details below) immediately if you have problems with tagging your cattle.

**What to enter in your holding register**

You should record the newborn calf’s:

- ear tag number
- date of birth
- sex
- breed
- birth dam’s ear tag number
- sire’s ear tag number (if known)
Tagging, passports, record keeping and inspections:

Get a cattle passport

All cattle, bison and buffalo must have passports, which are unique to the animal and stay with it for its entire life.

All cattle registered on the Cattle Tracing System (CTS) will be issued with an identification document.

Depending on the age of the animal, it may have one of 3 types of cattle passport. There are 2 other types of cattle identification document. These documents are summarised in the following table.

<table>
<thead>
<tr>
<th>Document name</th>
<th>Reference</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single-page passport</td>
<td>CPP52</td>
<td>The most up-to-date type of passport; issued from 1 August 2011</td>
</tr>
<tr>
<td>Notice of registration</td>
<td>CPP35</td>
<td>Issued if a cattle passport is refused; places certain restrictions on cattle movements</td>
</tr>
<tr>
<td>Chequebook-style passport</td>
<td>CPP13</td>
<td>Issued before the single-page passport was introduced; issued to animals registered between 28 September 1998 and 31 July 2011</td>
</tr>
<tr>
<td>Old-style blue and green passport</td>
<td>CPP1</td>
<td>Animals with this type of passport must also have a certificate of CTS registration; issued to animals registered between 1 July 1996 and 27 September 1998</td>
</tr>
<tr>
<td>Certificate of CTS registration</td>
<td>COR or CHR3</td>
<td>Animals that hold this form of identification alone were born, imported or moved into Great Britain before 1 July 1996; they don’t have passports and aren’t expected to have them.</td>
</tr>
</tbody>
</table>

Deadlines and costs

By law, you must apply for a passport when a calf is born or when you import or move an animal into Great Britain (you do not need to apply for passports for animals imported or moved into Great Britain if they are to be slaughtered within 15 days of arriving). For cattle or buffalo, your passport application must arrive with the British Cattle Movement Service (BCMS) within 27 days of the birth of the animal. For bison, it must arrive within 7 days of the birth.
If you don’t apply in time, BCMS will refuse to issue a passport. An animal without a passport cannot leave the holding, except to go for disposal (it cannot go into the food chain). If your application for a passport is refused, the grounds for appeal are limited, although BCMS may be able to issue a passport on the basis of a DNA test.

If you’re worried that you haven’t left enough time to apply for a passport, you can contact BCMS for advice.

There is no fee for a cattle passport unless you’re replacing a passport that has been lost, stolen or destroyed.

How to apply for a cattle passport
You can apply for cattle passports online or by phone:
• via CTS Online
• using compatible farm software
• by calling the CTS self-service phone line

You can also apply by post

You can apply for passports through an agent.

The information you’ll need
However you’re applying for a cattle passport, you’ll need to know the calf’s:
• ear tag number, made up of its herd mark, check digit and animal number
• sex
• birth dam’s ear tag number (ie the animal that gave birth to the calf)
• genetic dam’s ear tag number, if different to the birth dam (if known)
• date of birth
• breed
• sire’s ear tag number (if known)

Apply via CTS Online
CTS Online will already hold details of your animal’s ear tag number so some information will already be available for you to select from a list.

For animals born after embryo transfer, if you do not have the ear tag number of the genetic dam (the cow that produced the embryo), enter ‘embryo trans’ into the ‘genetic ID’ box.

When you’ve finished registering for your passport, you can print off a receipt.

Apply using compatible farm software
You can apply for a cattle passport via CTS Web Services using an internet link from compatible farm software packages. The system will not generate a receipt unless you request one.

Apply by calling the CTS self-service phone line
You can call the automated CTS self-service line to apply for passports. The service is available 24 hours a day, 7 days a week, and you’ll be given a reference number at the end of the call.
You will have to use another method to register the birth if the animal has:

- a surrogate dam or sire
- a dam with an alpha numeric ear tag number

**Apply by post**
When you order ear tags you'll receive matching applications for cattle passports (form CPP12), unless you have opted not to receive them.

You’ll need to use a postage method that’s fast enough to reach BCMS by the deadline of 27 days from birth. Be sure to check that you’ve attached the right postage amount or your application will be delayed.

Consider getting proof of posting or sending your application by recorded delivery as the form is an important document.

**When you will get your cattle passport**
If you apply online or by phone, BCMS aims to send out your passport within 3 days of receiving your application. For postal applications, BCMS aims to send the passport out within 7 days of your application arriving.

**What to do when your cattle passport arrives**
When you get your cattle passport, it’s your responsibility to check that the details are correct.

You must:

- stick a holding address label (bar code label) in the section ‘to be completed by the keeper on receipt of passport’
- sign the same section
- keep the passport safely

Note that the diamond shaped image in the bottom right corner of the passport is heat sensitive and will fade when held between finger and thumb. This is a security feature so future keepers of the animal can make sure it’s the genuine document.

**If the cattle passport is incorrect**
If you find something wrong, you should return the passport immediately to BCMS giving details of the errors by either writing the changes clearly on the passport or including a covering letter with the passport explaining the changes to be made.

You can’t move the animal until you’ve received a corrected passport.

**What to do once you’ve checked the passport**
You must complete the section on the cattle passport headed ‘To be completed by keeper on receipt of passport’. You need to sign it and attach a holding address label (bar code label).

You can use the ‘Space for other information’ for things like farm assurance stickers or TB information if you wish.
The slip along the bottom headed ‘For TSE testing’ applies to animals on or over 48 months of age, that die on the holding and go to be tested for TSE (transmissible...
spongiform encephalopathy, which includes BSE). It should be cut off and sent with the animal when it’s collected after death.

**Who holds the cattle passport**
The keeper (who will not necessarily be the owner), must hold all the identification documents for the animals they’re responsible for, including passports.

If the keeper changes, the passport must be given to the new keeper.
Cattle passports: what to do if problems arise

Information for keepers of cattle, bison or buffalo on what to do about missed deadlines, lost or stolen passports and other problems.

Cattle passports are important legal documents. You must ensure that the passport for each animal on your holding is in order.

