

## RA07 Application for new smartcard Sponsors

### RA07A Form for completion by proposed new sponsor

The role of sponsor is an additional responsibility in relation to smart cards that senior members of teams and services can be asked to undertake, to authorise the issuing of smartcards and access roles to other members of staff.

Before a new sponsor can be approved, they need to be aware of the responsibilities they are agreeing to undertake.

In line with RA policy, new sponsors will only be appointed to replace existing ones or for new services. All sponsor appointments will be subject to confirmation, as per the RA policy.

**Please note:**

This form 7A must be completed and signed by the proposed new sponsor and sent along with the signed Form 7B request from the service sponsor. Incomplete forms will be returned to the sponsor and cannot be processed.

It is important that both forms are submitted at the same time. When fully completed the forms should be scanned and sent, via email (password protected) to the local Registration Authority at [REDACTED] for the attention of the RA Manager.

For completion by the proposed new sponsor:

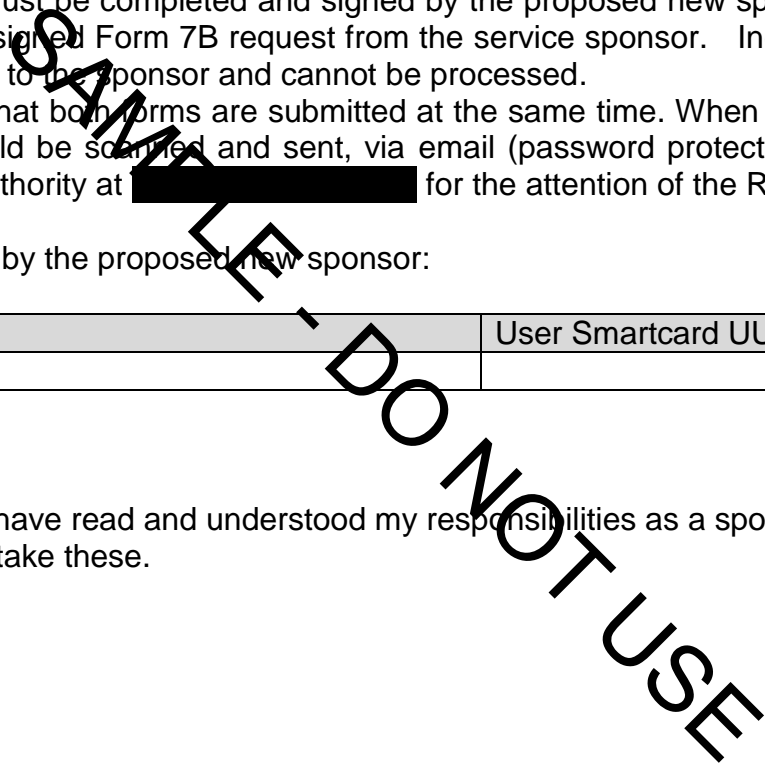
User Name:	User Smartcard UUID number:

**Declaration:**

I confirm that I have read and understood my responsibilities as a sponsor and am happy to undertake these.

Signed

Date



# RA07 Application for new smartcard Sponsors

## RA07B Form for completion by service sponsor

The role of sponsor is an additional responsibility in relation to smart cards that senior members of teams and services can be asked to undertake, to authorise the issuing of smartcards and access roles to other members of staff.

Before a new sponsor can be approved, they need to be aware of the responsibilities they are agreeing to undertake.

In line with RA policy, new sponsors will only be appointed to replace existing ones or for new services. All sponsor appointments will be subject to confirmation, as per the RA policy.

**Please note:**

This form 7B must be completed and signed by the service sponsor and sent along with the signed Form 7A request from the proposed new sponsor. Incomplete forms will be returned to the service sponsor and cannot be processed.

It is important that both forms are submitted at the same time. When fully completed the forms should be scanned and sent, via email (password protected) to the local Registration Authority at [redacted] for the attention of the RA Manager.

User Name: Proposed New Sponsors' Details	User Smartcard UUID number:
Work Group Names / Unit for which new sponsor will act ( please see list available on the intranet )	
Name of sponsor being replaced or details of why new role required	User Smartcard UUID number:
Sponsor (Sponsor to complete below)	Smartcard UUID number
Name	

**Declaration:**

I confirm that the user details are correct and I wish them to be approved as a sponsor for service(s) they have responsibility for.

Signed:

Date:

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**For RA team**

RA Manager	Smartcard UUID number
Name	

**Declaration:**

I confirm that the user should be confirmed as a sponsor in line with RA Policy

Signed:

Date:

Sponsorship approval validated (attach copy of minutes from meeting at which approval given)

For official use only: RICHMOND ID:

[EPUT RA 05 Version 2 September 2018](#)

**SAMPLE - DO NOT USE**