



## How to Fill in the C-Card Pick Up Form

### Return User:

A C-Card user who has already been issued with a C-Card with an ID number.

### Filling in the Form

1. **Date** The date the person registers.
2. **ID Number** Enter the unique ID number for that person, this is made up of your centres reference number, the unique number for that person and the first part of the postcode eg. TPT001NG19.
3. **Number of Condoms** Enter the number of single condoms given to the young person and any used for demonstration.
4. **Signpost (Y / N)** Mark Y if you signposted the client to other services, e.g G.U. Med
5. A person cannot obtain condoms without a C-Card or without giving a valid ID number.
6. A person who has not enrolled onto the C-Card Scheme and wants to join must go to a C-Card registration point.