

John Smith

Address 1
Address 2
Address 3
Postcode

For advice in other languages

Interpreter → ☎ 0300 330 9291
say which language you need.

This call will be charged at a local rate.

**We can also provide documents in
large print and braille on request**

14 October 2019

John, we need you to update your details

Our records show that you currently hold a medical exemption certificate.

Certificate number: 1234 567 890

By law we must tell you if we think the information we hold about you is wrong.

We've checked the details we hold for your medical exemption certificate against the details your GP practice holds for you. We have been unable to match these details.


You are at risk of receiving a penalty charge

This means that some of the details we hold for you may be out of date.

If you do not update your details, and continue to use your medical exemption certificate, you may be at risk of receiving a penalty charge.

The easiest thing for you to do is to update your details.

You can:

-  **Use our simple online form:** go to www.nhs.uk/update-my-details
-  **Call us:** on 0191 232 5371. Calls will be charged at a local rate. We're open Monday to Friday 8am to 6pm, and Saturday from 9am to 3pm.
-  **Post your completed form back to us.** Fill in your details on page 2 and send this letter back to us.

Update my details – postal form

We are not notified by your GP or pharmacy when you have registered a change of name or address. Please give us your most up-to-date details.

First name

Last name

Address

Postcode

Date of birth

<input type="text"/>	<input type="text"/>	<input type="text"/>
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NHS Number

What is an NHS Number?

An NHS Number is a 10-digit number. It helps healthcare staff and service providers identify you correctly and match your details to your health records.

You can find your NHS Number on any letter sent to you by the NHS or on your prescription. Or, call your GP surgery and ask them what your NHS Number is.

Giving us your NHS Number is the easiest way for us to confirm your identity.

Send your completed form to:

Bridge House
152 Pilgrim Street
Newcastle upon Tyne
NE1 6SN