How to contact us

Helpline numbers
General 0845 050 1234
Welsh language 0845 050 3456

Our helpline is open at the following times.
Monday to Friday  8am to 5.30pm
Saturday  9am to 1pm (limited service)
Sunday  Closed

E-mail address  bcms-enquiries@bcms.rpa.gsi.gov.uk

Fax number  01900 702051 (Customer Services)

Postal address
British Cattle Movement Service
Curwen Road
Workington
Cumbria
CA14 2DD

Version two, February 2007
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### Breed code list

### Glossary of terms
Section one

1.1 Introduction

Getting started

We sent you the first Cattle keeper’s handbook in March 2005. This version replaces that earlier edition and includes changes to our practices, and other changes which are due in April 2007.

We may need to update you as practices change. You should keep updates with this booklet to make sure that the information you have is always current.

For more information you can look on our website at www.rpa.gov.uk or on Defra’s website at www.defra.gov.uk, or you can phone our helpline.

The Department for Environment, Food and Rural Affairs (Defra) is responsible for cattle identification and tracing issues in England. The Scottish Executive Environment and Rural Affairs Department (SEERAD) is responsible for these issues in Scotland. The National Assembly for Wales Department for Environment, Planning and Countryside (NAWDEPC) is responsible for these issues in Wales.

The Rural Payments Agency, through the British Cattle Movement Service (BCMS), runs Great Britain’s Cattle Tracing System (CTS) database on behalf of the English, Scottish and Welsh Ministers.
1.2 What is a holding?

A holding is a place where cattle are kept or handled. Farms are holdings, so are livestock markets, calf assembly centres and slaughterhouses. Most keepers will have only one holding. However, some keepers may have more than one holding and some holdings will be used by more than one keeper. A business is not a holding. Many businesses may be made up of more than one holding.

A holding is identified by its CPH (county, parish, holding) number. This is how it is also identified on the CTS.

If you have more than one holding, you will have different holding numbers. Please make sure that your farm records and correspondence match the right holding.

You must tell us about any links you have with different herds and holdings (for example, using shared facilities with another holding). If you do have links with other farms or herds, it is likely that all the holdings will be restricted if there is an outbreak of disease on one of the holdings or in one of the herds.

We will review links to holdings so you should contact our helpline for up-to-date information.
A keeper is a person who is responsible for cattle, whether on a permanent or temporary basis. It is his or her duty to make sure that all legal requirements are met. The keeper is not always the owner of the animals nor the owner of the land where animals are kept.

Examples of keepers include:
- farmers;
- people who run livestock markets and calf assembly centres;
- dealers, who keep animals;
- transporters; and
- people who run slaughterhouses and lairages.

People who run a collection centre, for example a hunt kennel or a knacker’s yard, are keepers if they handle live animals. (This is not a complete list of the different types of keeper.)

If you are a new cattle keeper you must do the following.

- First register your holding with the RPA Customer Service Centre (CSC) in England, your local SEERAD office in Scotland, or your local NAWDEPC office in Wales. They will give you a CPH number. We cannot register you as a keeper until you have a CPH number.
- You must then tell us that you are going to keep cattle. You must also tell your nearest Animal Health Divisional Office (AHDO), who will give you a herd mark for your holding. This herd mark means you will be able to buy ear tags.
- You then need to contact your local ear-tag manufacturer to order your ear tags. Please read section 1.9 which tells you how you can order ear tags.

For up-to-date information on the CSC office, AHDOs, SEERAD offices and NAWDEPC offices, please phone our helpline.
1.5 Important dates for tagging cattle

- **Cattle born on or after 15 October 1990 and before 1 April 1995** must be identified with an approved ear tag or a tattoo (or both).

- **Cattle born on or after 1 April 1995 and before 1 January 1998** must be identified by an approved tag, applied to the right ear that shows the unique alpha-numeric (letters and numbers) identification.

- **Cattle born on or after 1 January 1998** must have an approved ear tag in each ear. Both must show the same unique alpha-numeric identification. The unique identity stays with the animal for all its life.

- **Cattle born on or after 1 July 2000** must have an approved ear tag in each ear. Numeric tags were introduced on 1 January 2000 but made compulsory on 1 July 2000. Animals must be double tagged with both tags showing the same unique number. The unique identity stays with the animal for all its life.

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<th>Example of tagging format</th>
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<td>A1234 123</td>
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<td></td>
<td></td>
<td>B654 3210</td>
</tr>
<tr>
<td></td>
<td></td>
<td>D123 123C</td>
</tr>
<tr>
<td>1 April 1995 to 31 December 1997</td>
<td>At least one ear tag with a unique alpha-numeric identity. Includes UK at the beginning.</td>
<td>UKAB1234 56789</td>
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<tr>
<td></td>
<td></td>
<td>UK A1234 56789</td>
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<tr>
<td>1 January 1998 to 31 December 1999</td>
<td>Ear tag in each ear (double tagging) with the same unique alpha-numeric identity for the lifetime of the animal. Includes UK at the beginning.</td>
<td>UKAB1234 56789</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UK A1234 56789</td>
</tr>
<tr>
<td>1 January 2000 to current (1 July 2000 made compulsory)</td>
<td>Ear tag in each ear with the same unique numeric (numbers only) identity for the lifetime of the animal. Includes UK at the beginning.</td>
<td>UK6666666500046</td>
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1.6 Tagging newborn calves

Every newborn calf must have an ear tag in each ear showing the same unique identity number. This number is made up of a:

- herd mark; and
- an animal number.

a When to tag

Calves must be tagged within the following deadlines.

- Dairy farmers – you must fit one ear tag **within 36 hours of a calf’s birth**. You are allowed up to **20 days from the calf’s birth to fit the second tag**.
Beef farmers – you have up to **20 days from the calf’s birth** to fit both tags.

You must fit both tags before an animal moves off the holding where it was born, even if that is before it is 20 days old. You do not need to tag animals that have died before these deadlines.

**1.6b Bison**

The only exception to this rule is for bison. You can tag them within **nine months** of birth, but they must be tagged before leaving the holding of birth or when separated from their mother, whichever is sooner. You must still fill in a passport application form and make sure that we receive it no later than seven days after the birth.

**1.7 The ear tag**

The tags used for double tagging are known as the **primary** and **secondary** tag.

- The ‘**primary**’ tag may be put in either ear. Since 1 April 1998, primary tags have to be yellow.

![Example of a primary tag](image)

- The ‘**secondary**’ tag must have the same information as the primary tag, but may also contain management information. The secondary tag must be in the other ear from the primary tag.

There are many different secondary tags that you can use, for example, metal, plastic, and button tags.
1.8 Tagging of cattle for cultural and historical use

If you keep cattle for cultural and historical use (except for fairs and exhibitions), you can, instead of identifying animals by an ear tag, identify them by an electronic identifier found in a ruminal bolus. You must first contact us to apply to register the holding for cultural or historical use.

1.9 Where to get ear tags

To get ear tags, you can ask any of the commercial ear-tag manufacturers who sell tags approved by us. They will confirm your herd mark with us and we will give you a series of animal numbers (in order).

We record the details of the herd mark and animal numbers on the Ear Tag Allocation System (ETAS). For up-to-date information on ear-tag manufacturers, you can either look on our website at www.rpa.gov.uk or phone our helpline. When you need more ear tags, contact your manufacturer, who will send them to you.

You should not apply for more than one year’s supply of ear tags.

1.10 Imported animals

Animals imported from other members of the European Union (EU) should already be double tagged. You do not need to retag these animals unless an ear tag is lost.

You must retag animals imported from countries that are not members of the EU with approved ear tags.

You must also make sure that all cattle imported into Great Britain (GB) since 1 July 1996 are registered and hold a GB chequebook-style passport or an old-style (blue and green) passport and certificate of registration (COR). This applies whether the cattle are male, female, dairy or beef.

For more information on importing animals, please read section 3.7a.

