

**Fife PPE Request Form – Lateral Flow Testing Kits**

Complete and attach this form to your email and return to [Fife.PPEHub@fife.gov.uk](mailto:Fife.PPEHub@fife.gov.uk)

You will be able to pick up the LFT kits within 24hrs of sending the order via email

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| **Date form submitted** (e.g.11.01.21) |  |
| **Name of person ordering Lateral Flow Testing Kits:** |  |
| **Name of Service:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Preferred Contact Number:** |  |
| **SSSC registration number** |  |
|  | |
| **Number of lateral flow testing kits required:**  **(one box contains 25 kits)** |  |

**PLEASE ENSURE YOU COMPLETE THE FORM IN FULLTO ENABLE YOUR ORDER TO BE PROCESSED**

**Note: All staff are required to watch the video and read the guidance before undertaking the lateral flow test. This will be provided by your line manager.**

**Note: It is an individual’s workers responsibility to record the result of the test regardless of the results on the COVID-19 Testing Results Portal:** [www.covidtestingportal.scot](http://www.covidtestingportal.scot)