

Sam Registration Form

Please ensure this form is completed in **BLACK** pen and **BLOCK LETTERS**

Section A Practice Registration

Is the Practice already registered on Sam?

Yes No

Section B Existing Sam Users who have moved to a new practice

Name of old
Practice

Name of new
Practice

Section C Authorisation

This section must be completed by the Principal or Partner of Veterinary Practice.

By signing this I request that the person(s) listed be granted access to the Sam application and that I will inform Animal Health immediately in the event that any person's access to Sam should be withdrawn.

I confirm that the practice has signed the Data Confidentiality Agreement with Animal Health and Veterinary Laboratories Agency (AHVLA).

Name

Date

Role

Signature

FAIR PROCESSING NOTICE

Defra, the Scottish Government, the Welsh Assembly Government and the Food Standards Agency are data controllers in common in respect of relevant personal data processed by the Animal Health and Veterinary Laboratories Agency (AHVLA). For the purposes and usage of the data and the data sharing arrangements, please see the full Data Protection Statement on the AHVLA website. A hard copy of this information can be provided if required; please contact your local AHVLA Office/Laboratory. AHVLA will not permit any unwarranted breach of confidentiality or act in contravention of their obligations under the Data Protection Act 1998.

Section D Registration Details

Practice Name	<input type="text"/>	Animal Health office	<input type="text"/>
VAT Number	<input type="text"/>	Practice Email Address	<input type="text"/>
Practice Address	<input type="text"/>	Practice Postcode	<input type="text"/>
		Practice Telephone Number	<input type="text"/>

SP Number ¹	Title	First Name	Surname	Role ²	Signature ³	Other Practice Name ⁴	Other SP Number ⁴

¹ - Leave blank if OV Practice Admin or OV Practice Manager, otherwise enter your allocated SP number

² - Enter one of the following – Official Veterinarian, OV Practice Admin, OV Practice Manager

³ - By signing this you are agreeing to keep your username and password secure and not divulge them to anybody else

⁴ - If you carry out work for other OV Practice(s), record the Practice(s) name and your additional SP number

**Please return completed form to the OV Appointments Team, Spur 10, Block C, Government Buildings, Whittington Rd, Worcester, WR5 2LQ.
Phone: 01905 768725. Fax number: 01905 768649. Email: ovteam@ahvla.gsi.gov.uk**

The Animal Health and Veterinary Laboratories Agency is an Executive Agency of the Department for Environment, Food and Rural Affairs working across Great Britain on behalf of Defra, the Scottish Government, Welsh Assembly Government.