

Passport Reconciliation



**Farm
Advisory
Service**

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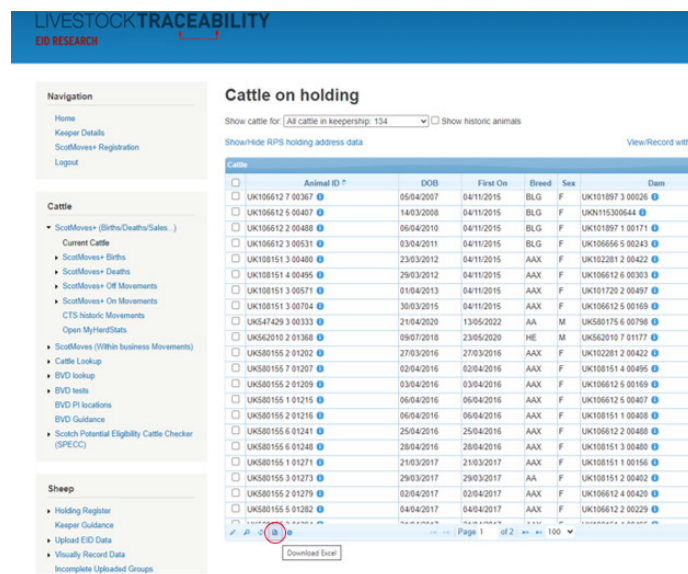
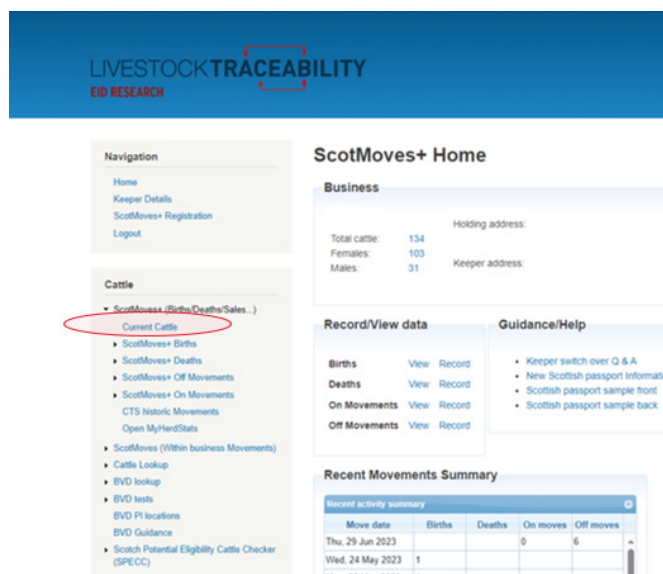


All cattle on the farm should have the correct tags and a passport. This is especially important when you want to sell cattle. Passport reconciliation is the process of checking this. The following simple steps will guide you through the process.

Where to start

Step 1:

Download a list of cattle recorded on the holding from the ScotEid website (www.scoteid.com) or telephone ScotEID on **01466 794323**.



Step 2:

Use the 'Current Cattle' tab to find the 'Cattle on Holding' list to cross check against the passports you have on farm. Tick off the animals for which you have a passport.

Step 3:

Make a note of any passports you have where there isn't an animal on the list.



Check the Ear Tags

A physical ear tag check of all the cattle on farm will identify which animals are present on-farm; ensure that these are registered with ScotEID, there is a passport for the animal and the ear tags are correct.

Step 4:

On the ScotEID list, tick which animals are present and write down any tag numbers that don't appear on the list.

Check that both ear tags match (check front and back of each tag), also check that the sex of the animal is correct.



Keep a separate note of the animals which require a replacement tag and order these ASAP.

Think about who could help you, either with the physical handling of cattle or perhaps someone who is good with paperwork - a friend, neighbour or family member.



What if I have lost a passport?

Contact ScotEID by phone or email to request a replacement passport. They will send out a form to be completed and returned with a £20 fee. You should then be issued with a replacement passport, usually within 14 days.

What if I have a heifer that is registered as male?

On the passport simply score out 'male' and write 'female' beside it and return to ScotEID. In this scenario the passport should be replaced without a fee and returned within 14 days.

What if I have cattle that I do not have passports for and they do not show on ScotEID?

This probably means that the animals were never registered. If they are under 27 days old they can still be registered. If they are over 27 days old they are now out with the registration period but in certain circumstances **may** be issued with a passport:

- The dam is still on farm and available for DNA testing or
- You have a valid reason for not submitting calves and make an appeal to ScotEID.

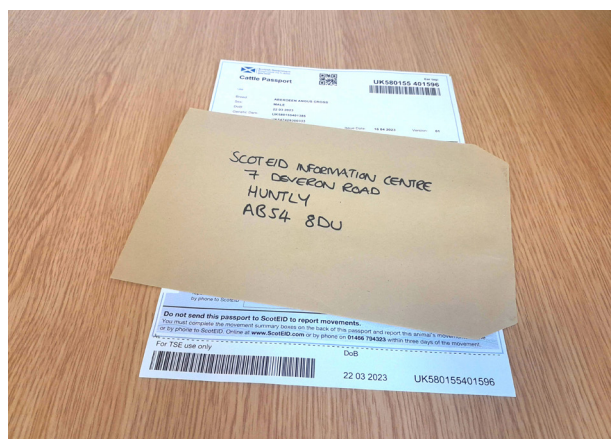
If you think that the animal was registered, but that you've incorrectly notified it as dead then you can contact ScotEID and request the re-issue of the passport stating an error has been made.

Key Points:

1. Get a list of cattle on the holding from ScotEID.
2. Go through your passports and tick these off the list.
3. Go through the cattle on the farm and tick these off the list.
4. Make a note of any missing ear tags and order these ASAP.
5. Make a note of any anomalies and deal with these individually.

If you have extra passports and you don't have the animal (you know or believe that it has died) then you should return these passports to ScotEID.

Should you have any animals on farm which were issued a 'Notice of Registration' (NOR) instead of a passport, these must not be moved off the farm even for slaughter.



RSABI provides emotional, practical and financial support to individuals and their families across the agricultural sector including farming, crofting and growing.

Contact them on **0808 1234 555** or email: helpline@rsabi.org.uk