If you make a mistake on a passport application
If the British Cattle Movement Service (BCMS) can’t issue a passport because you have made a mistake on your application form or not completed it fully, they will send you a letter asking you for the correct information.

If you realise that you have given wrong information by mistake on the application form, you should contact BCMS as soon as possible. If the passport has already arrived, return it to BCMS immediately with a letter clearly explaining your error. BCMS will send you a new passport based on the correct information.

Problems with the post
When you apply for a passport, you should receive it within 14 days. If you don’t, you should contact BCMS.

If BCMS have issued the passport and you haven’t received it, they will carry out checks and may send you a replacement free of charge.

You should also tell BCMS if you’ve sent in a passport for any reason and you’ve not received it back within 14 days.

Late applications and refused passports
If your application doesn’t arrive with the British Cattle Movement Service (BCMS) within 27 days of the calf’s birth, BCMS will not issue a passport. Instead, you will get a notice of registration (CPP35) that registers your calf on the Cattle Tracing System (CTS).

Without a passport, the animal:

- must remain on your holding for its lifetime
- must not move alive from your holding, unless you get a movement licence from BCMS and move the animal direct to a BSE sampling site, knacker’s yard or hunt kennel
- must not go into the human food chain under any circumstances
- may be used for milking or breeding purposes only (you must apply for passports for any calves the animal may have in the usual way)
How to appeal against a passport refusal
If you’ve had a cattle passport refused because the application was late, you may appeal to BCMS.

You need to show there were exceptional circumstances that stopped you making the application in time (the rules on this are narrow and are strictly interpreted).

You must appeal in writing and send evidence to support your appeal. Each appeal is assessed on the basis of the individual facts.

Exceptional circumstances that stopped you making the application on time might include:

- events outside your control (‘acts of God’); for example, major floods, regional or national power failures, or postal strikes
- personal circumstances including a death in the immediate family, your suffering from a sudden and serious illness, and possibly the theft of or damage to your farm records or computer
- unusual postal delay
- mistakes made by BCMS or a breakdown of CTS

These reasons aren’t grounds for appeal:

- a mistake, oversight or misunderstanding by you or anyone acting for you
- being too busy with other farm work
- financial difficulties

You can send your appeal in writing to:

Appeals Section
BCMS
Curwen Road
Workington
CA14 2DD

Getting a passport after a late application
BCMS may be able to issue the passport based on a DNA test, which proves that the animal is the offspring of the dam shown in the application.

As each case is considered individually, contact BCMS for more information on appeals and DNA testing.

If your cattle passport is lost, stolen or destroyed
You must tell BCMS within 14 days of becoming aware that a passport has been lost, stolen or destroyed.

You must get a replacement before you can move the animal off your holding.

This includes passports lost in the post (you’ll need proof of posting as evidence that this has happened).

How to get a replacement passport
Contact BCMS with the passport number you need to replace – or you can do this on CTS Online. BCMS will send you a form to fill in - complete the form as soon as possible.
BCMS will then trace a full movement history for the animal.

The guidance notes to the form (PDF, 103KB, 2 pages) which provide full details of the process

Your replacement passport will be in the latest single-page format. BCMS can’t issue a replacement passport if it can’t trace a full movement history. If this happens, you’ll be sent a notice of registration (CPP35) that places restrictions on what you can do with the animal.

**Fees for replacement passports**
Replacement passports for animals with a Certificate of Registration (COR) are free.

In all other cases, you must pay a fee of £20 per animal when you apply for the replacement passport.

You can pay by two methods:

- direct through your bank by BACS transfer using these details:
  - account name: GBS RE RPA (RC)
  - sort code: 60-70-80
  - account number 10018255
  - your CPH number (given at part 1 of the application form) as the payment reference

- by sending a cheque with your completed form:
  - make cheques payable to ‘Rural Payments Agency’
  - write your CPH number on the back of the cheque

Euro bank details are available on request from BCMS.

**If you find the original passport**
Tell BCMS as soon as possible
Tagging, passports, record keeping and inspections:

**Replace lost, damaged or missing cattle ear tags**

What to do if an ear tag gets lost or becomes unreadable, or you have bought an animal that is untagged or has non-approved tags.

All cattle have a unique identification number. It’s a criminal offence to transfer ear tags between animals or to reuse an identification number that was given to another animal. It is also illegal to move or sell cattle which are not properly tagged with their unique number.

If you or a vet need to remove an official tag for any reason other than because it is damaged or illegible, you must contact BCMS to obtain permission before doing so.

**Replace a lost, damaged or illegible tag**

You must get a replacement tag and fit it soon as possible, no later than 28 days after you notice the loss or damage.

**Animals born, imported or moved into Great Britain after 1 January 1998**

These animals must keep their unique identity for life. You must get a replacement tag showing the same identification number and replace the lost or illegible tag with it.

**Animals born, imported or moved into Great Britain before 1 January 1998**

You can apply a single replacement tag showing the same number.

Alternatively you can:

- apply a new single tag showing a new number
- apply a new set of double tags showing a new number

If you apply a new single tag, or double tags, you must:

- update your farm records to show the new number within 36 hours of retagging
- return the passport and/or certificate of registration (COR) to BCMS with the new tag number within 14 days of retagging; BCMS will change the details and issue a passport.

**What to do if you buy an animal with missing or non-approved tags**

If an animal you buy arrives with one missing tag, follow the procedure above to replace the tag. If an animal arrives without any ear tags you should not accept it onto your holding and contact BCMS for advice.

If you move cattle into Great Britain from within the EU they should already be double tagged. You need to apply for GB passports for these animals within 15 days of their arrival on your holding but you only need to retag them if a tag has been lost.

You must apply official UK tags to animals imported from countries outside the EU within 20 days of them leaving the border inspection post, and apply for passports within a
further 15 days. You must remove existing tags (you may need to consult a vet for this) and use approved ear tags. If necessary contact BCMS for advice.
Tagging, passports, record keeping and inspections:

Cattle identification inspections: what to expect

Inspectors may visit your holding to check that you’re following the rules for cattle, bison and buffalo identification and record keeping.

