New horse handover checklist

Received information, missing documents and agreed actions for one horse.

Horse and handover

Horse's name and identification

Handover reference and arrival date, if known

Previous owner or carer

New owner or carer

Prepared by and date

Where the accompanying care handover is kept

Use one record per document, including separate reports of the same kind. Received means you have the stated document; it does not confirm that every detail is correct or current. Part received means something is missing. Give a reason for Not applicable. A blank status means not recorded. Only text visible inside a box will print; each line break uses space. If a box is full, continue in a separate blank copy of this PDF, using the same horse and handover reference. Do not duplicate a page within the PDF. On paper, use another printed copy of the relevant page.

Identification document or passport

Receipt ☐ Received ☐ Part received ☐ Not received ☐ Not applicable

Document reference and date or version

Supplied by and received on

Where the original or copy is kept

Open question, missing part or reason not applicable

Registration or identification record

Receipt ☐ Received ☐ Part received ☐ Not received ☐ Not applicable

Document reference and date or version

Supplied by and received on

Where the original or copy is kept

Open question, missing part or reason not applicable

Purchase or loan agreement

Receipt ☐ Received ☐ Part received ☐ Not received ☐ Not applicable

Document reference and date or version

Supplied by and received on

Where the original or copy is kept

Open question, missing part or reason not applicable

Pre-purchase examination report

Receipt ☐ Received ☐ Part received ☐ Not received ☐ Not applicable

Document reference and date or version

Supplied by and received on

Where the original or copy is kept

Open question, missing part or reason not applicable

New horse handover checklist

Identify this copy

Horse's name and identification

Handover reference and arrival date, if known

Last updated by and date

List each relevant report separately. For further records, follow the continuation instructions on page 1. Receiving the available records does not fill gaps in the history.

Veterinary report

Receipt ☐ Received ☐ Part received ☐ Not received ☐ Not applicable

Report reference and date

Supplied by and received on

Where the original or copy is kept

Open question, missing part or reason not applicable

Vaccination record

Receipt ☐ Received ☐ Part received ☐ Not received ☐ Not applicable

Record reference and date or version

Supplied by and received on

Where the original or copy is kept

Open question, missing part or reason not applicable

Laboratory or test result

Receipt ☐ Received ☐ Part received ☐ Not received ☐ Not applicable

Result reference and date

Supplied by and received on

Where the original or copy is kept

Open question, missing part or reason not applicable

Dental care record

Receipt ☐ Received ☐ Part received ☐ Not received ☐ Not applicable

Record reference and date

Supplied by and received on

Where the original or copy is kept

Open question, missing part or reason not applicable

Hoof care record

Receipt ☐ Received ☐ Part received ☐ Not received ☐ Not applicable

Record reference and date

Supplied by and received on

Where the original or copy is kept

Open question, missing part or reason not applicable

New horse handover checklist

Identify this copy

Horse's name and identification

Handover reference and arrival date, if known

Last updated by and date

Check what each source instruction includes. Record missing or conflicting details as questions for the person who supplied it; do not fill the gaps with assumptions.

Feeding and water instructions

Receipt ☐ Received ☐ Part received ☐ Not received ☐ Not applicable

Instruction reference and date or version

Supplied by and received on

Where the current copy is kept

Open question, missing part or reason not applicable

Check for each feeding occasion, every product, its amount and unit per feed, preparation, forage and water arrangements, and any temporary change with its source and stated dates.

Prescription and dispensing instructions

Receipt ☐ Received ☐ Part received ☐ Not received ☐ Not applicable

Medicine, instruction reference and date or version

Supplied by and received on

Where the current prescription and label are kept

Open question, missing part or reason not applicable

Check for the medicine name and strength, prescribed amount and unit, route, stated timing, preparation or storage instructions, and any stated start, end or review date. Keep the original prescription and dispensing label available.

Medication administration record

Receipt ☐ Received ☐ Part received ☐ Not received ☐ Not applicable

Record reference and period covered

Supplied by and received on

Where the current record is kept

Open question, missing part or reason not applicable

Check that planned doses can be distinguished from recorded administration, including the latest recorded outcome, actual time if known, amount and person who gave it. An empty entry does not establish whether a dose was given.

Other current care instructions

Receipt ☐ Received ☐ Part received ☐ Not received ☐ Not applicable

Instruction reference and date or version

Supplied by and received on

Where the current copy is kept

Open question, missing part or reason not applicable

Check for existing turnout, exercise, handling, rug and other care instructions; relevant equipment; who supplied each instruction; and any stated limits or temporary changes. Keep appointments and advised follow-up distinct.

New horse handover checklist

Identify this copy

Horse's name and identification

Handover reference and arrival date, if known

Last updated by and date

Check the applicable requirements

Countries or states involved and the identification, registration or movement question

Government authority or authorised body contacted

Official page or document reference and date checked

Requirement or answer received, including any stated deadline; what remains unclear

Use the competent authority for the place and circumstances involved. The official links on the download page are starting points for their stated jurisdictions, not a worldwide list of requirements.

Arrival arrangements received

Agreed arrival location, date and time, if known

Person receiving the horse and telephone

Where the agreed access, transport and arrival instructions are kept

Related care handover reference; unanswered arrival questions

Actions still to arrange

Missing information or action, with document reference	Person following up	Agreed next step and date, if any

Keep this list separate from the documents received. A received document does not complete a registration, confirm an appointment or prove that care was carried out.