1.11 Lost or illegible tags

You must replace lost or illegible tags as soon as possible, but no later than 28 days after you notice the loss.
Lost tags fitted to animals born or imported from another EU member state **after 1 January 1998** can only be replaced with a tag showing the same identification number, the code and crown logo, as the animal must keep its unique identity for life.

For animals born or imported from outside the EU **before 1 January 1998** you may do one of the following.

- Apply a single replacement tag showing the same number.
- Apply a new single tag showing a new number. You must return the certificate of registration (COR) and old-style (blue and green) passport (CPP1) to us. We will change the details and reissue it as a CPP13.
- Apply a new set of double tags. You must return the certificate of registration (COR) and old-style (blue and green) passport (CPP1) to us. We will change the details and reissue it as a CPP13.

Whenever you apply new tags, you must update your farm records to show the new details.

### 1.12 Rules against switching identities

Under no circumstances must ear tags be removed from one animal and used on another, and identities cannot be reused.

Legal action may be taken against any keepers found breaking these rules.

### 1.13 Bar-coded ear tags

A bar code may be included on an official tag for animals that are being exported. (Cattle born in GB do not need to be identified with ear tags that have a bar code.) The importer and exporter will decide, through a commercial arrangement, whether or not this is necessary. British ear-tag manufacturers can issue such tags if they are needed.
Section two

2.1 Different ways to apply for a passport

2.2 How to apply

a CTS Online

You can apply for a cattle passport using our website, CTS Online. It is one of the quickest, easiest and safest ways to apply.

The ear-tag numbers you have are automatically entered under your holding details, so you choose the identity number you want. You need to give us information about the animal, for example, breed, sex and date of birth. You can also print off a receipt for the information you send us.

We aim to send your passports within three days of applying.

b CTS Web Services

You can report your cattle births using an internet link from your farm management software package. You can also print off a receipt for the information you send us.

We aim to send your passports within three days of applying.

How to register your cattle

By law you must apply to us for a cattle passport, and we must receive it, within a total of 27 days from birth (except for bison, see section 1.6b). If you are late with your application, we will not send you a passport.

You can apply for a passport in the following ways.

- On the internet using CTS Online at www.bcms.gov.uk (see section seven for more details).
- On the internet using CTS Web Services, which works with farm management software (see section eight for more information).
- Agent access (see section 7.3 for more details).
- By e-mail on the Standard Interface Specification System (SIS). You can only use this for animals that are still on the holding where they were born.
- Using the application for a cattle passport form (CPP12) sent after you have ordered ear tags. The application forms will have the same numbers as your ear tags, so you need to match them.
You can now use someone else (an agent) to act for you, and they report your cattle births using CTS Online.

Once you have ordered ear tags, we will send you registration forms. These are called application for a cattle passport (form CPP12). They are preprinted with your ear-tag number and your holding details. You need to check the details in section 1, fill in sections 2 and 3, and return the form to us.

It is important that you match the correct application for a cattle passport form to the animal with the same identity number.

The application for a cattle passport form is an important document, so you should think about getting proof of posting, for example recorded delivery, in case the document or documents go missing.

We are looking into the number of paper forms that we issue. For environmental reasons, we may not send you paper forms in the future if you always use electronic reporting to register your animals’ births.

If an unregistered but tagged calf dies you must tell us about the death so we can update the cattle tracing system with the animal's details. You can report the death either by CTS Online, CTS Web Services, Agent Access or by sending us the application for a cattle passport form (CPP12), once you have completed sections two and three—the animal's details and section four—the death details.

You may not reuse the calf’s ear tags.

You do not need to report the deaths of calves that have not been tagged.

You must make sure that your application reaches us before the 27-day deadline. If we get your application after the deadline, we will not send you a passport. We will send you a notice of registration (CPP35), which registers your animal on the Cattle Tracing System – it is not a passport.
If we refuse to send you a passport, the animal may not move alive from your holding, except under licence from us direct to a knacker’s yard or hunt kennel. It may not go into the human food chain under any circumstances. The animal may remain on your holding for its lifetime and you may apply for a passport for any calves the animal may have.

If you need a licence to move an animal, please call our helpline for a movement licence for cattle (form CPP1b).

If you are worried that you have not left enough time to apply for a passport, phone our helpline. They will help you to register the animal on time or tell you what you need to do.

### Appeals

If you have had a cattle passport refused because the application was late, you may appeal but you need to show that there were exceptional circumstances that stopped you from making the application in time.

You must appeal to us in writing and send evidence to support your appeal.

Exceptional circumstances which stopped you making the application on time include the following events.

- Those 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 family, a sudden and serious illness, and theft of or damage to your farm records or computer.
- Unusual postal delay.
- Mistakes made by us or a breakdown of CTS.

The following are not 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
Cumbria
CA14 2DD.

2.4b DNA testing

From 6 April 2007 we 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 regional variations may apply (England, Scotland and Wales), phone our helpline for more information on appeals and DNA testing, or see our website at www.rpa.gov.uk/BCMS.

2.5 Temporary calf passports

From 6 April 2007 you can no-longer use the application for a cattle passport form (CPP12) to move calves off your holding. If you want to move a calf, you must have a full passport for the animal. If you need to move a calf aged under 27 days without a passport, either for welfare reasons or in exceptional circumstances such as flooding or fire, you should contact our helpline.

Animals going direct to slaughter but not for human consumption, that is going direct to a hunt kennel or knacker’s yard, do not need a full passport. They can move on a licence issued by us. All animals entering a slaughterhouse must have a full passport whether or not they are for human consumption.

We will send you new-style application forms for ear tags you order after 6 April 2007. These forms will no-longer have a movements section.

After 6 April you can continue to use existing application forms that you have but you must not use the movements section. Your passport application may be affected if the movements section on the application form shows any movements, and action may be taken against you.
Section three

3.1 Identifying cattle

Your cattle passports

You must make sure that you apply for your cattle passport within the time limits allowed, and keep your movement records, both in the passport and in your farm records, up to date.

There are four types of identification documents for cattle in Great Britain.

- Cattle born or imported into Great Britain before 1 July 1996 have certificates of CTS registration (COR or CHR3), which can be used to report movements. These animals do not have passports, and we do not expect them to have them.

Example: form COR or CHR3
Animals registered between **1 July 1996 and 28 September 1998** have an old-style (blue and green) cattle passport (CPP1). These animals must also have a certificate of CTS registration (COR or form CHR3). You do not need a new-style passport.

Animals registered **after 28 September 1998** will be issued with a chequebook-style passport (CPP13). These passports are also bilingual (English and Welsh).

We will give animals a notice of registration (CPP35) if they have been refused a passport due to a late application. Please read section 2.4 for more details.

If you have newborn or imported cattle, or have lost your original identification document, we will give you a chequebook-style passport (CPP13). For more details please read sections 3.5 and 3.7.
3.2 Keeping the passport with the animal

The passport must be kept by the keeper of the animal. The keeper, not the owner, must hold all the identification documents for the animals they are responsible for. If animals are moved to common land, summer grazing or winter lets, the keeper of the animals must have the passport. If the keeper changes, you must give the passport to the new keeper. You must also report your 'off' and 'on' movements to us within three days.

a. Hire bulls

Whenever a hire bull leaves your holding, even for a short period of time, you must report it as a movement ‘off’ and give the passport to the new keeper. The keeper hiring the bull must also report the movement ‘on’ to their holding. The passport must always be kept with the keeper of the hire bull.

When the hire bull returns to your holding, the movements ‘off’ the previous holding and ‘on’ to yours must be reported to us.

3.3 The chequebook style passport

a. The front cover (page 1)

The chequebook-style passport (CPP13) was introduced on 28 September 1998 and is bilingual (English and Welsh).

You must check the information in the passport as soon as you receive it.
b Movement history (pages 3 to 5)

This page shows the holding number and address of the first keeper of an animal. If you send us the passport to correct it, your new passport will have the address details of all the holdings this animal has moved through. You do not need to enter any information on this page.

What you must do

The information on this page, together with information shown on the movement summary pages, gives a record of where the animal has been kept. The back of the movement history page has a checklist of instructions to follow when you are reporting cattle movements.

You must check that all the information on the front cover and movement history pages is correct.