By law, the livestock inspectorates of England, Scotland and Wales must carry out cattle identification inspections.

Inspectors will check that you are following the rules for identifying cattle and keeping records. Errors can put you at risk of penalties and/or reductions to subsidy.

An inspection might include an examination of:

- the cattle on your holding, their ear tags and passports
- your holding register
- your unused ear tags.

Inspections will occur without notice or at short notice.

How farms are chosen for inspection
The inspectorate checks at least 3% of holdings annually. The law requires that 20% of those holdings are chosen at random and 80% are selected according to risk (ie inspectors are more likely to visit holdings where they have found problems before).

What you need to do for an inspection
The inspector will check the cattle currently on your holding or holdings.

You must let the inspector see all the documents and records that they ask for. It is against the law not to have documents available for inspection. You will need:

- your holding register (on paper or on a computer)
- all animal passports and registration documents

You should make sure that the inspector can safely inspect your animals. You must provide suitable handling facilities and people to gather the cattle and you’ll be responsible for the animals’ welfare during the inspection.

At the end of the inspection the inspector will ask you to sign a form containing details of the visit and will leave a copy with you.

If you obstruct the inspector, your whole herd will be restricted and any subsidy payments due to you may be at risk.

Obstruction includes:
refusing to allow the inspection to happen
failing to gather animals for inspection
not providing adequate handling facilities and labour
failing to present holding register and passports
abusive or aggressive behaviour

How long it takes
The inspector will carry out the inspection as quickly and efficiently as possible, and with
as little disruption to you as possible. How long an inspection takes depends on the size of
your holding, how many cattle are involved, and how clear and accurate your records are.

If your holding needs inspections for subsidy payment schemes, as well as cattle
identification inspections, inspectors will try to carry them out at the same time.

What the inspector will check
Among the things that the inspector will check are:

- that your holding register shows which animals are or have been on the holding
- that you have recorded all births, movements and deaths correctly
- that all animals are correctly tagged, and that their tags match their identification
documents
- that all identification documents are present and correct
- that you have met the deadlines for identifying cattle and keeping records
- that you have passed all identification documents for animals that have moved or
died to the new keeper or returned to BCMS
- that you are storing all unused ear tags securely

If problems are found
If the inspector finds discrepancies with any cattle passports, they will collect those
passports from you and give you a receipt.

If BCMS can correct the passports, it will do so and return them to you free of charge. You
should check them carefully when you receive them. If you have not received them within
4 weeks of the inspection, contact BCMS.

If the inspector finds unidentified animals, you will get a Notice to Prove Identity and
Traceability (CPP30/CPPS30). Until you’ve proved their identity, you can’t move them off
your holding.

You will also be asked to fit BCMS management tags to the animals. If the identity of the
animal can’t be proved and evidence supplied to support this, you may get a Notice of
Removal for Compulsory Slaughter (CPP31/CPPS31).

A notice of compulsory slaughter means the animal will be destroyed, you will not get
compensation and BCMS may charge you for the costs.

Problems with less than 20% of your herd or records
If the inspector finds:

- discrepancies between tags, passports and records
- reporting failures
that affect less than 20% of your herd, they may put a movement restriction on the individual animal(s) involved.

The inspector will either take the passport(s) away to be corrected or give you a movement restriction notice (form CPP27/CPPS27) describing what you need to do.

In either case, it’s an offence to move the animal(s) off your holding until the passports are returned or the restriction is lifted.

As soon as you have taken the required action you must inform BCMS. BCMS will carry out administrative checks and confirm if the restriction has been lifted. An inspector may return to check the animal(s) are correctly identified.

**Problems with more than 20% of your herd or records**
If the inspector finds:

- discrepancies between tags, passports and records
- reporting failures

that affect more than 20% of your herd, they will give you a movement restriction notice for your whole herd (CPP28/CPPS28).

The notice will:

- list all the animals on your holding
- state whether the restriction applies to movements both on and off the holding or only to off movements
- state what you need to do to put things right

You will also get a letter from BCMS confirming what you need to do to lift the movement restriction.

It is an offence to move animals while they are subject to the movement restriction.

When 80% of your cattle meet the regulations, you must either:

- notify BCMS
- submit a notice of compliance form (CPP29/CPPS29)

If you are not sure whether you have reached the 80% level, contact BCMS, who can check for you.

BCMS will then send you a letter:

- confirming that the whole-herd restriction is lifted
- listing any animals with discrepancies and are still restricted to your holding

An inspector may re-visit your holding to check that you have taken the right action. If you give any false information to lift a movement restriction, further action may be taken against you.

**Animal welfare**
If the inspector believes you are breaking animal welfare standards, they will report this to the local authority, which has responsibility for enforcing welfare rules.
You could also be breaking cross-compliance rules, risking a reduction to any payments you receive under subsidy schemes.

**Penalties**

**Prosecution**

You could face legal action over problems found at an inspection. If a court finds you guilty of an offence, it may set severe penalties, including fines of up to £5,000 for each animal. In the worst cases, the court can also issue prison sentences.

**Payment reductions**

If the inspector finds problems, you could face penalties and a cross-compliance reduction to any subsidy claims you have.

You can access more detailed information on penalties in [England](#), [Scotland](#) and [Wales](#).

Find out more on cross-compliance in [England](#), [Scotland](#) and [Wales](#).

**More information**

**England**

'Inspection visits' - customer leaflet (PDF, 380KB, 4 pages)

**Wales**

'When the inspector calls: a helpful guide for farmers'
Reporting and recording events in your herd:

Send cattle reporting information online or by phone

You can send the British Cattle Movement Service updates via CTS Online, approved farm software and a self-service phone line.

To report the births, movements and deaths of cattle, bison or buffalo electronically, you can use:

- Cattle Tracing System (CTS) Online
- CTS Web Services using approved farm software
- the CTS self-service telephone line

**CTS Online**

**CTS Online** is a British Cattle Movement Service (BCMS) website that is free to use and lets you:

- report births, movements and deaths and get receipts for your transactions
- access a list of all the cattle on your holding, see their details and look at the history of your herd
- view your holding’s transactions for the last 6 months
- see if there are any problems with your transactions and send BCMS information to resolve them
- order bar code labels and forms

CTS Online is available 24 hours a day, 7 days a week. It allows you to get your cattle information to BCMS quickly, upload movements in batches and send information via a ‘contact BCMS’ facility (eg if you make a mistake in reporting). It also validates some of the information you send, which leads to fewer mistakes.

