

Applicant	Typical Minimum Proof
Patient	<ul style="list-style-type: none"> • Copy of passport, driving licence or birth certificate, and • A photocopy of a utility bill dated within the last 3 months.
Solicitor	<ul style="list-style-type: none"> • Solicitor's letter • Informed consent of patient
Representative of patient (e.g. relative, carer)	One of the following: <ul style="list-style-type: none"> • Informed consent of patient • Copy of Lasting Power of Attorney • Evidence of appointment as Independent Mental Capacity Advocate (IMCA)
Mother of child ¹ patient	One of the following: <ul style="list-style-type: none"> • Mother's name on child's birth certificate • Mother's name on child's adoption certificate
Married biological father of child ¹ patient	<ul style="list-style-type: none"> • Marriage certificate • Father's name on child's birth certificate
Unmarried biological father of child ¹ born before 01/12/2003	<ul style="list-style-type: none"> • Father's name on child's birth certificate and one of the following: <ul style="list-style-type: none"> • Court order granting the father parental responsibility • Copy of a parental responsibility agreement signed by both parents
Unmarried biological father of child ¹ born on or after 01/12/2003	One of the following: <ul style="list-style-type: none"> • Father's name on child's birth certificate • Court order granting the father parental responsibility • Copy of a parental responsibility agreement signed by both parents
Stepfather married to biological mother of child ¹ patient	<ul style="list-style-type: none"> • Marriage certificate • Birth certificate of child • Final adoption papers from Court • Written agreement from child's biological father, submitted to Court
Personal Representative of deceased patient, ie executor or administrator of the estate	<ul style="list-style-type: none"> • Authenticating details of applicant's identity • Authenticating details of applicant's position as personal representative
Person who may have a claim arising from the patient's death	<ul style="list-style-type: none"> • Authenticating details of applicant's identity • Evidence supporting the claim
Person requesting copies of deceased patient's records who do not fall into either of the above two categories	<ul style="list-style-type: none"> • Authenticating details of applicant's identity • Relationship with the deceased patient • Reason for the request • Where possible, the specific parts of the health record required
Court, tribunal, enquiry	<ul style="list-style-type: none"> • Court order
Coroner	<ul style="list-style-type: none"> • Coroner's order
Police	Examples include: <ul style="list-style-type: none"> • Court order • Data Protection Act Section 29(3) form or equivalent
Research organisation	<ul style="list-style-type: none"> • Evidence of approval of NHS Research Ethics Committee
Other external body	Examples include: <ul style="list-style-type: none"> • Evidence of body's authority • Informed consent of patient

If the above proof of documentation is not available please contact Information Governance Team for further clarification.

¹ If the child is aged about 12 or over, and has the capacity to understand the request, the child's written consent will also be required as evidence. If the child lacks the capacity to understand the request, evidence will be required that the applicant is acting in loco parentis.