If we have your right address, you need to remove the address cover from the passport. If any details are wrong, for example you may have changed address, please fill in the change of address sheet on the back of the address cover and return it to us.

If other information on these pages is wrong, you should return the passport to us. Either write the changes clearly on the passport or include a covering letter with the passport showing the changes to be made. You need to tick the correction box on the back of the passport. You will not be able to move the animal until you receive a corrected passport.
c  Movement summary
(pages 7 to 12)

First movement summary

Movement summary pages show details of each holding where the animal has been kept or handled since the passport was issued.

For more information on the movement summary, please read section 4.6. For information on bar-code labels, please read section 3.6.

When you get a passport after registering an animal, you must sign this page and attach one of your bar-code labels.

When the animal leaves your holding, you must fill in the date of the ‘off’ movement and sign this section.

d  Movement card
(pages 13 to 29)

What these cards are for

If you do not report a movement electronically, and you do not use an agent to report it for you, you need to fill in a movement card and send it to us.

The movement card is a postcard filled in by you or another keeper every time an animal is moved ‘on’ or ‘off’ a holding. You must return the card to us within three days of the movement (if you tell us electronically or through an agent, you must also tell us within three days of the movement).

For full details on the movement summary and movement cards, and how to fill them in, please read section four - Moving your cattle.
If an animal dies on your holding, you must fill in the death details on this page. You need to tell us:

- where the animal died (by attaching a bar-code label); and
- the date the animal died.

You will find other details about the animal, such as the sire and surrogate dam, if they have been given to us.

Once you have filled in the animal's death details, you must:

- return the passport to us for animals under 24 months of age; or
- send the passport with the animal for BSE testing for animals over 24 months of age.

For further information on what to do when an animal dies, either at a slaughterhouse or on-farm, please read section five.

You do not need to send us a movement card, or send us movement information electronically, if the animal dies on your holding.
Before you send the passport back to us, check that your holding details are on the passport as shown in section 3.3b.

If you return a passport to us, you must tell us the reason. You may want to use a form of post that can be traced. Passports do go missing in the post, and this would help to find out when and where the passport went missing.

When you apply for a passport, you should receive it within 14 days. If you do not, you should tell us. If we have issued the passport, we will send you a replacement free of charge.

If you apply electronically, you should receive your passport within three days and you will have received a feedback receipt, which you can use as evidence.

If we have not received your application and the calf is over 27 days old, we will apply our late applications procedure. So, you should check that we have received your application before the 27-day deadline.

You should also tell us if you have sent us a passport to change and you have not received it back.

3.4 If you do not receive your passport

If there is a problem with your passport, or you just need more pages, you must tick the ‘return reason’ on the back cover and send the passport back to us.
Your passport is an important document, so please keep it safe. You may want to consider insuring your passports – it could be very expensive if you have to replace them all. If any of your cattle passports are lost, stolen or destroyed, you must get a replacement or a licence before you can move the animal off your holding. This also includes passports that are lost in the post, so you should always have proof of posting.

3.5 Lost, stolen or destroyed passports

You must tell us, in writing, within 14 days of becoming aware that a passport is lost, stolen or destroyed and apply for a replacement. We will only issue a replacement when you have filled in the application for a replacement passport (form CPP9a) and returned it to us.

We then trace a full movement history for the animal. At present we cannot issue a replacement passport if we cannot trace a full movement history. In these cases you will be sent a notice of registration.

If we cannot issue a replacement passport, the animal can stay on your holding for the remainder of its life, and you can breed from it. You can only move it off your holding under special licence to a knacker’s yard or hunt kennel. The animal may not enter the human food chain.

A fee may be charged for a replacement passport, which we will not refund if we cannot trace a full movement history for the animal. We make no charge for replacing a certificate of registration, but we do charge to replace an old-style (blue and green) passport even if you also have a certificate of registration.

If a certificate of registration (COR) or an old-style (blue and green) passport (CPP1) is lost, stolen or destroyed, we will replace them with a chequebook-style passport.

Please see our website pages for the current replacement passport fees, or call our helpline if you need a copy of the fees, a CPP9a form or a movement licence.
3.6 Bar-code labels

You will receive a supply of bar-code labels when you first register your holding with us.

What the labels are used for

You need to use these on:

- the application for a cattle passport form (CPP12);
- the death details page in the passport;
- the movement summary in the passport; and
- movement cards.

If you need more bar-code labels, please contact us. We will send these to you free of charge.

An example of a bar-code label

You need to check that the information on the labels is correct. If any details are wrong, please contact us.

3.7 Imported and exported cattle

If the animal will be slaughtered within 15 days of it being imported, you do not need to apply for a GB passport.

a Imports

If the animal is imported from the European Union, you must send us:

- any EU passport;
- an export health certificate;
- a list of animals imported; and
- the appropriate form – Animals imported into Great Britain: Application for cattle passports (form CPP16 or CPP16W – Welsh language);

within 15 days of the animal arriving at your holding.
If the animal is imported from Northern Ireland, you must send us:

- a printout from the DARD (Department of Agriculture and Rural Development) database, which should be sent from Northern Ireland with the animal;
- an export health certificate;
- a list of animals imported; and
- a CPP16 or CPP16W form;

within 15 days of the animal arriving at your holding.

If the animal is imported from outside the European Union, you must:

- re-tag it within 20 days of it passing the veterinary checks; and
- apply for a passport within 15 days of tagging using a CPP16 or CPP16W form.

We will give you a chequebook-style passport for all imported animals. You must make sure you send us all the documents we need within the deadlines or we will apply our procedure for late applications. We aim to send out passports within 14 days of receiving a full and valid application.

You cannot apply through CTS Online or CTS Web Services as you must send us the relevant documents.

You can get forms CPP16 and CPP16W from us. Please call our helpline if you need one.

b Exports

Since 3 May 2006 it has been possible to export live cattle from the UK. All cattle you export must:

- have been born or imported into the UK on or after 1 August 1996;
- have a full, valid chequebook-style passport (CPP13) with complete movement history; and
- have two GB-approved ear tags—one in each ear—that show the same unique number.
If you have any animals under either a whole herd or individual movement restriction, you will not be allowed to export them.

Animals must also meet certain health and welfare requirements. You can find further information from your local Animal Health Office or on the Defra website at: www.defra.gov.uk/animalh.

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

c Reporting movements for live cattle exports

Exporting directly from your holding

You must tell us about the movement off your holding within three days by:

- electronic reporting—CTS Online, CTS Web Services or Agent Access;
- SIS; or
- movement card.

In order to meet the rules on exporting cattle, you must also send us copies of the following documents.

- Bovine-CON (consignor confirmation of loading) form.
- Health certificate.
- List of identification numbers (Bovine-SCH).

Please make sure that you write your CPH number on all documents you send to us.
If your holding has been approved as an assembly centre, we will have sent you an additional CPH number and barcode labels for holdings in England and Wales. If you have a holding in Scotland, your CPH number will remain the same. You should use this number and the barcode labels to report movements of live cattle exported from GB.

You must tell us about all movements from your assembly centre within three days by:

- electronic reporting—CTS Online, CTS Web Services, or Agent Access;
- SIS; or
- movement card.

In order to meet the rules on exporting cattle, you must also send us copies of the following documents.

- Bovine-CON (consignor confirmation of loading) form.
- Health certificate.
- List of identification numbers (Bovine-SCH).

Please make sure that you write your CPH number on all documents you send to us.

You can find more information about export documents at www.defra.gov.uk/animalh.
Section four

4.1 What is a cattle movement?

Remember: You must tell us about movements within three days.

Moving your cattle

A cattle movement takes place when live cattle move ‘on’ or ‘off’ a holding. Some examples are:

- a private sale where an animal moves ‘off’ one farm and ‘on’ to another;
- moving from a farm to a slaughterhouse, market, showground, knacker’s yard or hunt kennel;
- moving from a market or showground to a farm;
- or
- moving between separately managed herds at the same farm.

