

Patient Information – Please read before completing Registration or ‘Change of Name/Address’ forms

Registrations

All new patients are required to provide proof of identification upon registration. We require documentation to show where a patient is living (proof of home address) and who a patient is (photo identification).

Change of name

Patients wishing to change their name(s) on their medical records are required to provide identity documents evidencing their legal name.

Identification required

For either new registrations or change of name requests, we require two forms of identification.

One of the following:

- Driving license; or
- Passport

(This would need to be shown to a member of the reception team).

And one of the following:

- Utility bill (dated within 3 months of registration/change of name)
- Telephone/mobile bill (dated within 3 months of registration/change of name)
- Bank statement (dated within 3 months of registration/change of name)
- Recent P45
- Home insurance policy (dated within 3 months of registration/change of name)
- Deed poll
- Statutory Declaration of name change

For change of address requests, we require one form of the above identification (photographic ID not required).

If you are unable to provide the above, then non-specific documentation from a reputable source will be considered, for example a letter from a voluntary organisation or police. Alternatively, please inform a member of the reception staff if you are unable to provide the requested documentation.

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For completion by the Surgery

ID1 - Photo identification seen

ID2 – Copy received

Received by:..... Date:.....

Staff Member