You can download a slideshow (MS Powerpoint Presentation, 13.4MB) demonstration that lets you navigate around as you would on the live site (press the ‘escape’ key to exit).

**Enrol to use CTS Online**

Before you first use the system, contact BCMS to get a CTS Online reference number. You’ll also need to register with the Government Gateway (PDF, 336KB, 3 pages) if you haven’t already registered to access other government services online. You’ll use your Government Gateway user ID and password to access CTS Online.

Once you’re registered with the Government Gateway, there are two ways to enrol to CTS Online for the first time:

- enrol for CTS Online via the Government Gateway portal (PDF, 391KB, 3 pages)
- enrol directly from the CTS Online homepage(PDF, 405KB, 4 pages)

You can also register for the Government Gateway and then enrol for CTS Online (PDF, 668KB, 5 pages) all in one go.
Once you’ve enrolled, each time you use CTS Online you can choose whether to log in via the Government Gateway or directly through the CTS Online homepage (PDF, 450KB, 4 pages).

Help with CTS Online
You can download help guides on:

- how to report same-day on and off (or off and on) movements at the same time (PDF, 381KB, 6 pages)
- how to report on and death transactions at the same time (PDF, 589KB, 8 pages)
- moving animals between holdings registered under the same Government Gateway account (PDF, 623KB, 6 pages)
- how to register for the Government Gateway and enrol multiple holdings for CTS Online (PDF, 749KB, 7 pages)
- how to report on and off show movements (PDF, 316KB, 5 pages)
- uploading a file of movements or deaths (PDF, 758KB, 12 pages)
- uploading a file of births for the first time (PDF, 1.18MB, 12 pages)

There is also help information on the right-hand side of each screen on CTS Online.

If you still have a problem, you can contact BCMS, with the following information to hand:
- your County Parish Holding (CPH) number
- the web page you were using when the problem happened
- your internet service provider (ISP) and browser type
- the date and time the problem happened

CTS Web Services
CTS Web Services is a BCMS system that allows compatible farm software packages to link straight through to the Cattle Tracing System via an internet connection. It allows you to report your cattle births, movements and deaths securely to BCMS through your farm software.

As with CTS Online, some of the information is validated by the system, helping to eliminate mistakes.

You can also request receipts for your transactions. To find out if your transactions have been successful in reaching CTS, you can enter your receipt number back into CTS Web Services. This will show if any mistakes have been made, so you can enter your information again.

Other features include:
- a ‘cattle on holding’ cross-check option, which allows you to automatically compare your holding register with the information CTS holds, to ensure there are no discrepancies
- a ‘get animal details’ option, which allows keepers and abattoirs to view full movement histories for up to 50 individual animals

To start using CTS Web services using approved farm software or to change your CTS Web Services password for your farm software, contact BCMS.

If you want to produce a product which uses CTS Web Service and you’d like more information, email SEC.bcms@rpa.gsi.gov.uk.
**CTS self-service phone line**
The CTS self-service line (SSL) is an automated phone line for cattle keepers who don’t have access to a computer.

The number is 0345 011 1212 (Welsh language line: 0345 011 1213).

The line is open 24 hours a day, 7 days a week.

When you register with BCMS, your CPH number and the telephone numbers(s) you’ll be calling from will be registered on the Cattle Tracing System. To change the number or add other numbers to call from, contact BCMS.

If your telephone number is withheld, the system won’t recognise it unless you dial 1470 before the SSL number. If you have trouble dialling in from a mobile, your mobile provider should be able to tell you what settings to change so that the system can detect your number.

**How to use the SSL**
You can use the SSL for reporting:

- births (press 1)
- movements on (press 2)
- movements off (press 3)
- deaths of registered animals (press 4)
- deaths of unregistered calves (press 5)

You don’t need to wait for the menu to finish before pressing the option you need.

The most effective way to use the SSL is by using the telephone keypad to enter information.

There’s a limit of 50 transactions in one call. If you need to report more than this, hang up and re-dial.

At the end of each call you’ll be given a reference number, which you should note in case of queries. The information you have given will appear straight away on CTS Online.
Reporting and recording events in your herd:

Report and record cattle movements

You must record all movements of cattle, bison or buffalo on and off your holding and report them to the British Cattle Movement Service.

Cattle keepers can move animals as long as:

- each animal has both of its official tags and a valid cattle passport
- they comply with the general licence conditions:
  - in England, the General Licence for the Movement of Cattle
  - in Scotland, the General Licence for the Movement of Cattle, Sheep, Goats and other Ruminating Animals (except Camelds) and Swine within Scotland
  - in Wales, the General Licence for the movement of cattle
- no standstills or other movement restrictions are in force

Whenever you move cattle, you must:

- update your holding register within 36 hours
- tell the British Cattle Movement Service (BCMS) about the movement within 3 days – if you use the post, rather than reporting online or by phone, bear in mind that this is the deadline for BCMS receiving the information, not for sending it
- record the movement on each animal’s passport:
  - before the animal leaves the holding (for off movements)
  - within 36 hours of the animal’s arrival on the holding (for on movements)

Animals without a passport and cattle born or reared in the UK before August 1996 are subject to restrictions and you will need to get a special licence to move them.

What counts as a movement
Whenever cattle move off one holding and on to a different one:

- their keeper at the departure holding must report and record an ‘off movement’
- their keeper at the destination holding must report and record an ‘on movement’

Who reports movements
You or your registered agent can report movements.

As a keeper, you are still legally responsible for movements being notified on time, even if you use an agent.