You need to tell us when an animal moves but you only need to tell us your half of any movement. For example, when an animal leaves your holding you need to tell us that it has left but not where it has gone to, and when an animal comes onto your holding you need to tell us that it has arrived but not where it came from.

Remember that your farm register must have details of the other movement – where the animal came from or where it moved to.

In Scotland, the market may help to send your movements for you electronically. Slaughterhouses may also do this. Please check with them that they are reporting the movement to or from your holding for you. If they are not doing this for you, you must report the move. Please make sure you give us the correct information.

It is against the law to move an animal, which is incorrectly tagged and does not meet the relevant tagging rules.

You must make sure that the animal has its correct identification documents with it when it moves holdings, and give them to the new keeper. It is against the law to move an animal without its official documents.

If only one person has to tell us about a movement, and they forget to do so, the information on CTS may be wrong. By law, we must be told about both ‘on’ and ‘off’ movements.

4.2 Why we have to be told about ‘on’ and ‘off’ movements
4.3 Standstills

Since the 2001 foot-and-mouth outbreak the movements of animals have been restricted. This is to reduce the risk of spreading disease within livestock.

For current details of the restrictions, please contact your local Animal Health Office or Divisional Office or look on the Defra website at www.defra.gov.uk

4.4 Different ways to tell us about cattle movements

You can tell us about movements in the following ways.

- On the internet using CTS Online.
- Agent Access.
- E-mail by Standard Interface Specification (SIS).
- Movement card – these are included in the passport for the animal (for animals born or imported after 28 September 1998), or on the certificate of registration (COR) for older animals.

4.5 How to tell us about cattle movements

a CTS Online

It’s quick and easy to use when you want to. It reduces paperwork and as it validates some of the information, there is less chance of mistakes being made. You can also use it with some farm software packages, and it’s free—we don’t charge you for using it.

b CTS Web Services

This is a quick and easy way to let us know your movements using your farm software package. You only input your information once and you can print off a receipt for your records.

This method is accurate as it pre-validates some of the information you send us, which saves time correcting errors. We don’t charge you for sending us information in this way.

c Agent Access

You can now use an agent to act for you, and report your movements using CTS Online. Please read section 7.3 for more information.
**d E-mail**

The Government has published guidelines called Standard Interface Specification (SIS) which sets out how the information must be sent. If you want to use SIS you must register with Defra. You can get more details from:

The SIS Service  
Room E102  
Defra  
Epsom Road  
Guildford.  
Phone: 01483 403660

**e Movement cards**

You can tell us about movements using the movement cards, which are included in the cattle passport for the animal (CPP13).

How to use the movement card

Only use **black** ink to fill in movement cards.

To fill in a movement card you should:

- tick either the ‘on’ or ‘off’ movement box;
- write the movement date in the movement box;
- attach the holding's bar-code label;
- sign the card; and
- remove and post the movement card.

You do not need to put a stamp on the movement card – we have already paid the postage.

If you need to send us more than one card at any one time, please use the prepaid envelopes we have sent you. If you need more envelopes, please contact us and we will send you some. If you are a new keeper, you will receive a supply of movement envelopes with other new keeper information we send you.
4.6 How to fill in a movement summary

Don’t forget you also need to fill in the movement summary in the passport.

If you need any help on how to fill in the movement summary or movement cards, please phone us.

When you buy an animal you must:
- attach a bar-code label;
- enter the date the animal moved ‘on’ your holding; and
- sign this section.

If the animal moves ‘off’ your holding, you must also fill in the date of the ‘off’ movement and sign this page again.

Whenever you take an animal to market it counts as a movement ‘off’ your holding, even if it is not sold there. Whenever you bring an animal from a livestock market it counts as a movement ‘on’ to your holding, even if it was one you took and did not sell. So, you should send us a movement card for each ‘on’ and ‘off’ movement. If you live in Scotland, please read section 4.1.

You must fill in the movement summary, and fill in and send us the movement card before you give the passport to the next keeper, including a livestock market.

Slaughterhouses need to report movements of animals ‘on’ to their premises. In Scotland, slaughterhouses also need to report movements of animals leaving their premises if the animals move ‘off’ without being slaughtered. Animals in England and Wales may not leave the slaughterhouse once they have arrived.
We encourage all keepers, livestock markets and slaughterhouses to report movements by computer. If they do, they do not need to use movement cards.

4.7 Movements to and from shows

Since the 2001 outbreak of foot-and-mouth, all movements ‘on’ and ‘off’ showgrounds must be reported to us. When an animal moves to and from a showground, you need to do the following.

- Report a movement ‘off’ your holding.
- The show secretary reports movements ‘on’ and ‘off’ the showground.
- Report the movement back ‘on’ to your holding.

You must fill in the movement summary section on the passport for your ‘off’ and ‘on’ movement. The show secretary must fill in the movement summary for the movement ‘on’ and ‘off’ the showground. Please check with the show secretary for any local arrangements they may have in place.

a Reporting show movements

You can report movements using CTS Online, CTS Web Services or Agent Access instead of using the movement cards.

b What documents you must take to the show

For each animal that you take to the showground, you must have one of the following documents.

- A chequebook-style passport (CPP13).
- A certificate of registration (CHR3 or COR).
- An old-style (blue and green) passport (CPP1) and a certificate of registration.

Without the correct document, the show secretary will not be able to accept the animals, report movements to us or record movement details in the passport.

c Animals with certificates of registration

Fill in the movement card in the same way as a CPP13 (chequebook-style passport).

If an animal has a certificate of registration and a blue and green passport, the movements summary section on the passport must also be filled in.
From 6 April 2007 you cannot move any live calf without a full passport. If you need to move a calf for welfare reasons or for exceptional circumstances such as flooding or fire, you must contact us straight-away.

You will need to give us:

- information requested on a cattle passport application form (CPP12), sections two and three;
- movement information; and
- information about the new keeper of the animal.

We will send a movement licence to you either by post, fax or email. You must send the movement licence with the animal when it moves and the new keeper must return it to us.

If the information you have given us passes our validation checks, we will send a passport to the new keeper. If the information does not pass our checks, we will contact you and the new keeper in order to correct the information. If we are unable to correct the information, we 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.

You must report the loss or theft of an animal to the police. You should return the passport or COR to us within seven days of becoming aware of the loss or theft. If the animal is later recovered, you must contact us for a replacement passport.

For more information about hire bulls, please read section 3.2a. If you are unsure which movements should be reported to us, please contact our helpline.
Section five

What you should do when an animal dies

5.1 If an animal is slaughtered at a licensed slaughterhouse

When you send animals for slaughter to a licensed slaughterhouse, you must tell us about the movement ‘off’ your holding.

The correct document(s) must go with the animal. If the documents do not match the animal, it will be rejected at slaughter. The slaughterhouse must tell us about a movement ‘on’ to the slaughterhouse. When the animal has been slaughtered, the person who runs the slaughterhouse will enter the details of the death on the inside back page of the passport and give it to the official veterinary surgeon (or his or her representative) in the slaughterhouse. They will then return the passport to us.

In Scotland, the slaughterhouse may report your movements for you. Please check with them that you do not need to tell us about your part of the movement.

5.2 If an animal dies on your holding

You are not allowed to bury or burn carcasses (other than using an incinerator) on your holding. In Great Britain, the only exceptions to the ban are for remote areas in the Highlands and Islands of Scotland, the Scilly Isles and Lundy Island, and then only for animals under 24 months old. Please contact your local RPA office or Divisional Office for details on remote areas.

a Animals over 24 months old

You must send the animal for BSE testing, and send the relevant documents with it. You need to phone the TSE surveillance helpline on Freephone number 0800 525 890 to have the animal taken away for BSE testing and incineration, free of charge. You must complete the death details in the passport or certificate of registration and make sure that any official identification documents (passport, certificate of registration, notice of registration, CID or CCD) goes with the animal. You do not need to report a movement ‘off’ your holding.

