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Information Management

Delegating the EudraVigilance registration process

The qualified person for pharmacovigilance/responsible person for EudraVigilance (QPPV/RP) should provide the following documents for appointing a trusted deputy:

- A **cover letter** indicating that he/she wishes to delegate the functions related to the EudraVigilance registration process to a trusted deputy.
- A completed **EudraVigilance registration process delegation form** (download here).

Documents that the trusted deputy should provide to complete his/her registration process:

- A **copy of his/her ID card or driver's license or passport**[1].
- The **user declaration form for QPPV, RP and trusted deputy,** signed and dated (download here).

A complete set of documents should be sent as scanned PDF files via e-mail to EudraVigilanceRegistration@ema.europa.eu.

Please note that it is the responsibility of the qualified person for pharmacovigilance/responsible person for EudraVigilance (QPPV/RP) at headquarter level or the trusted deputy, where applicable, to inform the Agency immediately in writing about any changes affecting the access rights of any registered EudraVigilance user (including the QPPV/RP) of the organisation (e.g. end of employment with the registered organisation, change of department within the registered organisation etc.).

[1]*The European Medicines Agency will process this information to verify the identity of the registering person and it will be handled in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. The name of the QPPV/RP and contact details are accessible to the registered organisation in the restricted area of the EudraVigilance and are not made public. For more information, please click here*

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