In Scotland, markets and abattoirs will report the movement on and off farm on behalf of keepers. Markets and abattoirs in England and Wales may also report your movements for you electronically. You must check with them whether they are reporting the movement to or from your holding for you. If they are not doing this, you must report the movement.
How to report movements to BCMS
You can report movements using any of the three online or telephone methods:

- **Cattle Tracing System (CTS) Online**
- the CTS self-service telephone line (except for animals with older-style alpha numeric tags)
- compatible farm software

For animals with a chequebook-style passport or an old-style blue and green passport with a certificate of registration, you can notify movements to BCMS by post, using tear-out movement cards. The movement cards are pre-printed with the address and 2nd class postage is paid. Keepers can also obtain free 1st class pre-paid envelopes from BCMS for sending multiple movement cards.

**Bulk movements**
CTS Online’s upload facility lets you report bulk movements. To find out how to create files to upload movements to CTS Online, download the a guide to uploading a file of movements or deaths to CTS Online (PDF, 736KB, 12 pages).

**Movements that take place on the same day**
When cattle move off and back on to a single holding on the same day (eg to travel to a show and back), this is known as a same-day movement. When animals move through a holding (eg on to a market or a showground then off again) on the same day, this is known as a through movement or a market movement.

Most reporting methods, including movement cards, allow you to report this type of movement in a single notification. There is a help guide for reporting on and off movements at the same time on CTS Online (PDF, 627KB, 6 pages).

The CTS telephone service only allows you to report these events as two separate movements and you must leave at least 24 hours between reporting them.

**How to use movement cards**
If you report by post, BCMS still needs to receive notification within 3 days of all movements on or off your holding.

To use the movement cards, you will need the bar-code labels that are sent to keepers when they register with BCMS.

Only use black ink on movement cards.

When you move an animal on or off the holding:

- stick a bar-code label on the card
- tick the movement box to show whether the movement is ‘on’ or ‘off’ the holding or, if you are a market operator, that the animal has moved through the market
- enter the movement date
- sign the card
- tear it out of the passport
- post the card immediately to:
Receipts
If you notify BCMS of movements online, you’ll get an automatic receipt. If you use the phone, you will get a receipt number. If you don’t receive a receipt or receipt number, your transaction has not reached CTS and you’ll need to enter your information again. If you report by post, you won’t get a receipt.

Correct a mistake
If you have incorrectly reported a movement or sent the wrong passport with an animal, you must contact BCMS as soon as you realise the error so that they can advise you on what action to take and amend their records.

If you have made a mistake when reporting via CTS Online, you can use the ‘Contact BCMS’ facility to send amended information.

Records you must keep
As well as reporting on and off movements to BCMS, you need to keep your holding register up to date so that it is available for inspection.

The records you must update for every movement of every animal are:

- the movement summary of the cattle passport (which goes with the animal as it moves)
- your holding register

If you run out of room on a single-page cattle passport or a chequebook style passport, you can order continuation sheets or download a continuation sheet (PDF, 889KB, 1 page) to print out.

Records for calf movements through markets
A calf under 12 weeks old must not go to market more than twice in any 28 day period.

When a calf under 12 weeks old is brought to a market, the market operator should check with the seller whether the animal has been to a market during the previous 28 days. If it has, the operator must record:

- the address of that market (even if it’s the same one)
- the date(s) on which the calf was there

If you fail to report movements
Unreported cattle movements may come to light through gaps on CTS, at a cattle identification inspection or when an animal’s movement history is checked (eg when you request a replacement for a lost or stolen passport).

It is an offence to fail to report cattle movements within the stipulated 3-day period. You could face penalties and a cross-compliance reduction to any subsidy claims you have.
Reporting and recording events in your herd:

Get and use continuation sheets for cattle passports

What to do when you need more space for movement summaries in a cattle passport.

You can use continuation sheets with a passport when the movement summary is full.

How to get continuation sheets
If you need more continuation sheets, you can:

- download and print a blank continuation sheet (PDF, 889KB, 1 page)
- photocopy and use the back of an address carrier received with single-page passports
- contact BCMS

How to use continuation sheets
The continuation sheet forms part of the official passport. You must:

- write the animal's ear tag number at the top of the continuation sheet
- attach it securely to the correct passport
Reporting and recording events in your herd:

Report and record cattle deaths on the holding

When cattle die on the farm or another premises, rather than at slaughter, the keeper must record and report the death to BCMS.

You must report the death of any cattle on your holding. The information must arrive with the British Cattle Movement Service (BCMS) within 7 days of the death.

You must also update your holding register within 7 days.

Where to send documents

Reporting cattle deaths involves posting documents back to BCMS. The address to use is:

BCMS
Curwen Road
Workington
CA14 2DD

Report fallen stock

You must either:

- report online or by phone, then return the animal’s registration document (eg its passport) to arrive with BCMS within 7 days of the date of death
- report by completing and returning the animal’s registration document (eg its passport) to BCMS

If you report a death on your holding online or by phone, you do not need to fill in the ‘Death details’ section of the passport before you send it to BCMS. If the animal has a single-page passport, you must tick the box to indicate that you have reported the death electronically.

Note that if the animal is over 48 months old its carcase must go for TSE testing, which is the process of checking for the presence of BSE (see ‘Dispose of a carcase’ below). This means that you need to tear off the TSE testing slip from the bottom of a single page passport, or keep back a movement card if the animal doesn’t have a single-page passport. The slip or card will go with the carcase to the sampling site.

Which documents to return

The documents to send to BCMS are shown in the table below (assuming the animal still has its original documents – if BCMS has sent a more up-to-date style replacement for an original, you’ll send that later document).

Do not send other documentation (eg breed certificates).
<table>
<thead>
<tr>
<th>Status of animal</th>
<th>What to send</th>
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<tbody>
<tr>
<td>Registered after 1 August 2011</td>
<td>Single-page passport (CPP52)</td>
</tr>
<tr>
<td>Registered between 28 September 1998 and 31 July 2011</td>
<td>Chequebook-style passport (CPP13)</td>
</tr>
<tr>
<td>Registered between 1 August 1996 and 27 September 1998</td>
<td>Old-style (blue and green) cattle passport (CPP1) and certificate of CTS registration (COR or form CHR3)</td>
</tr>
<tr>
<td>Born, imported or moved into Great Britain before 1 August 1996</td>
<td>Certificate of CTS registration (COR or CHR3)</td>
</tr>
<tr>
<td>Animal without passport born after 1 August 1996</td>
<td>Notice of registration (CPP35) or a letter if the CPP35 has not been retained</td>
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</tbody>
</table>

If you use CTS Online

You can report the death of a registered animal using [CTS Online](#) from the home page or using the upload facility. To report multiple deaths, you can [create a file for uploading movements and deaths to CTS Online](#) (PDF, 736KB, 12 pages).