If for any reason the animal has not been registered, it must still be sent for BSE testing. Call the Freephone number giving as much information as you can, including breed, date of birth, sex and, if known, the dam.
b Animals under 24 months old

It is against the law to bury animals on farm (you can find the exceptions at 5.2). You can get rid of dead cattle by:

- using an approved on-farm incinerator;
- using one of your local licensed contractors; or
- joining The National Fallen Stock Scheme (NFSS). For information about the scheme, call their helpline number on 0845 054 8888.

Whichever method you choose, you must enter the details of the death on the inside back page of the passport and return it to us within seven days. You do not need to tell us about a movement ‘off’ your holding.

Section 3.3e has details on how to fill in the death details on the passport.

5.3 An animal refused a passport is slaughtered

Any animal refused a passport may not enter the human food chain under any circumstances.

a Animals over 24 months old

The animal must be sent for BSE testing. You should call the TSE surveillance helpline and tell them that the animal is alive and needs to be slaughtered. They will send a licensed contractor to slaughter the animal on your farm and then take it away for testing. You must make sure that the notice of registration or certificate of CTS registration goes with it. You do not need to tell us about a movement ‘off’ your holding.

b Animals under 24 months old

You may only move the animal under licence to a hunt kennel or knacker’s yard.

You must contact us before moving the animal and ask for a movement licence (CPP1b), and tell us the name and address of the hunt kennel or knacker’s yard.

You must give the movement licence to the hunt kennel or knacker’s yard. They will fill in the slaughter details and return the form to us.

You do not need to tell us about a movement ‘off’ your holding, and we do not need to be told about a movement ‘on’ to a hunt kennel or knacker’s yard. We enter this information onto CTS when the hunt kennel or knacker’s yard send us back the movement licence confirming the animal’s death.
Section six

6.1 Why we have inspections

By law we must carry out cattle identification inspections. Inspectors examine cattle, their ear tags, passports and farm records to check that the rules for identifying cattle are being met.

6.2 What the inspector does

The inspector checks all the animals on your holding or holdings, whether they were born on your holding or bought in. They also check imported animals. You need to gather together all the animals that are being inspected. The inspector will check:

- farm records that show which animals are present on the holding or have been on the holding;
- births, movements and deaths are correctly recorded;
- all animals are correctly tagged, and match the animal’s identification document;
- all identification documents are present and correct;
- deadlines for identifying cattle and keeping records have been met; and
- all identification documents for animals that are moved or slaughtered have been passed to the new keeper or returned to us.

6.3 What you have to do

An inspector has the right to visit farms to make sure that the rules for identifying cattle and keeping records are understood and being followed. You must let the inspector see all the documents and records they ask for. It is against the law not to have documents available for inspection, so they should be kept by the keeper of the animal. You should make sure that the inspector can safely inspect your animals. You must provide suitable handling facilities and people to help them gather the cattle together.

At the end of the inspection the inspector will ask you to sign the cattle identification inspection report form 1 (form CPP18), and give you a copy.
If an inspector is obstructed, your whole herd will be restricted, and any payments due to you may be at risk.

You must keep records of all cattle births, movements and deaths, which include details of:

- the ear-tag number;
- the date of birth;
- the sex;
- the breed;
- the dam identity;
- the date of movements on and off your holding; and
- the details of where the animal has moved to or from.

You must keep these records up to date. You should enter new or amended details in your records straight-away.

Please read section 9.2 for details on keeping records.

How long an inspection takes will depend on the size of your holding, the number of cattle involved, and the quality of your records. If your records are set out clearly and accurately, the inspection won’t take as long. Reporting movements will help you to make sure your records are up to date. It is quicker, safer and more accurate if you report them electronically. We aim to carry out inspections quickly and efficiently with as little disruption to you as possible.

We may choose to inspect any holding. We are more likely to inspect you if we found problems during a previous inspection as a higher enforcement weighting will be applied to your holding. The number of farms we visit each year partly depends on how well the rules for identifying cattle and keeping records are being met in Great Britain.
6.7 Other inspections

Inspections are also carried out as part of the Single Payment Scheme in England and Wales, and the Single Farm Payment Scheme in Scotland. The results of these inspections may affect any payment made to you.

Where both single payment and cattle identification inspections are needed, we will try to carry them out at the same time.

The results of the cattle identification inspection are sent to us to decide what action should be taken, if any is needed. The results are passed to the paying authorities in England, Scotland and Wales.

6.8 What happens if an inspector finds problems

a  Mistakes in cattle passports

If the inspector finds mistakes in any cattle passport, either after inspecting the animal itself or when he or she checks your farm records, the inspector will collect those cattle passports from you and give you a receipt for them.

If we can correct the passports, we will do so and return them to you free of charge. You should check the passports carefully when they come back. Please phone us if you do not get your passports back within four weeks of the inspector taking them.

b  Differences between the information given on ear tags, in passports and in your herd register

If the inspector finds any differences between an animal’s ear tag, its passport and its entry in your farm records, a movement restriction may be placed on the animal. Our inspector will do this either by taking the animal’s passport away to be corrected or by giving you a movement restriction notice for the animal (form CPP27/CPPS27 - notice restricting the movement of individual cattle).

If one of your animals is placed under a movement restriction, this means the following.

- You cannot move that animal from your holding until you have made sure that it is correctly tagged, that its passport is correct, and that the animal’s details and movements are correctly recorded in your farm records.
- The movement restriction notice tells you what you need to do to put things right.

Remember: you must tell us when you have made corrections.
We will lift the movement restriction as soon as you have correctly identified the animal. This will be when we have corrected and returned the animal’s passport or when you have put matters right yourself by following the information in the movement restriction notice.

The movement licence is not self-lifting; you must tell us when you have corrected any errors.

An inspector may return at a later date to check that the animal has been correctly identified.

c If more than 20 per cent of cattle are not correctly identified, or you fail to report births, movements and deaths

If, at the end of the inspection, our inspector has found that more than 20 per cent of the cattle on your holding do not meet with the identification and traceability rules, a whole herd movement restriction will be put in place restricting movements ‘on’ and ‘off’ your holding.

If the inspector found that more than 20 per cent of the cattle on your holding failed to meet with identification and traceability rules and you failed to report births, movements and deaths to us, a movement restriction will be placed on all cattle moving ‘off’ your holding. Also, cattle cannot move ‘on’ to your holding.

This means the following.

• You will receive a movement restriction notice for your whole herd (form CPP28/CPPS28 - notice restricting the movement of cattle off and on to a holding). This lists all the animals on your holding and tells you what you need to do to put things right.

• You cannot move any animals ‘off’ your holding until more than 80 per cent of your cattle meet the regulations. If the movement restriction is for both ‘on’ and ‘off’ movements, you cannot move any animals ‘on’ or ‘off’ your holding until more than 80 per cent of your cattle meet the regulations.

• We will send you a letter listing the number of animals on your holding, the number of corrections to be made and the number of corrections you need to make to lift the part of the movement restriction that applies to your whole herd. We will also tell you what you need to do to put things right.
• You must tell us when 80 per cent or more of your herd meet the regulations. You can do this by phone or by using form CPP29/CPPS29. If you are not sure, please contact us and we will check for you.

• Once you have told us that enough of the herd meet the regulations to lift the movement restriction, we will confirm this to you by letter. We will also list any animals we still believe have mistakes and are restricted to your holding.

• We may ask an inspector to visit your holding to check that the action you have taken is correct. If you give us any false information to lift a movement restriction on your whole herd, we may take enforcement action against you.

• If you move animals from your holding while the movement restriction is in place, you are committing an offence, and we may take enforcement action against you.

If less than 20 per cent of your animals did not meet the regulations, they will be individually restricted. This means you will not be able to move a restricted animal off your holding until the mistakes for that animal have been put right.

We will place a whole herd movement restriction on any holding which has refused entry to cattle inspectors. The above conditions will apply.

An animal does not meet all the rules if:

• it is not tagged according to the legislation in force at the time of the animal’s birth;
• the inspector cannot trace the identity of the animal through your farm records;
• you have not recorded its birth or any movement onto your holding in your farm records; and
• the animal does not have a valid passport, certificate of registration or notice of registration.

