

Obtaining access to Oxford University Hospital Trust (Smart card for Care ID)

You will need this card to be able to undertake a placement in any of the OUHT departments.

The first thing that you will need to do is **register** for use of the application portal. Please use this link to do so

<https://forms.office.com/r/8bnSHkqpWU>

(*tip*: hover over the link and then use Ctrl and click simultaneously to open)

You will then be contacted by the OUHT with the next steps. This is, understandably, a thorough process because the outcome will enable you access to both the buildings and data.

Here is what you can expect to be asked for.

Step 1: Verify your identity

You can verify your identity digitally, using the new 'Apply for Card ID' service.

You will receive an email inviting you to use the service. You must complete the first online part of the journey within 72 hours of receiving the link. If this expires, we can resend another.

You will then have 15 days from downloading the app to your mobile to complete your ID document capture.

You'll need:

- a smart phone with a camera and access to the internet
- your national insurance number
- 2 forms of photo ID
- 1 physical proof of address

Photo ID

- UK or international passport
- UK, EU or international driving licence (provisional licences also accepted)
- UK Biometric residence permit card
- HM Armed Forces identity card

Proof of address

- bank account or credit card statement, this must be from the last 6 months
- mortgage statement, this must be from the last 6 months

- utility bill, this must be from the last 6 months
- council tax statement, this must be from the last 12 months
- UK driving licence (if you are using your driving licence as a photo ID you cannot use it as proof of address)
- tenancy agreement within the last 12 months

Document requirements

- All photo IDs must be valid and in date, however for the current time we will accept passports that have been expired for up to 6 months.
- Proof of address must be a document that has been sent to your address
- We are also now accepting electronic bills, such as bank statements, where the URL is in view as well as your address

You will not be able to upload a screenshot or PDF. You will need a second device with the bill or statement open in order to capture an electronic bill on screen during the app journey.



Step 2: Receiving your smart card

Once your identity is verified and your registration complete, we will contact you to tell you we have received your smartcard and that you can collect it from the Student Services desk in the Medical School.

Support

If you are unable to use the Apply for Care ID service for any reason, including that you do not have the above document combinations, the please contact **helen.juggins@ouh.nhs.uk** Please make sure subject title is your email address.

We will be able to arrange an alternative way for you to verify your ID and receive your smart card if you cannot use this service.