If you report a death by CTS Online you must still return the passport and/or certificate of registration to BCMS within 7 days of the death.

If you use the CTS self service line

If the animals have UK numeric tags, you can report their deaths on the CTS self service line.

Before you call, you’ll need to have:

- your CPH number
- the ear tag numbers of the animals you are reporting as dead
- the date of death of each animal

If you report a death by phone, you must return the passport and/or certificate of registration to BCMS to arrive within 7 days of the date of death.

If you use farm software

If you report a death using farm software, you must return the passport and/or certificate of registration to BCMS to arrive within 7 days of the date of death.

If you report deaths by post

If you report by post, you must complete the ‘Death details’ section of the passport and/or certificate of registration and return it to BCMS to arrive within 7 days of the date of death.
Report animals slaughtered on the holding

If an animal is slaughtered on your holding by a vet or abattoir operator and then taken to an abattoir for dressing, you must complete the death details section in the passport and send it with the animal to the abattoir. The passport must show that the animal died on the farm.

If an unregistered calf dies
If a calf dies before it has been tagged, you do not need to report its death to BCMS but you must update your records. Enter the calf’s dates of birth and death against the dam details in your holding register.

If a calf dies after it’s been tagged but before you’ve applied for a passport you must tell BCMS about the death by one of these means:

- using CTS Online or some compatible farm software packages
- using the CTS self service line
- sending BCMS the application for a cattle passport form (CPP12) once you have completed sections 2 and 3 (the animal’s details) and section 4 (the death details)

If a calf dies after it’s been tagged and you have sent off the application for its passport, contact BCMS to tell them about the death.

You must not reuse a dead calf’s ear tags for another animal.

If you fail to report deaths
Unreported cattle deaths may come to light at a cattle identification inspection. When an animal dies you are committing an offence if you:

- fail to report the death within 7 days
- fail to return the passport to BCMS within 7 days

You could face penalties and a cross-compliance reduction to any subsidy claims you have.

Dispose of a carcase
When the carcase leaves your holding, you do not need to report an ‘off’ movement.

Animals that require TSE testing
Fallen stock must be tested for TSE if they are:

- over 48 months of age and born in the UK or in one of the countries listed in the table below
- over 24 months of age and born outside the UK or the countries in the table

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This publication was archived on 26 Apr 2017
Animals imported or moved into Great Britain that have been retagged can be hard to identify, but the country of origin is shown on the GB passport which will have been issued for the animal.

The only exceptions are animals that die in the Isles of Scilly, Lundy Island, Bardsey Island, Flatholm Island, Caldey Island in Wales, and certain Scottish islands, which are exempt from TSE testing.

If an animal that must be tested for TSE dies on your holding, within 24 hours of the death you must arrange the delivery of the carcase to an approved sampling site, so that a brainstem sample can be taken for TSE testing. You can do this by:

- contacting your local fallen stock collector
- using the National Fallen Stock Scheme (NFSS), run by the National Fallen Stock Company (NFSCo); for information, call 0845 054 8888
- arranging to deliver the carcase yourself to an approved sampling site

If you deliver the carcase yourself, you must do this within 72 hours of the animal’s death.

When the carcase is taken for delivery to the sampling site, it should be accompanied by one of the following:

- the TSE cut-off slip from the single-page passport
- a movement card if the animal has a chequebook-style passport
- no documentation, if the animal only has a notice of registration

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</table>
When sending documents with a carcase, you should put them in an envelope or clear plastic bag.

Do not send the passport or notice of registration with the animal. You must report the death to BCMS and send back the passport or notice of registration as described above.

**Animals that do not require TSE testing**
You must do one of the following:

- send the carcase to a hunt kennel or knacker’s yard
- use your local fallen stock collector
- use the [National Fallen Stock Scheme (NFSS)](#) run by the National Fallen Stock Company (call 0845 054 8888 for information)

You must not bury or burn carcasses on your holding (unless an incineration plant on your holding has been approved by the Animal Health and Veterinary Laboratories Agency). In Great Britain, the only exceptions to this ban are for specified remote areas in the Highlands and Islands of Scotland, the Scilly Isles and Lundy Island in England, and Bardsey Island, Flatholm Island and Caldey Island in Wales.
Reporting and recording events in your herd:

**Send cattle to slaughter**

When cattle, bison or buffalo go to an abattoir, you must report the off movement from your holding.

When you send animals to slaughter at a licensed abattoir, you must tell the British Cattle Movement Service (BCMS) about their movement off your holding. BCMS must receive the information within 3 days of the date of movement.

In Scotland the abattoir will report the off farm movement on your behalf; abattoirs in England and Wales may also report this off movement on your behalf. However, as the keeper you are still responsible for making sure BCMS has received the information within the deadlines for movement reporting.

Each animal must be correctly tagged with a primary and secondary tag and have the correct passport with it, to avoid rejection at slaughter.
Reporting and recording events in your herd:

Report and record the deaths of cattle at slaughter

Abattoirs must report movements and deaths, and return documents.

Abattoirs must:

- report and record the movement of cattle on to their premises
- report and record the deaths of cattle
- return the passports of slaughtered cattle to the British Cattle Movement Service (BCMS)

Movement information must arrive with BCMS within 3 days of the movement. Death information must arrive with BCMS within 7 days of the death.

How to report

Animals with single-page passports
For these animals, you can report movements and deaths online or by phone through:

- the Cattle Tracing System (CTS) Online, which lets you notify multiple on and death movements (PDF, 1010KB, 8 pages) at the same time
- compatible software packages (which may let you notify multiple on and death movements)
- the self-service phone line (only for animals with UK numeric tags)

Animals with chequebook-style passports
For animals with chequebook-style passports, you can use the same methods as for single-page passports. You can also report by post.

