

**User's Name:**

## RA03 Form – Request to Cancel Smartcard or Re-issue Smartcard for NHS CRS applications

This form can be completed online by yourself and your Sponsor.

When fully completed the RA03 should be sent, via email from your Sponsors EPUT email account to the local Registration Authority at [REDACTED]

Please indicate the name and UUID of the user whose Smartcard is being cancelled or revoked.

Enter Yes/No to indicate the action intended.

User Name	
User Smartcard UUID number	
Organisation Name/Code	
Reason for Cancellation	
Compromised – Lost, Stolen or Compromised.	
Please give Datix Number (new cards will not be issued without this where the card has been compromised)	
Other reason – Leaving NHS Employment, Staff Retirement or Deceased.	
Smartcard needs to be re-issued?	YES / NO * (Delete as appropriate)

### RA Sponsor declaration:

I confirm that the cancellation details in this form are correct and should be applied by the Registration Authority to the user detailed above.

(\* Delete as appropriate)

	Sponsor
Name	
Smartcard UUID	
Date of cancellation	
Date of re-issue (dd/mm/yyyy)	

### Notes to Registration Authority Agents:

Ensure you have verified that the form has been completed by the appropriate EPUT RA Sponsor. If this is not the case then do not action and advise the requestor. If in doubt contact the RA Manager.

For official use only: RICHMOND ID:

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