**User Request Form – Early Years NEF Portal**

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| **New User** |  | **Closure of an Existing User** |  |

**FAO: Application Support Team, Staffordshire ICT**

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| **Provider Name** |  |
| **Provider Number** |  |
| **Telephone** |  |
|  |  |
| **Requested by** |  |
| **Date** |  |
|  |  |
| **User’s Name** |  |
| **User’s Email** |  |
|  | |
| **User’s Name** |  |
| **User’s Email** |  |
|  | |
| **User’s Name** |  |
| **User’s Email** |  |
|  | |
| **User’s Name** |  |
| **User’s Email** |  |
|  |  |
| **Signed Off By:** |  |
| **Signed Off Date:** |  |