



# The Ball Tree Surgery – ADULT Patient Registration

## IDENTIFICATION CHECK LIST

### How do we know you are you?

We need to know that you are who you say you are! This is a legal requirement and we are obliged to ask you to provide evidence so that we can store this on your record. (We will copy your ID and scan it into your medical records).

#### Types of ID

Proof of who you are                      basic requirement  
 Proof of where you live                  proof of entitlement to receive NHS Primary Care GP Services and residency within the Ball Tree Surgery Practice Area

We will need to see at least one item from Column A and one item from Column B

(e.g. Passport AND Recent Utility Bill) Ideally we would like to see some Photographic ID

We are not permitted to accept the same item for both purposes, even if it appears in both columns

**NOTE:** For Access to Medical Records Online – we will need Photographic ID

### Column A

#### Who you are...

##### Proof of Name (at least one of the below)

Current signed passport

Original birth certificate  
 (UK birth certificate issued within 12 months of the date of birth in full form including those issued by UK authorities overseas such as Embassies High Commissions and HM Forces)  
 Adoption Certificate

EEA member state identity card (which can also be used as evidence of address if it carries this)

Current UK or EEA photocard driving licence

Full old-style driving licence

Photographic registration cards for self-employed individuals in the construction industry -CIS4

Signing on card  
 Original notification letter from Benefits Agency  
 Dated within last 12 months

Firearms or shotgun certificate

Residence permit issued by the Home Office to EEA nationals on sight of own country passport

National identity card bearing a photograph of the applicant

HM Revenue and Customs tax assessment, statement of account, notice of coding (within past 12 months)

National Insurance Number Card

Marriage / Civil partnership certificate  
 Divorce/ annulment or civil partnership dissolution papers

Home Office documentation:  
 IS KOS EX or KOS EX2

Police Warrant Card  
 Fire Brigade ID Card

### Column B

#### Where you live...

##### Proof of address (at least one of the below)

Utility bill issued within the last three months  
 Gas / Water / Electricity

Bank, Building Society or Credit Union statement or passbook.

Mortgage Account, Student Loan Account  
 Secured Loan Account  
 Credit Card Account

Current UK driving licence  
 (but only if not used for the name evidence)

Original mortgage statement from a recognised lender issued for the last full year

Council or housing association rent card or tenancy agreement for the current year

Signing on card or original notification letter from Benefits Agency. Dated within last 12 months

Inland Revenue self-assessment or tax demand

Electoral Register entry  
 Dated within last 3 months

NHS Medical card

TV Licence

Local authority council tax bill for the current council tax year

#### We are sorry that we are NOT permitted to accept any of the following:

Provisional driving licence

Credit card statements  
 Library card

Video rental card  
 Health club card

Private rent book  
 Mobile phone bills