

RA05 Form – Change of Details form for NHS Care Records Service Applications

Please note:

All your personal data is processed in accordance with the Data Protection Act 2018, but it is important that you read the full 'Notice to applicants on the collection of personal data' set out in the RA01 Short Form Conditions.

Guidance:

This document is made up of two parts as follows:

- **Part 1** is to be completed by you, the applicant, who requires access to NHS Care Records Service applications. When completed, send via email – password protected to [REDACTED];* You will then be contacted to arrange an appointment to visit the RA Team in order that the RA Agent can update the details on your existing Smartcard (provided you have produced the necessary identification/documentation of name change – e.g. Marriage Certificate).
- **Part 2** is to be completed by your Registration Authority.
- Please enter your Smartcard UUID and the details you require modifying:

Smartcard UUID	
Details to be amended	
Title:	Choose an item.
First Name:	
Middle Name(s):	
Family Name:	
Work phone number ¹ :	
Email address ¹ :	

Key 1. Required for Registration Authority Managers, Agents and Sponsors.

Part 2 RA use only

	RA Agent:
Name	
Smartcard UUID	
Date completed	

For official use only: RICHMOND ID:
[EPUT RA 05 Version 2 September 2018](#)