



## Direct: New User Form

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant's Name (First/Last):

Applicant's Email Address:

UHIN Account Number (TPN):

Requested CHIE Direct Address

**This organization is (check one):**

HIPAA-covered entity

Business Associate of a HIPAA entity

Public health authority

### Signature

*Complete the signature sections below.*

**By signing this form, I certify that I am authorized to approve PHI user access for the organization named above. I agree to the DigiCert Authorization, if applicable, and represent that the above information is correct.**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**REGISTRATION AUTHORITY – IDENTITY VERIFICATION**

*THIS PAGE FOR UHIN, TRUSTED AGENT, OR NOTARY ONLY*

**Special Permissions**

- 10A (If checked, provider NPI = \_\_\_\_\_)
- Trusted agent (requires signature on Trusted Agent Addendum)

**Verify Identity**

*Check the identity verification option used. All credentials must be unexpired.*

- Verified that the applicant is not on a government denied list.
- Driver’s License or other REAL ID Act compliant photo ID (e.g. any ID with a REAL ID logo)
- Federal government-issued photo ID (e.g. passport, military ID, DHS “Trusted Traveler” cards)
- Two non-federal IDs, one of which must be a photo ID (e.g., a photo school ID + Birth Certificate, etc.)
- Trust relationship: the RA representative has a relationship with the applicant and vouches for the applicant’s identity. (**NOTE:** do not use this method for Federal Bridge certificates.)

Verifying Remote Identities

*Instructions: If the applicant’s identity is being verified remotely, the following are required.*

- Federal government-issued photo ID (e.g. passport, military ID, DHS “Trusted Traveler” cards)
- Utility or financial account document
- The above were verified by a notary, and a notarized statement of that fact was sent to UHIN via a secure electronic or physical method.

**Credentials Used**

*Document the TYPE of credential(s) used (e.g. Driver’s License, etc.) and the ID number.*

Credential 1	Type:	<input style="width: 95%;" type="text"/>	ID:	<input style="width: 95%;" type="text"/>
Credential 2	Type:	<input style="width: 95%;" type="text"/>	ID:	<input style="width: 95%;" type="text"/>

UHIN Agent Name: \_\_\_\_\_

UHIN Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_