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SIGNING PASSPORTS PHOTOS, FORMS AND OTHER DOCUMENTS REQUIRING IDENTIFICATION

If you need passport photos or other forms/documents that require your identification to be verified to be signed by the doctor please complete form below and note the following:

- Please read, understand and complete your form BEFORE asking the GP to sign it.
- These are not NHS services and there will be a fee of £10, payable in advance, for each passport or other identification service.
- For UK passports, the applicant MUST HAVE BEEN SEEING THE GP WHO WILL SIGN FOR AT LEAST 2 YEARS, otherwise this service will not be available.
- If the GP can sign without seeing you, they will do so and you should contact Reception to check your documents are ready BEFORE coming to pick them up.
- If you need to be seen, you will be contacted and offered an appointment.
- We cannot prioritise these services above NHS work and you must expect to allow up to 14 days for this service to be completed. If you need this done urgently you may prefer to use one of the other agencies mentioned on your form.

Please complete the details below, attach your completed forms/photos and put in an envelope addressed to the GP. Hand the envelope in at the Reception Desk.

FIRST NAME: FAMILY NAME:

ADDRESS:
.....

TELEPHONE: Home: Work: Mobile:

TICK SERVICE YOU REQUIRE:

- Passport form and photos signed (Is this for you or your child?
- Driving License form signed
- Other (give details)

Documents included:

- Photos - how many?
- Passport Form
- Driver License Form
- Other (details):

DOCTOR'S NAME: Dr..... (NB: for passports the applicant must have been seeing the GP for at least 2 years - **and they must be able to recognise your child/ren**)

For Surgery Use:

- Fee of £10 received.
- All specified documents enclosed - if not please give details: