

## CIS – Create New User (RA Use Only)

- The information in this form must be entered in Care Identity Service (CIS) in the event CIS is not being used to register a new Smartcard User. All mandatory fields must be completed to complete this process.
- Applicants must present proof of identity as per the [Identity Checks at NHS Employer Standards](#) at the face to face meeting with the RA Manager, Advanced RA Agent, RA Agent or RA ID Checker (RA). RA must capture a photograph of the individual.

<b>Applicant Personal Details</b>		<b>(Please complete all fields as fully as possible in BLOCK CAPITALS)</b>		
Title: (e.g. Dr, Mr, Mrs, Miss etc.)		Date of Birth: (Mandatory)		
Given Name: (Mandatory)				
Middle Names:		Preferred name:		
Family Name: (Mandatory)		Previous family names:		
<b>Applicant Identifiers</b> (Mandatory)		<b>(At least one Identifier must be completed)</b>		
NI number:				
Passport number:				
Driving licence number:				
<b>Applicant Contact Details</b>		<b>(Please complete all fields as fully as possible)</b>		
Telephone number:				
Mobile number:				
Email:				
<b>Identity Verification</b> (Mandatory) (3 Forms of ID: 1 Photo ID + 2 Address ID OR 2 Photo ID + 1 Address ID)				
Photo Identification	Document No.	Country	Date of Issue	Date of Expiry
Passport:				
Driving Licence:				
Address Identification:	Address 1		Address 2	
Address ID Type: (Utility Bill, Electoral Register, etc.)				
Name of Company:				
Date of Issue:				

### **RA declaration**

(To be entered in the Notes field in CIS when entered by another RA)

I confirm that the **Applicant** specified above can be issued a Smartcard. I verify the original document was seen and confirmed to be genuine in a face to face meeting with the applicant.

<b>RA Name:</b>		<b>RA Role:</b>	
<b>RA UUID:</b>		<b>Date:</b>	