

Thank you for registering with the Lakeside at Oundle Medical Practice. Before filling in your registration forms, please read very carefully through this information sheet to ensure that you complete this form correctly, and that you provide the necessary documentation to support your registration form.

For patients already registered within the NHS:

- If you are registering and you are currently at another practice, please can you ensure your NHS number is on the form as without this we are not able to register you here. The importance of this is to ensure that we locate the correct record for you, and do not register another patient with the same name and date of birth as you. Believe it or not, this has been known to happen at a handful of surgeries across the country. If you cannot find your NHS number, please contact your previous surgery who will be able to give this information to you.
- Please add your previous surname.
- Please ensure you provide a FULL previous address, Swansea Uni (for example) will not suffice.
- Please ensure that your form is legible and that you write clearly to ensure that the information we enter on to the system is accurate.
- If you have lived abroad and are returning, please enter the date you left the UK and the date you re-entered the UK.
- If you have been enlisted in the army, please provide the dates you joined, and the dates you left. (Believe it or not the health authority DOES need this information.)
- Please sign and date the pink GMS1 form where it says 'signature of patient'
- Please ensure you fill in the registration questionnaire as accurately as possible and all other forms attached.
- Please bring with you one piece of photographic ID (passport, full or provisional driving licence) or a birth certificate AND proof of address. This could be a bank statement, a tenancy agreement, wage slip, utility bill with your most recent address. If you do not currently have anything in your name, we are able to register you but you will not be able to access to our online system. All patients the age of 16 and over will need to present with these registration forms themselves in person. We do understand that some patients who are 16 and 17 will not have sufficient photographic ID and in these exceptional circumstances we are able to register these patients, but we will require ID from the parent. If you do not have the required documentation please call the surgery on 01832 273408 and ask to speak to the admin team who will be able to advise.

For patients who have lived overseas registering permanently:

- Please ensure that your form is legible and that you write clearly to ensure that the information we enter on to the system is accurate.
- Please enter all previous surnames.
- Please add any addresses (or locations) you have lived in the UK at any time in your life, even if you think you did not register at a GP surgery at that time.
- Please add the date you entered the UK.
- Please sign and date the bottom of your form.
- Please ensure you fill in the registration questionnaire as accurately as possible and all other forms attached
- Please bring with you your passport or visa and one piece of evidence to support where you live. This could be a bank statement, utility bill, phone contract, wage slip, tenancy agreement or a letter from your landlord. Please bring a birth certificate for all persons under 16.

REGISTRATION CAN TAKE UP TO 5 WORKING DAYS, SO PLEASE ALLOW PLENTY OF TIME BEFORE BOOKING APPOINTMENTS AND ORDERING REPEAT MEDICATION.

PLEASE ENSURE YOU COMPLETE ALL ACTIONS ABOVE. FAILURE TO COMPLETE YOUR FORMS CORRECTLY WILL RESULT IN THE DELAY OF YOUR REGISTRATION HERE, AND THE DELAY IN YOUR NEW DOCTOR RECEIVING YOUR MEDICAL RECORD.