



ANGELA RICHARDSON MP
Member of Parliament for Guildford

Surgery Sign-Up Form

Please fill out this form with all the relevant information regarding the issue you want to raise during your appointment, then sign and return it to the office of Angela Richardson MP via e-mail. Alternatively, you can print it out and post it to Angela Richardson MP, House of Commons, London, SW1A 0AA. If posting the form, please do so at least 7 working days before the surgery, to allow for any posting delays and processing time.

Your surgery appointment will be based on this form, so please make sure that the information you provide is complete and correct. Where appropriate, please attach supporting documents or evidence relevant to your case.

1. Personal Details

Please provide your personal information below. This is to ensure that you are a constituent. Strict parliamentary guidelines and protocols state that Members of Parliament can only reply to cases raised by constituents. Forms filled out by individuals who are not Guildford residents may not be taken forward by the Office.

Full Name:

Full Address (including postcode):

E-mail Address:

Telephone Number:

2. Issue You Wish to Raise

*Please describe the issue you want to raise in as much detail as you can. In order to make the most out of your surgery appointment and make sure that you get the appropriate help, please refer to no more than **one** issue in this form.*

Issue Description: *(including any relevant timelines)*

What other authorities/organisations/departments have you contacted regarding the issue? *(please provide any reference/case/ID numbers, where appropriate)*

3. Supporting Documents/Evidence

Please provide a list of supporting documents or relevant evidence below. Return these, alongside this form to the Office of Angela Richardson MP, via e-mail or post.

4. Surgery Date

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| <input type="text"/> | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | / | <input type="text"/> | <input type="text"/> |
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5. Data Protection Notice

The information that you have provided on this form will only be used by Angela Richardson MP and her staff to take forward the issues recorded above. In order to deal with these issues, it may be necessary to pass your details on to third parties including, but not limited to, officials and elected representatives of local and national authorities and bodies. You should read and sign the statement below to show that you understand that your information will be used for the purposes described and that you consent to them being processed accordingly.

If you have any questions about how your information will be processed or about your rights under GDPR and the Data Protection Act 1998, please contact:

House of Commons
London
SW1A 0AA

6. Constituent's Consent

I confirm that the information I have provided in this form is correct, to the best of my knowledge.

I grant Angela Richardson MP and members of her staff permission to pursue the matters I raised. In order to do so, Angela Richardson MP and members of her staff may use the information I have provide, whether written or spoken, including sensitive personal information. I understand that they shall do so in line with the requirements of GDPR and the Data Protection Act 1998.

Full Name:

Signature:

Date:

 / /

Please tick this box if you wish to receive occasional email updates from Angela Richardson MP. You can unsubscribe at any time.