



FEI DOCUMENT MAILING INSTRUCTIONS

Thank you for your FEI Document Application. Please read over this document carefully. If you have any questions, please do not hesitate to contact the Equestrian Canada FEI Passport Department at feiservices@equestrian.ca

IMPORTANT NOTICE

If you are mailing in a new or existing FEI horse document, please address to the Equestrian Canada office:

**Equestrian Canada
c/o House of Sport
2451 Riverside Drive
Ottawa, ON Canada
K1H 7X7**

No signature option is requested. Signature requirement may delay delivery status. Recommended couriers are FedEx or Canada Post, however all courier services will be accepted.

EC staff members are regularly present at the office to accept deliveries.

When mailing in FEI documents, please complete a **NEW FEI Service Request Form**. Failure to complete the form **may** result in delivery delays. The form can be found on the Equestrian Canada Website under the “**Horse Passports/Recordings – FEI Documents**” section. The web link is below:

<https://www.equestrian.ca/programs-services/horseid/fei>

If there are any questions or concerns, please do not hesitate to contact FEI Services at feiservices@equestrian.ca