**Greet Medical Practice**

**NEW PATIENT REGISTRATION DOCUMENT REQUIREMENTS**

**NEW PATIENT ACCEPTANCE / REFUSAL**

New patients should fill in a New Patient Registration/Health Questionnaire. The Practice will accept patients onto its list whilst it remains “Open”. If the list is closed, the Practice will only accept registrations of immediate family members of patients who are already registered and only if such relatives reside permanently at the registered patient’s address. Official photo ID and proof of residence will be required.

**Proof of photo ID includes:**

Passport

Driving licence

Birth certificate + current passport photo for our records

Marriage/civil partnership certificate + current passport photo for our records

Adoption certificate + current passport photo for our records

**Proof of residence:**

Mortgage statement Issued in last 12 months

Bank or building society statement Issued in last 3 months

Bank or building society account opening confirmation letter Issued in last 3 months

Credit card statement Issued in last 3 months

Financial statement, e.g. pension or endowment Issued in last 12 months

P45 or P60 statement Issued in last 12 months

Council Tax statement Issued in last 12 months

Work Permit or visa Valid up to expiry date

Letter of sponsorship from future employment provider Must still be valid

Utility bill Issued in last 3 months