**PROCESS FOR COMPLETING REGISTRATION FORMS**

* **You must complete both forms in BLACK INK and BLOCK CAPITALS**
* We ask that you complete all mandatory fields on the Registration Form marked with an \* otherwise it may delay your registration process
* Please note that section 2 of the Registration Form requires **YOUR** previous address **AND** the name and address of your previous GP
* You **MUST** sign Section 5 of the Registration Form or your forms cannot be processed
* The ‘New Patient Information Form’ must be **FULLY** completed for all patients over the age of 16
* When filling out the ‘New Patient Information Form’ for patients under 16 please complete any relevant sections (i.e. for newborns and children without significant medical history, please provide the next of kin and any family history).
* If you have listed medication on your ‘New Patient Information Form’ please **attach** a copy of your repeat order slip from your previous practice. (*If you do not do this it may delay your medication being prescribed until we receive your records from your previous practice).*
* When **both** forms are complete, please return them to the Reception Desk as soon as possible so that your registration can be processed. If you are unable to return them in person, you can email the completed forms to: [Prescription.61502@lanarkshire.scot.nhs.uk](mailto:Prescription.61502@lanarkshire.scot.nhs.uk)
* Please provide photographic proof of identification e.g. passport, driving license ***and*** a utility bill or bank statement with your address on it. (For new-born babies, please attach the NHS form provided by the Registrar).
* If you are unable to provide any identification at all, please advise the Receptionist.
* The GP will look over your completed forms and may contact you to make an appointment if they require discussing further any information you have provided.

Registration Note

* *Under the terms of the General Medical Services Contract introduced in 2004, patients are no longer registered with a specific GP but are registered with the practice.*
* *New patients registering with the practice are therefore not required to indicate which GP they wish to register with.*
* *Patients are no longer automatically given a medical card once registration with the practice is complete. If you wish to be sent out your or your child’s medical card, you can request it from Practitioner Services Glasgow Regional Office.*