- report movements on to your premises using movement cards
- complete the ‘Death details’ section of the passport and return it with any other official identification documents to BCMS

Animals with old-style green and blue passports and/or certificates of registration
You should stamp these animals’ passports to show the date and place of slaughter.

What to do after reporting deaths online or by phone
If you report by these methods, you do not need to fill in the ‘Death details’ section of the passports before you send them to BCMS.

For animals with a single-page passport, you should tick the box to indicate that you have reported the death electronically.

Which documents to return
The documents to send to BCMS are:
• the animals' passports and/or certificates of registration if applicable
• a copy of the kill sheet for each day

Returning cattle passports to BCMS from an abattoir
BCMS provides pre-paid envelopes, which abattoirs should use to return passports and copies of kill sheets. Further supplies can be obtained by contacting BCMS. Passports must be returned within 7 days of the death of the animal.

The Official Veterinarian and retained passports
The Food Standards Agency’s (FSA) Official Veterinarian (OV) and their staff will inspect a random 10% of cattle going through abattoirs to ensure that you are checking the identification of the animals correctly. To do this, they will need the animals’ passports.

If there are problems with an animal's identification, such as a lost tag or invalid passport, the inspector will retain the passport, and will tell you what will happen to the animal. They may make further checks on more animals.

When the OV retains a passport, FSA will return it to BCMS and report the problem.
Reporting and recording events in your herd:

Correct a cattle birth, movement or death error

What to do if you realise you’ve submitted incorrect information or mistakenly reported an animal as dead or missing.

If you have submitted incorrect information when reporting a birth, death or movement to the British Cattle Movement Service (BCMS), you must contact BCMS as soon as you become aware of the error. BCMS will advise you about what action to take and amend its records.

You will need to explain the issue, and give details including your County Parish Holding (CPH) number and the animal’s ear tag number.

Animals reported dead or missing by mistake
If you have reported an animal as dead or missing in error, you must inform BCMS as soon as you become aware of the problem. You must not move the animal without a valid passport.

Contact BCMS immediately
Send a letter or email to BCMS, or use the ‘Contact BCMS’ facility in CTS Online. Explain the problem and include your CPH number and the ear tag number.

What to expect from BCMS
BCMS will carry out checks and if possible reissue a passport within 15 days. If the checks are unsuccessful, then BCMS may not reissue a passport. Instead, it will issue a notice of registration.
Reporting and recording events in your herd:

**Cattle without passports**

You must get a movement licence for animals that have been refused a passport, animals born before 1 August 1996 and unregistered calves.

You must not move any live cattle, bison or buffalo without a full passport.

**Move animals that have been refused a passport**

Animals that have been refused passports will have a Notice of Registration. These animals must not move alive from your holding, except with a movement licence from the British Cattle Movement Service (BCMS).

Depending on their age, they must go direct to a BSE sampling site, knacker’s yard or hunt kennel.

These animals must not enter the human food chain under any circumstances.

To get a movement licence, contact BCMS with the name and address of the premises the animal will be going to for disposal.

- Animals over 48 months old can only go to an approved BSE sampling site (there is an exemption for cattle on the Isles of Scilly, Lundy Island, Bardsey Island, Flatholm Island, Caldey Island and certain Scottish islands)
- Animals under 48 months old can only go to a hunt kennel or knacker’s yard

BCMS will then send you a movement licence (CPP1b). You must give the licence to the sampling site, hunt kennel or knacker’s yard. They will fill in the slaughter details and return it to BCMS.

You do not need to report a movement off your holding or on to the sampling site. BCMS will record the animal’s death on the Cattle Tracing System after confirmation from the sampling site, hunt kennel or knacker’s yard.

You must update your holding register with the date the animal left your holding.

**Move animals born before 1 August 1996**

Movement restrictions apply to all cattle born or reared in the UK before 1 August 1996. All keepers of these cattle have been issued with restriction notices for their pre-1 August 1996 animals. If you wish to move one of these animals you must apply to the AHVLA Specialist Service Centre at Worcester for a ‘Movement Licence for bovines born or reared in the UK before 1 August 1996’ before you move it off your holding. This also applies when moving an animal between linked holdings.

Email: AHspecialistservicecentreworcester@ahvla.gsi.gov.uk
Telephone: 0345 6014858
Fax: 01905 768 649
All movements of pre-1 August 1996 animals must be reported to BCMS in the normal way.

These cattle are permanently excluded from the food and feed chain, including for export.

**Move unregistered calves**
If you need to move a calf for welfare reasons or for exceptional circumstances such as flooding or fire before you receive its passport, you must contact the BCMS helpline immediately.

You will need to give:

- the information required to apply for a cattle passport
- the movement information
- information about the keeper of the animal

BCMS will send a movement licence to you by post, fax or e-mail. You must send the movement licence with the animal when it moves and then return it to BCMS.

If the information you have given passes BCMS’s validation checks, it will send a passport for the calf to the keeper. If the information does not pass the checks, BCMS will be in touch in order to correct it. If BCMS is still unable to correct the information, it will issue the animal with a notice of registration (CPP35).

This only applies to calves under 27 days old. It does not apply to calves that have been refused a passport already.
Register cattle imported or moved into Great Britain

When you import or move cattle, bison or buffalo into Great Britain you must register them within certain deadlines unless they are going straight to slaughter.

If an animal imported or moved into Great Britain will be slaughtered within 15 days of arrival, you don’t need to apply for a GB passport.

If this isn’t the case, you must send the British Cattle Movement Service (BCMS) an application for a cattle passport with the required supporting documentation.

If you do not apply in time with the right supporting documentation, BCMS will apply its late application procedure and you may not be able to get passports for your animals.

You should receive your passport within 14 days of BCMS receiving the application. If you don’t, you must tell BCMS.

Get passports for cattle imported or moved into Great Britain

You can only apply by post and not online or by phone. This is because you’ll need to send paper documents to the British Cattle Movement Service (BCMS).

