**CHILD REGISTRATION**

Please ensure that the following is brought with you along with the completed GMS1. Failure to do so could lead to a delay in registering your child at the practice.

* **BIRTH CERTIFICATE**
* Must be the front page – have both parents’ names on it.
* If a Single Parent – PROOF OF CUSTODY.
* If the child is adopted – PROOF OF ADOPTION.
* **GMS1 – Check all information is completed**
	+ Name
	+ Previous Surname (ie Deed poll documents)
	+ Date of Birth
	+ NHS Number
	+ Town and Country of Birth
	+ Address
	+ Telephone Number
	+ Previous Address
	+ Previous GP
	+ Signature on behalf of Child & Dated

**If you are from abroad, please ensure you complete the section titled ‘If you are from abroad’ on behalf of your child.**

* We require the address you first came to in the UK
* If previous resident in the UK the date of leaving
* The date you entered the UK
* **NEW PATIENT QUESTIONNAIRE**
* **PARENTAL RESPONSIBILITY**
	+ Please ensure that you indicate ‘who has parental responsibility’ is completed and tallies with birth certificate
	+ If the Birth Certificate says both parent’s names and only one of you complete the form as having parental responsibility then we must ask for a legal document (Solicitors Letter) stating that the other parent no longer has parental responsibility. Even if the other parent has nothing to do with the child’s life technically they still has parental responsibility if their name is on the birth certificate.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_For Office Use Only**

The following information has been verified by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Birth Certificate
* GMS1 – Check all information is completed
* Abroad – details completed and date entered country
* Signature
* Dated
* New Patient Questionnaire completed
* Parental Responsibility confirmed