If our inspector finds any unidentified animals on your holding, you will get a notice telling you to identify the animals. The notice will not allow you to move the animals off your holding.
The inspector will return to your holding after two working days to check if you have tagged the animals. If you have not, you will be given a notice of removal of cattle for compulsory slaughter (form CPP31/CPPS31). The animal will be destroyed, and we may recover the costs of the compulsory slaughter from you.

Any problems found during a cattle identification inspection or a cross-compliance inspection may affect your subsidy payment.

6.9 Are the results of inspections made public?

There is a yearly programme of inspections. We produce results about the number of farms we visit each year and how well the rules are being followed. These are made public. They are sent to the European Commission and shared with other member states. We do not name individual results in these reports.

6.10 Follow-up action

The inspecting officer sends us a copy of the report. We look at the findings and decide what action is needed. If we find any mistakes or faults with any animal’s identification or with the supporting paperwork, we will sort them out.

If we find mistakes during the inspection, we may apply one of the following restrictions.

- Individual cattle with mistakes on their ear tags, passport or farm records, which you do not correct at the time of the inspection, have a movement restriction placed on them, or the passport is removed so we can correct it.

- We place a movement restriction on all the cattle on the holding if the percentage of cattle on the holding with unresolved mistakes is more than 20 per cent at the end of the inspection.

- We lift these movement restrictions once we are told what action you have taken or after a re-inspection.

- If an animal has no ear tag, passport or farm record, we ask you to identify it. If you do not do this within two working days, we could have the animal destroyed without paying any compensation to you.
The agriculture departments may take legal action against any keeper believed to be breaking the rules. If the court finds that a keeper is guilty of an offence, they may set severe penalties, including fines of up to £5,000 for each animal. In the worst cases, the court can also give the keeper a prison sentence.

Problems found at inspection may lead to a reduction in payment under the regional subsidy schemes (England, Scotland and Wales).
CTS Online is one of our electronic reporting methods. As it checks some of the information you provide, it’s less likely that mistakes will be made.

### 7.1 What you can use CTS Online for

You can use CTS Online to:
- register your home-bred cattle;
- report cattle movements ‘on’ and ‘off’ your holding;
- report the death of an unregistered calf;
- see the life history of your cattle;
- see a list of all the cattle on your holding;
- view a list of the cattle and movements that we are not sure about; and
- talk directly with your own farm-management software package (if they are compatible).

### 7.2 Why you should use CTS Online

- It’s quick and easy to use.
- It helps reduce paperwork.
- It’s available 24 hours a day, seven days a week.
- You receive a receipt for all the information you send.
- You will receive your cattle passports more quickly.
- You can use it with some farm-management software packages.
- You can check your own farm records against information held on CTS.
- It’s free! We don’t charge you for using this service.

CTS Online will help make sure your information is correct. When you register a new birth or movement, the system will check some of the information you enter. This means you make fewer mistakes and we can produce passports faster. It also saves you paperwork, postage costs, time and effort.
Under European regulations, the paying agencies in Great Britain must check information on cattle that are part of the Single Payment Scheme in England and Wales, and the Single Farm Payment Scheme in Scotland.

To help you check the information held on CTS is correct, you can:

- look at a list of the cattle on your holding, either on screen or by printing it off CTS Online, and use it to check against farm records; or
- look at the life history of cattle that have been or are registered to your holding.

7.3 Agent Access

We have enhanced CTS Online so you can choose to have someone else (an agent) send your information for you using CTS Online. Your agent must contact us to register as an agent on the Cattle Tracing System, and then a link is set up between you and your agent to allow the agent access to your records.

Your agent can access all your information using CTS Online, so it’s important that you keep them updated with information about your cattle. If you do have an agent, you are still responsible (as the keeper) for making sure that the information provided is correct.

You can find CTS Online agent registration and agent and farmer link forms on the CTS Online homepage and the BCMS pages of the RPA website. Your agent can be a friend, family member, neighbour or any agricultural agent that you would like to act for you. You can find a list of agents that are already registered on the Cattle Tracing System at www.rpa.gov.uk/BCMS.

If, at any time, you want to end the link between yourself and your agent, please call our helpline, email us or send us a letter, and we will stop this link for you.

7.4 Who has access to your information?

Only you and your agent (if you choose to have one) can use CTS Online to update your animal details. Government departments and agencies can only read information on CTS Online.
7.5 How you can tell if CTS has got your information

You can see information about cattle currently on your holding and those that have been on your holding in the past (but only up to the date they moved off, once you have reported this to us). You can see information once we have received notice that cattle have moved onto your holding and we have updated our records.

When you enter your information on CTS Online you will immediately receive a feedback receipt on your screen. The feedback receipt will confirm the information you’ve sent along with the time and date you sent it. You can choose to print your feedback receipt to keep for your own records.

Calves that have recently been registered will appear on the list of cattle on your holding. At first they will appear in the list of queried cattle, but should move to the main list on the following day. If your passport does not arrive within 10 days, or if the calf does not move from your queried cattle list, you should contact us. Movements that have recently been registered using CTS Online will be in the list of queried movements from the list of cattle on your holding. Again, these should disappear on the following day as we update CTS.
7.6 Getting started

There are plenty of organisations who will help if you need computer training. To find details, see your local newspapers, contact your local council or college, or speak to your local farmers’ union representative.

You need to connect to the internet. When you have done this, enter the website (www.bcms.gov.uk) in the address or location line of your browser.

You can use our online demonstration of CTS Online, which can be accessed by clicking on ‘demo’ from the CTS Online homepage. The demo will show you all the functions of the website and give you a chance to have a go at using the facilities without any effect on your own records. You don’t need a user ID or password to access the demo and it is a great risk-free way to learn how to use the site.

7.7 User ID and password

To start using CTS Online, from the homepage click on the box that reads ‘Please click here to enter CTS Online’ on the left of the screen.

To enter the website you need:
- your own user identity; and
- your own password.
To get a user ID and password, please call our helpline or use the ‘New User’ function on the CTS Online homepage and we will send you them in the post. You will need to enter your password in capital letters as shown on the letter.

If you need any help to get started on the website, please call our helpline.

7.8 Changing your password

You can change your password after you have logged in by clicking on the ‘Change password’ option at the bottom of the CTS Online main menu. Your new password must have between six and 10 digits, and must be a mixture of capital letters and numbers, for example, ‘CATTL3’.

7.9 Menu page

When you have correctly entered your user identity and password you can see the menu page. You have the following main options.

- Update CTS.
- Request information from CTS.

Click on these options to see a longer list to choose from, including register births, register ‘on’ movements, register ‘off’ movements, list cattle on holding, and latest news.

The latest news page gives you new information that you should take note of. You should check this page for any important new information before making your choice from the menu on the left.
7.10 If you have problems

Each page has on-line help in case you have difficulties. Simply click on the ‘Help’ button at the top of each page.

If you come across a problem when you are using CTS Online, which is not covered by the on-line help, please contact us with the following details.

- Your name and phone number.
- Your county, parish, holding (CPH) number.
- What the problem is.
- 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.

There is a ‘contact us’ facility on the main menu and on the ‘queried cattle movement’ pages. These allow you to send us more information and apply for bar-code labels.

7.11 How you can correct mistakes

If you make a mistake with some of the information you have sent, please use the ‘contact us’ facility to e-mail all the details to us or call our helpline.
Section eight  

8.1 CTS Web Services

CTS Web Services works with farm management software, so you only have to input your information once and your farm software does the rest.

You can report all your cattle births and movements using an internet link from your farm management package. Some of the information is validated, which leads to fewer mistakes, and the information you send is more secure than email. You can also print off a receipt for the information you send.

You can automatically compare your records against the Cattle Tracing System (CTS) as often as you like with the ‘Cattle on Holding’ cross-check option.

Look on the BCMS pages of the RPA website at www.rpa.gov.uk for a list of suppliers with packages that link to CTS Web Services.
Section nine

9.1 Your statement

Further information

We send statements to you to improve the service we offer. Your statement lets you see the information we hold on the CTS database about your cattle. Any payment due to you may depend on you keeping accurate records, so this is your chance to put mistakes right.

a What does it show?

