

**DOCUMENT REQUEST FORM**

**Please complete:**

Patient Name.....

Address.....

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DOB.....

Contact Tel No.....

A list of charges can be found on the back of this form. Please write down the number and fee of the document you require:

Document number .....

Fee.....

Please note any further details that will help the GP complete your request.

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Once completed the practice will telephone you to advise that your item is ready for collection on payment of the fee. **All documents will only be released once the fee is paid.**

I agree to accept these terms and conditions \_\_\_\_\_

*NB. We can accept payment in cash, cheque or card*

## PROFESSIONAL SERVICES

These medical services are **not** available on the NHS. The fees are used to make up the time lost to ensure **NHS Services are not affected** by these requests.

<b>We aim to return the following within 10 working days</b>		
1	Patient Medical information letter (to whom it may concern, support for benefits, etc)	£25
2	Private Sick note/Free from infection	£20.00
3	Holiday Cancellation (Simple)	£25.00
4	Simple Cert of fact (fit to travel, health club, etc)	£30.00
5	Sickness/Accident (simple Cert)	£20.00
6	BUPA/Provident Association form	£28.00-£58.00
7	Criminal Injuries report on Victim	£39.00
8	Extract from records (short 15min)	£57.00
9	Shotgun Licence Certificate	£25.00
10	Power of Attorney Witnessing – no exam	£30.00
11	Fitness Report (work, Care home, etc) – no exam	£28.00-£58.00
12	Racing/Elderly/Sports/Taxi extract from records	£62.50
13	Fitness Report (work, Care home, etc) – extract from records	£62.50
14	NCC Housing/Homeless Application	£25.00
15	Solicitors Medical report	£55.00
16	Adoption/fostering - update	£50.00
17	Insurance/ Income Protection	£26.50
18	Blue Badge (where patient does NOT meet automatic eligibility)	£25.00
<b>We aim to return the following within 15 working days</b>		
19	Holiday Cancellation (complicated)	£58.00
20	Sickness/Accident (complex pro-forma)	£62.50
21	Pro-Forma Report	£80.00
22	Racing/Elderly/Sports fitness report without exam	£90.00
23	Power of Attorney Report with Exam	£75.00
24	Fitness Report (work, Care home, etc) – complex pro forma / written report - no exam	£125.00
25	Adoption/fostering	£78.00
26	OFSTED (Child Minder)	£87.50
27	Insurance/ Income Protection	£102.00
<b>We aim to return the following with 20 working days</b>		
28	Sickness/Accident (with exam)	£83.50
29	Detailed Written Report	£128.00
30	HGV/LGV/PCV	£125.00
31	Racing/Elderly/Sports fitness report with exam	£125.00
32	Taxi Driver fitness report with exam	£90.00
33	Pilots Licence – full medical and report	£92.00
34	Copy of electronic records	£10.00
35	Copy of paper records	Up to £50.00
36	Copy of records – electronic and paper	Up to £50.00