You must apply using form CPP16, ‘Animals imported into Great Britain: apply for cattle passports’. You can either:

- download a copy of form CPP16 (PDF, 634KB, 2 pages)
- contact BCMS
- use the ‘Contact BCMS’ function on Cattle Tracing System (CTS) Online

The information you must send with the form will vary according to where the animal is imported from.

Cattle moved into Great Britain from within the EU

Within 15 days of the animal arriving at your holding, send these documents to BCMS:

- completed form CPP16 or CPP16W
- any original EU passport that came with the animal
- an export health certificate

If you are moving the animal from Northern Ireland, the animal will arrive with a printout from the Department of Agriculture and Rural Development database. You should send this instead of the original passport.
Cattle imported from outside the EU

Within 20 days of the animal leaving the border inspection post, you must remove any original ear tags and replace them with approved UK ear tags.

Within 15 days of tagging the animal you must apply for a passport by sending BCMS the completed form CPP16 or CPP16W and health certificate.
Reporting and recording events in your herd:

Report cattle exported or moved out of Great Britain

How to comply with cattle identification regulations when exporting or moving cattle out of Great Britain

Cattle moving out or exported from Great Britain must be registered and tagged and meet certain criteria. You must also report this movement to the British Cattle Movement Service (BCMS) so they get the information within 3 days.

Requirements for all cattle exported or moved out of Great Britain

You are only allowed to export or move cattle out of Great Britain that:

- were born, imported or moved into Great Britain on or after 1 August 1996
- have a full, valid passport with complete movement history (CPP52 or CPP13)
- have two approved ear tags, one in each ear, that show the same unique number
- are not subject to a whole-herd or individual movement restriction

Animals must also meet certain health and welfare requirements.

Cattle born before 1 August 1996 are not allowed into the domestic food chain and cannot be exported.

How to report live cattle exported or moved out of Great Britain

When exporting or moving live cattle out of Great Britain, you must update your holding register and report the off movement to BCMS. The information must arrive with BCMS within 3 days of the movement.

You must also send BCMS copies of these documents:

- Bovine-CON (consignor confirmation of loading) form (PDF, 157KB, 1 page)
- health certificates
- list of identification numbers (Bovine-SCH) (PDF, 13.3KB, 2 pages)

You’ll need to use your County Parish Holding (CPH) number on all documents you send to BCMS. If you have a holding in England or Wales that has been approved as an assembly centre, BCMS will have sent you bar code labels for your additional CPH number.

If you have a holding in Scotland, your CPH number will stay the same. Use this number and the corresponding bar code labels to report live cattle exported or moved out of Great Britain.
Reporting and recording events in your herd:

**Report cattle movements on and off a showground**

Find out what you must do as a show secretary when animals are moved on or off the showground.

Show secretaries must report all cattle movements on and off showgrounds to the British Cattle Movement Service (BCMS). The information must arrive with BCMS within 3 days of the movement date.

**Your responsibility as a show secretary**

When an animal moves on and off a showground:

- the keeper who is bringing animals to the show must report the movement off their holding
- you must report the movements on and off the showground in the same way as a keeper by:
  - filling in the necessary details on the passport or movement card
  - sending the information to BCMS
- after the show the keeper must report the movements back on to their holding

**Same-day movements**

If an animal is moved on and off the showground on the same day, this is a same-day movement, and you record it in the same way as if the animal were moving through a market.

**Record same-day movements on a passport**

If the animal has a passport with a movement summary, record the same-day on and off movements in a single action, by:

- sticking the showground’s bar code label in the box marked ‘Place your holding address here’
- entering the date of the movement in the box marked ‘date of movement off or through market’
- signing in the box below the date

Movements on different days must be recorded as separate ‘on’ and ‘off’ movements on the movement summary.

**Report same-day movements using a movement card**

If the animal has a chequebook style passport, report the same-day on and off movements in a single action using a movement card, by:
• sticking the showground’s bar-code label in the box marked ‘Holding’
• ticking the ‘Market Movement’ box (do not tick the on and off boxes) and
• entering the movement date
• signing the card
• tearing the card out of the passport and posting it to BCMS

As always, movements on different days must be reported as separate ‘on’ and ‘off’ movements (so you’ll need a second movement card).
Relevant regulations

In England, the regulations on cattle identification are the Cattle Identification Regulations 2007, as emended by the Animal Health By-products (Enforcement) England Regulation (SI 2013/295) and the Cattle Identification (amendment) Regulations 2013 (SI 2013/295).

There are separate regulations for Scotland and Wales.

Legislation

The requirements on cattle identification, registration and tracing are governed by several pieces of EU legislation.

Regulation made by the European Parliament and Council:

Regulation (EC) No 1760/00 establishing a system for the identification and registration of bovine animals and regarding the labelling of beef and beef products and repealing Council Regulation (EC) No 820/97.

Regulation made by the European Commission giving detailed rules:

Regulation (EC) No 911/2004 laying down detailed rules for the implementation of Council Regulation (EC) No 1760/00 as regards ear-tags, holding registers and passports in the framework of the system for the identification and registration of bovine animals.

Regulation (EC) No 1082/2003 as amended by Regulation (EC) 1034/2010 laying down detailed rules for the implementation of Council Regulation (EC) No 1760/00 as regards the minimum level of controls to be carried out in the framework of the system for the identification and registration of bovine animals. This Regulation specifies the need for the competent authority to carry out on the spot inspections of GB cattle holdings. This has been amended by Regulation (EC) No 1034/2010 which has set the level at 3% of holdings to be inspected.

Regulation (EC) No 494/98 as amended by Regulation (EC) No 1053/2010 laying down detailed rules for the implementation of Council Regulation 9EC) No 1760/00 as regards the application of minimum administrative sanctions in the framework of the system for the identification and registration of bovine animals. This Regulation sets down the sanctions to be applied to holdings not complying with the requirements of Regulation (EC) No 1760/00, which includes restrictions on movements of cattle from the holding.

Commission Regulation (EC) No 644/2005 laying down rules for a special identification system for bovine animals recognised by the competent authority as being kept for cultural and historical purposes on premises approved for that purpose by the competent authority.

Commission Regulation (EC) No 509/1999 concerning an extension of the maximum period laid down for the application of ear-tags to bison.