

DONOR RE-REGISTRATION FORM

Form Bv2005/1

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GUIDANCE NOTES ON COMPLETING HFEA FORMS DONOR RE-REGISTRATION FORM

Form Bv2005/1



Donor Re-Registration Form (or B Form)

HFEA Centre reference number	<p>This is a unique four-digit number issued to each licensed centre by the HFEA upon receipt of an initial licence application.</p> <p>The centre number, where known, should be included on all forms returned to the HFEA. Otherwise please supply the full name of the licensed centre.</p>
HFEA form number	Please leave blank.
Proof of ID	<p>Donors are required to verify their identity. Donors should supply one primary identity document and one secondary identity document as set out on page 2 of the form.</p> <p>Donors may present identity documents in person or by registered mail. Original documents or copies certified by a solicitor are required. If not presented in person, original documents or certified copies should be returned to donors by registered mail.</p> <p>Photocopies of identity documents should be attached to the B form and sent by registered mail to the HFEA. Please tick (✓) the 'Proof of ID is attached' checkbox at the top of the B form.</p>

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Personal details	<p>The following personal details for the donor should be recorded:</p> <p>Mandatory Fields</p> <ul style="list-style-type: none"> • Current forename(s) and surname. • Forename(s) and Surname at birth if different from current. • Date and place of birth (including town and country of birth). • Current address. <p>Optional Fields</p> <ul style="list-style-type: none"> • Contact phone and private email address – the HFEA will try to notify the donor prior to the disclosure of their information. • NHS/NI Number for UK residents (if known) or their Passport/ID card number & Country of Issue for non-UK residents. • Password which can be used to verify the donor's identity if the HFEA needs to contact them.
Clinic details	<p>This section should be completed if the person has previously donated elsewhere within the UK or overseas.</p> <p>Please supply the full name of the centre, its 4-digit HFEA centre number (if known) and the date of donations.</p>
Signature	<p>The form will not be processed without the donor's signature.</p>