

**APPLICATION FORM FOR ACCESS TO HEALTH RECORDS**  
**in accordance with the General Data Protection Regulation (GDPR)**  
**DATA SUBJECT ACCESS REQUEST**

This form must be completed in blue or black ink and signed in order for us to process your request.

**Section 1: Patient details**

<b>Last Name</b>		<b>Maiden name</b>	
<b>First Name</b>		<b>Title</b>	

(i.e. Mr, Mrs, Ms, Dr)	
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<b>Date of birth</b>		<b>Address:</b>	
<b>Telephone number</b>			
<b>NHS number (if known)</b>		<b>Postcode:</b>	

**Section 2: Records requested**

Please provide me with a copy of records between the dates specified below:
Please provide me with a copy of <u>all</u> electronic records held (please tick) <input type="checkbox"/>

**Section 3: Details and declaration of applicant**

Please enter details of applicant if different from Section 1

<b>Surname</b>		<b>Title</b> (Mr, Mrs, Ms, Dr)	
<b>Forename(s)</b>		<b>Address</b>	
<b>Telephone number</b>			
<b>Capacity in which requesting (Name of Organisation)</b>			

**Please tick** whether you would like us to email your data directly to you, or to your third party (i.e. solicitors).

Emailed directly to **you**

Email address is: \_\_\_\_\_

Emailed directly to **your third party**.

Email address is: \_\_\_\_\_

Declaration

I declare that the information given by me is correct to the best of my knowledge and that I am entitled to apply for access to the health records referred to above under the terms of the GDPR.

**Please tick:**

I am the patient

I have been asked to act by the patient and attach the patient’s written authorisation

I have full parental responsibility for the patient and the patient is under the age of 18 and:  
has consented to my making this request, or  
is incapable of understanding the request (delete as appropriate)

I have been appointed by the court to manage the patient’s affairs and attach a certified copy of the court order appointing me to do so

I am acting *in loco parentis* and the patient is incapable of understanding the request

I am the deceased person’s Personal Representative and attach confirmation of my appointment (Grant of Probate/Letters of Administration)

I have written, and witnessed, consent from the deceased person’s Personal Representative and attach Proof of Appointment

I have a claim arising from the person’s death (Please state details below)

Signature: ..... Date: .....

**You are advised that the making of false or misleading statements in order to obtain personal information to which you are not entitled is a criminal offence which could lead to prosecution.**

**Section 4: Proof of identity**

Please indicate how proof of ID has been confirmed. Please select ‘A’ or ‘B’:

	<b>Method in which identity is confirmed</b>	<b>Option taken</b>	<b>Documents attached</b>
A	Attached copies of documents as noted in section 4A below	Yes/No	If Yes, please indicate which documents have been attached
B	Countersignature (section 4B). This should only be completed in exceptional circumstances (e.g. in cases where the above cannot be provided)	Yes/No	Please indicate reason why this section was completed

**4A – Evidence**

**Evidence of the patient’s and/or the patient’s representative identity will be required. Please attach copies of the required documentation to this application form. Examples of required documentation are:**

	<b>Type of applicant</b>	<b>Type of documentation</b>
<b>A</b>	An individual applying for his/her own records	One copy of identity required, e.g. copy of birth certificate, passport, driving licence, plus one copy of a utility bill or medical card, etc.
<b>B</b>	Someone applying on behalf of an individual (Representative)	One item showing proof of the patient’s identity and one item showing proof of the representative’s identity (see examples in ‘A’ above)
<b>C</b>	Person with parental responsibility applying on behalf of a child	Copy of birth certificate of child & copy of correspondence addressed to person with parental responsibility relating to the patient
<b>D</b>	Power of Attorney/Agent applying on behalf of an individual	Copy of a court order authorising Power of Attorney/Agent plus proof of the patient’s identity (see examples in ‘A’ above)

**4B – Countersignature**

**This section is to be completed by someone (other than a member of your family) who can vouch for your identity. This section may be completed if 4A cannot be fulfilled.**

I (insert full name) .....

Certify that the applicant (insert name) .....

Has been known to me personally as ..... for .....years  
(Insert in what capacity, e.g. employee, client, patient, relative etc.)

and that I have witnessed the signing of the above declaration. I am happy to be contacted if further information is required to support the identity of the applicant as required.

Signed .....Date .....

Name ..... Profession. ....

Address .....

Daytime telephone number .....