Your statement shows details of all the cattle that were registered to your holding on the statement date. It also shows:

- any recent cattle movements that you, or your agent (if you have one), have reported or corrected;
- any passport applications you, or your agent, have made that had mistakes on them; and
- cattle movements that you, or your agent, have reported for animals that have incomplete or confusing movement histories.

b Statement date

To make the statement we take a ‘snapshot’ of the information on the CTS on a particular date. You can find the snapshot date on the front page of your statement. Your statement shows you the information we have about the animals on your holding, and the movements and events that have been reported up to and on that date.

By the time you see the details, some of them may be out of date because we have updated our records with what you have told us in the meantime. Any information we receive after the snapshot date will be shown on your next statement. Information may also appear out of date because we have corrected an invalid movement or passport application too late to be included in the statement.

c Sections in the statement

The statement includes a front sheet followed by these sections.

- Cattle with application problems.
- Cattle with movement problems.
- Movements and events reported.
- Cattle with inferred movements.
- Cattle on your holding.
d Check the statement

When you receive your statement, please check that the details are correct – remember that information we receive after the snapshot date will not appear.

If you find that some details are incorrect, make corrections in the boxes on the statement and return it to us.

If we have not asked you to respond to any of the information we sent to you, and you are happy that the information is correct, you do not need to return any pages to us. However, a declaration page is available for you to confirm you have checked and agree with the information in the statement.

We sent you a full set of guidance notes in January 2004. They help you to understand your statement, and tell you what you need to do.

We will normally send you two statements every year.

9.2 Records you must keep on your farm

You must keep a record of all cattle movements even if you don’t have to report them to us. You must also record links with other farms in your farm records, and movements between your farm and the link farm.

The record may be paper or stored on a computer, and must record details of births, deaths and movements on and off the holding. Use an Agriculture Department Herd Register, a Local Authority Record Book, a computerised spreadsheet, software package or a record book. As records must be available on demand, if you keep your records on computer, you may wish to keep a paper copy as a back-up.

You must keep farm records for 10 years, and three years in any other case (for example markets), from the end of the calendar year in which the last entry was made.
a Deadlines

You must complete your farm records within the following deadlines.

- 36 hours in the case of movements ‘on’ or ‘off’ a holding.
- 7 days for the birth of a dairy animal.
- 30 days for the birth of cattle not in a dairy herd.
- 7 days for a death.
- 36 hours for replacement ear tags.

9.3 Quick guidelines

The information below is for quick reference only. Each subject area is covered in more detail within this handbook.

a Tagging

You must use only tags that we have approved for official identification. Always follow the manufacturer’s instructions.

- **Dairy**: Fit the first tag within 36 hours of birth. Fit the second tag within 20 days of birth, and in any case before the animal leaves the farm.
- **Beef**: Fit both tags within 20 days, and in any case before the animal leaves the farm.
- **Bison**: Fit both tags within nine months of birth or when separated from their dams (whichever is sooner), and in any case before the animal leaves the farm.

b Passports

- Make sure we get your application for a cattle passport within 27 days of the animal’s birth.
- Use the CTS Online website at www.bcns.gov.uk, CTS Web Services, Agent Access, the SIS (Standard Interface System) e-mail system or the application for a cattle passport form to apply for a passport.
- Check the passport details carefully when you receive it, then sign it (use **black** ink only), and stick on your bar-code label.
- Return the passport to us if there are any mistakes on it.
- Make sure the passport goes wherever the animal goes throughout its life.
Write down the following.

- All movements within 36 hours, with details of where the animal came from or went to.
- The birth of a calf within seven days for dairy cattle and 30 days for beef cattle.
- The death of any animal within seven days.
- Keep records on the farm for 10 years (three years on a holding that isn’t a farm).

Use an Agriculture Department Herd Register, a Local Authority Record Book, a computerised spreadsheet, software package or a record book. You may want to keep a back-up if you have a computerised system.

Report animal movements to us within three days, using:

- the CTS Online website at www.bcms.gov.uk, CTS Web Services or Agent Access;
- the SIS e-mail system. Make sure you use the correct CPH (county, parish, holding); or
- movement cards in the passport (use the correct card for the animal being moved, and fill in the date and type of movement).

For animals that die on the farm, and are over 24 months old, you must phone the TSE helpline to have the animal taken away. The correct identification document(s) must go with the animal.

For animals that die on the farm, and are under 24 months old, you must arrange for a collector to take the animal away. You must fill in the inside back page of the passport with the place and date of death. You must return the passport to us within seven days of the death. You do not need to report an ‘off’ movement.

If your animal is sent to a slaughterhouse, please make sure you take the correct identification document with the animal. The slaughterhouse staff will fill in the death details and enter the kill number. You must report an ‘off’ movement from your holding.

If the animal is alive when it leaves your holding, you must tell us about an ‘off’ movement. If the animal is dead when it leaves your holding, you don’t need to tell us about an ‘off’ movement.
Below is a list of official identification documents for cattle which you may have or need to identify your cattle.

**For cattle born or imported before 1 July 1996**
- Certificate of CTS registration with movement cards (CHR3), or CPP13 if the original passport has been replaced since 9 October 2000.

**For cattle born or imported between 1 July 1996 and 27 September 1998**
- Green A4 cattle passport (CPP1) and a Certificate of CTS registration with movement cards (CHR3), or CPP13 if the original passport has been replaced since 9 October 2000.

**For cattle born or imported after 28 September 1998**
- Chequebook-style cattle passport with movement cards (CPP13).

**For cattle refused a cattle passport**
- Notice of registration (CPP35).
9.4 Top tips

- Use **black** ink on everything you send to us.
- Write clearly in the boxes on the form.
- Make sure that when you tick any boxes, your tick doesn’t go into another box or outside the box.
- Make clear any differences between letters and numbers, especially ‘1’ and ‘l’, ‘2’ and ‘Z’, ‘5’ and ‘S’, ‘7’ and ‘Y’, and ‘8’ and ‘B’.
- Write clearly, making sure all parts of the letter join up, for example E, H, T, 7, 9. If the letter is broken, it may be read incorrectly, for example letter ‘B’ read as ‘13’.
- Don’t use date stamps – they do not print in the boxes so our scanners cannot read them.
- Check all documents before you send them to us.
- Carefully check your passports, including the dam details, when you receive them from us.
- Your cattle documents are important, and you should keep them safe. When you send us documents, you may want to keep proof of posting in case they go missing. For example, you can use recorded delivery.
- If you need to phone us, please make sure you have your CPH number and any reference number ready.
- Tell us how you applied for your birth registrations or reported your movements. This will help us deal with your query.
- If you use CTS Online or CTS Web Services, print off your feedback receipts for your own records.

9.5 What you should do if you are not satisfied with our service

- You should first contact the person dealing with your case. You can do this by e-mail, letter, fax or phone, or in person.
- After this first step, if you are not happy you can write to the BCMS Operations Manager. It will help us to investigate your case if you set out the facts as fully as possible. We will thoroughly investigate the matter and give you a full response within 15 working days.
- If you are not happy with the BCMS Operations Manager’s reply, you can write to the Head of BCMS Operations.
If you are still not satisfied you can write to our Customer Relations Unit (CRU) at:

Rural Payments Agency
PO Box 69
Reading
RG1 3YD.
Fax: 0118 939 3817 or 0118 953 1467
E-mail: customerrelations@rpa.gsi.gov.uk

The CRU plays no part in managing our service so is not biased. The CRU will investigate your case and will normally report back to you within 15 working days.

If you are still not satisfied, you can ask:

- your Member of Parliament;
- your Member of the Scottish Parliament; or
- your Assembly Member;

...to take up your case with us or pass your case to the relevant minister or Parliamentary Commissioner for Administration (the Parliamentary Ombudsman, who is entirely independent of the Government).
## Breed code list

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**Glossary of terms**

**Agent Access**  You can choose to have someone (an agent) to input and send us your information using CTS Online.

**AHDO**  Animal Health Divisional Office. It is responsible for controlling animal disease, animal welfare, inspections, herd marks and so on. There are about 25 offices around Great Britain.

