

# Register with a GP Surgery

## Patient information leaflet

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This Patient Information Leaflet has been written to help you Register with a GP Surgery.

If you need this leaflet in a different language or accessible format  
please speak to a member of staff who can arrange it for you.

اگر به این بروشور به زبان دیگر یا در قالب دسترسی‌باز نیاز دارید،  
لطفاً با یک از کارکنان صحبت کنید تا آن را برای شما تهیه کنند.

Jeśli niniejsza ulotka ma być dostępna w innym języku lub formacie,  
proszę skontaktować się z członkiem personelu, który ją dla Państwa przygotuje.

Dacă aveți nevoie de această broșură într-o altă limbă sau într-un format accesibil,  
vă rog să discutați cu un membru al personalului să se occupe  
de acest lucru pentru dumneavoastră

如果您需要本传单的其他语言版本或无障碍格式, 请联系工作人员为您安排。

إذا احتجت إلى هذه النشرة بلغة أخرى، أو بتنسيق  
يسهل الوصول إليها، يرجى التحدث إلى أحد الموظفين لترتيب ذلك لك.

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## Who can register with a GP Surgery

Everyone in England can register with a GP surgery, including as a temporary patient if you are visiting from abroad. A GP surgery may refuse your registration if:

- They are not accepting new patients.
- You live outside the surgery's area.
- You have been removed from the their patient list before.

Everyone in England can register with a GP surgery or change their GP surgery for free. You can register with most surgeries online.

## Further information



## What is required to register with a GP Surgery

You will only be asked to give basic information to register with a GP surgery. This includes your name, date of birth and address.

You do not need ID, proof of address or proof of immigration status.

Having an NHS number can make it easier to find your medical records, but you do not need one to register.

## Registering with a GP surgery as a temporary patient

You can register with a GP surgery as a temporary patient for up to 3 months.

You will need to fill out a temporary services form, which you can get from GP surgeries.

You may want to do this if you are living away from home but do not want to change your GP surgery permanently, or if you are visiting from abroad.

After 3 months, you can re-apply as a temporary patient, or apply to register as a permanent patient.

If your application for temporary registration is refused, you can still receive any treatment you need immediately for up to 14 days.

## As part of registering you will also be asked for

- The name and address of an emergency contact.
- The name and address of the GP you are registered with now, (if you have one).
- The name and address of your carer, (if you have one).

Sometimes, a GP surgery may ask for extra documents or details for other reasons, like helping to find or transfer your medical records, or to prove you are the parent or guardian of a child you are registering.

If you do not have a permanent address, you can register with a GP surgery using a temporary address or the address of the GP surgery.

## Register or change GP Surgery online or using the NHS App

You can register with a GP surgery or change your current GP surgery online using the NHS website:

<https://www.nhs.uk/nhs-services/gps/how-to-register-with-a-gp-surgery/>

To register online:

1. Enter a post code or use your location to look for GP surgeries in the area you want to register. Most people will need to register near where they live but some surgeries accept patients from further away.
2. Choose a surgery you want to register with that offers online registration.
3. Fill in a registration form. This takes about 15 minutes for each person you want to register.

You should be told when you have been registered. It will usually be within 5 days of the surgery getting your details, but it may take longer.

If you have the NHS App, you can use it to change GP surgery. You will be asked to agree for some of your details to be shared with the new GP surgery.

You must already be registered with a GP surgery to use the NHS App.

You do not need to tell your current GP surgery if you are changing. They will be told automatically once you are registered with your new surgery.

## If a surgery does not accept your registration

If a GP surgery refuses to register you, they must write to you within 14 days to explain why.

If you have problems registering with a GP surgery, you can contact:

- your local [integrated care board \(ICB\)](#)
- [Citizens Advice](#)
- [your local Healthwatch](#)

Contact details for Cheshire and Merseyside ICB

Email: [enquiries@cheshireandmerseyside.nhs.uk](mailto:enquiries@cheshireandmerseyside.nhs.uk)  
Phone: 0800 132 996

Contact details for your local Healthwatch:

Halton	Telephone:	0300 777 6543
St Helens	Telephone:	0300 111 0007
Sefton	Telephone:	0800 206 1304
West Lancs	Telephone:	0152 423 9100
Knowsley	Telephone:	0151 449 3954

## Important

Registering with a GP surgery outside of your local area may affect the NHS services you can access, including:

- home visits and urgent care from your GP, including out-of-hours care
- community services like physiotherapy and midwife appointments

Speak to the GP surgery and ask them to explain what happens for these services when you register.

## Other ways to register with a GP Surgery

You can also register or change GP surgery by:

- Downloading the “register with a GP surgery” paper form, filling it in and taking it to the surgery you want to register with.
- Going to the surgery you want to register with and filling in a paper form. You can get a copy of this form from your surgery.
- Filling in a form on the surgery's own website (only offered by some surgeries).

## Changing your address with your current GP Surgery

Tell your GP surgery directly if your address has changed or you need to update any other personal details such as change of name following marriage or divorce. Updating contact details such as email or a telephone number would also be useful.

## Registering someone else with a GP Surgery

### Registering a baby or child

Children under 16 usually need to be registered by their parent or guardian. This means filling in a separate form.

You may also:

- Need to be registered with the same GP surgery as the child.
- Need to provide proof of ID and address for the child you are registering, such as their birth certificate.
- Be asked to provide ID by the surgery to prove you are the parent or guardian of the child. It can help to provide their personal child health record (red book), if you have it.

### Registering someone you care for

You can register someone you care for, including if you are a paid, unpaid, foster or young carer. The surgery will require your details as well as the details of the person you are registering.

## Registering someone you care for under the Mental Capacity Act

If someone over 16 is unable to register with a GP because they cannot make decisions about their care, registration can be done by:

- A relative.
- The main carer.
- A lasting power of attorney.
- A person appointed by a court under the Mental Capacity Act.

### Registering with a GP surgery outside your local area

You may be able to register permanently with a GP surgery outside your local area, such as near to where you work.

Not all GP surgeries accept patients from outside their area.

You can check whether a GP surgery does:

- Finding a GP and filtering for "Accepts out of area registrations" on the results page.
- On the GP surgery's own website.
- By contacting the GP surgery.