**Active Inclusion Newcastle**

**Newcastle Gateway – CAFÉ Access Request Form**

This form is for requesting limited access to the Newcastle Gateway through Client Access Front End (CAFÉ). This allows users who do not need access to the entire database to make referrals for specified clients who have given them consent to act on their behalf. Access will not be given until this form has been completed and returned to the Active Inclusion Newcastle Unit.

If accepted, we aim to create the account within 24 working hours of receipt of this form. Users are responsible for their account; any misuse (including allowing others to log on with their credentials) may result in access being withdrawn. CAFÉ access to a client’s record is usually given for a fixed period of 28 days.

Completed forms and a copy of the client’s consent for you to act on their behalf must be emailed to gateway@newcastle.gov.uk

Date of request: Click or tap to enter a date.

Organisation: Click or tap here to enter text.

**User details:**

User name: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

Address: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Please select whether the user would like to receive email alerts: Choose an item.

**Reason for request to access:**

Supporting Independence Scheme applications: [ ]

Make referrals for accommodation-based support: [ ]

**Client to be accessed (please complete all fields if possible)**

First name: Click or tap here to enter text.

Surname: Click or tap here to enter text.

Gender: Choose an item.

Date of birth: Click or tap to enter a date.

National Insurance Number: Click or tap here to enter text.

Ethnicity: Choose an item.

Nationality: Choose an item.

I, New User confirm that I have obtained and attached consent from the client to whom this request relates.

***Active Inclusion Newcastle use only***

Date received: Click here to enter a date.

Decision: Choose an item.

Reason for decision: Click here to enter text.

Decision date: Click here to enter a date.