

Request for Private Services Letters and Forms

Section 1 – Your Details

Please make sure you use your formal name in this section

	Title		Surname	
First Name				
Second Name			Other Initials	
Address				
			Post Code	
Date of Birth				
Home Number			Mobile Number	
Email				

All requests for private services such as letters or forms completed will entail a charge. Charges can be obtained from our secretaries or our website.

Requests can take up to 30 WORKING DAYS to complete from date of payment. We cannot guarantee any time other than the 30 working day timescale.

You will be contacted when it is ready to collect.

Please tick to indicate you understand all the above.

Yes

Section 2 – What you require

1. Please detail below all the information needed for your letter or the type of form required to be completed below.

Section 3 – Signature

Signed		Date	
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Please hand this sheet to the receptionist along with any additional forms for completion. A secretary will contact you regarding the charges.

For every request, the following checks **must** be completed by nominated staff *in line with Practice Policy*.

Office use only – Do not write below here

Part A – Application Form Checks and Identity Verification

- 1. Request Form checked to ensure it is signed, dated and all relevant sections have been completed
- 2. Identity Verification
 - a. Patient’s identity was verified by acceptable form, and signature compared with Application Form

Details of Acceptable Form of ID Viewed:

- A valid photo Driving Licence
- A valid Passport
- A valid CitizenCard
- A valid PASS card

Patient’s identity was verified by alternative method

Details:-.....

Identity verification completed by (Full Name)	Date:
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Part B – Allocation

- 3. Request allocated to a GP. GP initials _____ Date _____
- 4. Due for completion on _____

Part C – Application Completion

Request completed and Scanning Approved by (Full Name & Signature)	Date:
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Request completed checklist passed for Scanning to patient record