**Alpha-numeric**  Letters and numbers.

**Bar-code labels**  Labels issued to keepers showing the keeper’s name and the address of the holding, with a bar code including the CPH. The bar code allows us to read information electronically.

**BCMS**  British Cattle Movement Service.

**Bovine-SCH**  Bovine Schedule. A list of ear tags and animals that matches the health status for export.

**BSPS**  Beef Special Premium Scheme. A subsidy previously paid to farmers who keep male cattle on their holding for a specific period (retention period). The payment is recorded by a stamp on the CPP13 or on a CID or CCD.

**Calves**  Young cattle up to six months old.

**CAP**  Common Agricultural Policy.

**Cattle subsidy-paying authorities**  RPA in England, SEERAD in Scotland and NAWDEPC in Wales.

**CCD**  Cattle control document (Scotland only), equivalent of CID.

**Check digit**  First number of an animal number on new numeric tags.

**CHR**  Cattle herd registration project. The project ran through 2000 and 2001, and involved collecting the details and current location of older animals and putting it on to the CTS.

**CHR 1**  Registration of older cattle form (see also CHR).

**CHR 3**  Certificate of CTS registration (see also COR).

**CID**  Cattle identification document needed to claim BSPS (England and Wales).

**CII**  Cattle Identification Inspection. Inspection to check identities and paperwork for cattle on a holding.

**COR**  Certificate of registration. Document issued to keepers for older cattle to help them report movements to BCMS.

**CPH**  County, Parish, Holding number. This is a unique identifier for each farm that is issued by the RPA Customer Service Centre in England, your local SEERAD office in Scotland or your local NAWDEPC office in Wales. It is made up of two numbers for a county, three numbers for a parish and four numbers for a holding.


**CPP1b**  Movement licence. Form needed to move an animal that does not have a passport to a hunt kennel or knacker’s yard. The animal must not enter the human food chain.

**CPP9a**  Application for a replacement passport.

**CPP12**  Application for a cattle passport. These are preprinted with the animal’s ear-tag number and the details of the holding.

**CPP13**  Chequebook-style cattle passport issued to cattle born after 28 September 1998.
CPP16  Application for a cattle passport for imported animals.
CPP16(W) Application for a cattle passport for imported animals (Welsh)
CPP18  Cattle Identification Inspection: Report Form 1. Issued by a visiting inspector at the end of an inspection. It is also a document receipt.
CPP(S)27 Notice restricting the movement of individual cattle.
CPP(S)28 Whole herd movement restriction notice. Issued by a visiting inspector
CPP(S)29 Notice of compliance.
CPP(S)31 Notice of removal of cattle for compulsory slaughter.
CPP35 Notice of registration. Issued when a passport is refused. The animal is registered on the Cattle Tracing System. The animal may only be moved under licence to a knacker’s yard or hunt kennel. The animal must not enter the human food chain.
CTS  Cattle Tracing System. Database run by BCMS.
CTS Online On-line version of the Cattle Tracing System that can be accessed by keepers to report movements and apply for passports.
CTS Web Services One of our channels for reporting cattle births and movements, which works with some farm management software packages. You only have to input your information once and your farm software does the rest.
CSC Customer Service Centre, based at RPA Newcastle, issues and maintains CPH numbers in England.

Dairy cattle Females reared and used mainly for producing milk.
Dam-genetic Cow that produced the embryo of a calf (usually also the cow that gave birth to the calf except where the embryo was transferred).
Dam-surrogate Cow that gave birth to a calf, where the embryo was transferred.
DARD Department of Agriculture and Rural Development in Northern Ireland.
DBES Date Based Export Scheme. Scheme allowing British beef to be exported under strictly controlled conditions. This was replaced in April 2006 with the General Export conditions.
DO Divisional Office (Wales and Scotland).

Ear tag Ear tags are fitted to cattle to identify them. The regulations have changed several times over the years. All calves born since January 1998 should have a tag in each ear, one primary (large yellow plastic) and one secondary (various types). Each tag shows the herd mark of the birth holding and the individual animal number.
ETAS Ear Tag Allocation System. It controls the issue of tag numbers and is based at BCMS.
EU European Union.

GB Great Britain.

Helpline Takes incoming calls from farmers on a lo-call helpline number (0845 050 1234). This is the main point of contact for BCMS. There is also a Welsh line (0845 050 3456). Lines are open from 8am to 5.30pm Monday to Friday, from 9am to 1pm on Saturdays (limited service), and closed on Sundays.
**Herd mark** Unique identifier for a herd of animals that is issued by Animal Health Divisional Offices. Before January 2000, herd marks were made up of one or two letters followed by four numbers. Since January 2000 numeric herd marks have replaced the old ones (for cattle) - these are made up of six numbers. The new herd mark was made compulsory from 1 July 2000. Every cattle keeper has to have a herd mark for their holding, even if they only buy animals from other keepers and don’t breed their own calves.

**Herd suffix** Number after a CPH showing the herd.

**Hire bull** A bull hired out for breeding purposes.

**Holding** A place where cattle are kept or handled. Includes farms, livestock markets, calf collection centres and slaughterhouses.

**Hunt kennel** A place that destroys carcasses which will not be eaten by humans.

**ISP** Internet service provider.

**Inferred movement** A missing movement created automatically from the information available to CTS, usually when movements before and after the inferred movement have been reported.

**Keeper** Any person responsible for animals, permanently or temporarily.

**Knacker’s yard** A place that destroys carcasses, which will not be eaten by humans.

**Lairage** A temporary holding for cattle, for example, when being transported.

**MAFF** Ministry of Agriculture Fisheries and Food (now Defra)

**MHS** Meat Hygiene Service. Covers health and animal welfare issues at slaughterhouses. They have an MHS number, which is used in the same way as a CPH number on CTS.

**Movement card** Removable cards in chequebook-style passports and CORs. Used for reporting movements to BCMS. Information is entered by scanning.

**Movement history** The record on page three of the passport of the animal’s previous movements, as recorded on the CTS when the passport was issued.

**Movement licence** Used to move animals which have been refused a passport to hunt kennels or a knacker’s yard (CPP1b) or to move pre-registered calves either for welfare reasons or in exceptional circumstances.

**Movement section** Checking and correcting animal movement histories, and dealing with missing or incorrect information.

**Movement summary** Record of movements after the passport was issued, entered by keepers on pages five to 10 of the passport using bar-code labels.

**NAWDEPC** National Assembly for Wales Department of Environment, Planning and Countryside. Responsible for cattle identification and tracing issues in Wales.

**PPAF** Preprinted application form for a cattle passport (see also CPP12).

**Queried cattle (page)** This CTS Online screen shows a list of the cattle waiting for a passport that BCMS are dealing with.

**Queried movements (page)** This CTS Online screen shows a list of movements on or off your holding that BCMS are dealing with.
RDS  Rural Development Service (England).
RetentionPolicy  A set time that cattle must stay on a holding to qualify for a subsidy claim.
RPA  Rural Payments Agency. Merged with BCMS on 1 April 2003.

SCPS  Suckler Cow Premium Scheme. A subsidy previously paid for suckler cows.
SEERAD  Scottish Executive Environment and Rural Affairs Department. Responsible for cattle identification and tracing issues in Scotland.
SinglePaymentScheme(EnglandandWales)andSingleFarmPaymentScheme(Scotland)  This replaced most crop and livestock payments from 1 January 2005.
SIS  Standard Interface Specification. This sets out how information about applications or movements should be e-mailed.
Snapshotdate  The date we took information from CTS for your statement.
SPS  Slaughter Premium Scheme. A subsidy previously paid for animals to be slaughtered, which have been on the holding for a set time.
Standstill  Restriction on animal movements by moving cattle ‘on’ to your holding. Contact your local AHDO for current details.
Sucklercow  Gives birth to a calf of a suitable breed for meat production and suckles it for a minimum period of five months before weaning.
SVS  State Veterinary Service. See also AHDO.
Cattle keeper's handbook