A copy of this form in Word or PDF format is available on our website www.alexandrasurgery.com

**REQUEST FOR MEDICAL CERTIFICATE (SICK NOTE)**

(for purposes of Social security, Statutory sick pay, Absence from school or Fitness for work/school)

**Do I need a Medical Certificate?**

* If you are working and you were off sick, for the **first 7 days** you can self-certify. Please fill in an **SC2 form**. You may ask for one free of charge at our reception, or download a copy from the surgery website [www.alexandrasurgery.com](http://www.alexandrasurgery.com)
* If you were off sick for more than 7 days, you will need both a self-certificate (SC2) and a medical certificate. Please fill in the form below.

**Do I need to see the GP?**

* If you have a long term medical condition and wish the doctors to issue an ongoing certificate, please fill in the form below. The doctor may call you to clarify your condition, please provide a telephone number where you can be easily contacted.
* If you have not seen or spoken to your GP or attended a hospital during your sickness, you cannot receive a NHS medical certificate. You may request a Private medical certificate, which can be used for absences from work/school. There is a charge of £15.00, please pay in cash together with your request.

**PLEASE COMPLETE ALL THE DETAILS BELOW**

|  |  |
| --- | --- |
| Surname (BLOCK CAPITALS please): | First names: |
| Date of birth: | Telephone no: (essential) |
| E-mail: (optional) ❑ I agree to be contacted by the surgery via email or text messages [9NdP] | |
| Type of medical certificate requested:  ❑ NHS medical certificate  ❑ Private medical certificate | |
| Dates for certification:  From: | To: |
| Brief details about your sickness: | |
| Signature | Date: |
| *For office use only* Rev.2016-05-09 | |