

# EY2 Completion Process

To complete the EY2 form visit online:  
[www.gov.uk/guidance/apply-to-join-a-nursery-or-other-daycare-organisation-ey2](http://www.gov.uk/guidance/apply-to-join-a-nursery-or-other-daycare-organisation-ey2)  
Log in to your Government Gateway account.

Contact Ofsted on 0300 123 1231 or [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk) with any difficulties in completing the EY2 form and inform the Chairperson.  
The Chairperson needs to monitor completion of the EY2.  
Ofsted will communicate with you via your Government Gateway, so please check regularly.  
Inform the Chairperson once the EY2 form is completed.

Once completed Ofsted will inform the nominated person about their suitability.  
(The nominated person is the individual within the committee who has been nominated to receive information from Ofsted, this may be the Chairperson. Information received by the nominated person must be shared with the Chairperson).  
A person cannot be accepted onto the committee until a clear DBS has been received and an EY2 completed and approved.

## **For changes in committee only:**

The Chairperson must contact Ofsted via email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk) to remove outgoing committee members, register new members and notify Ofsted of any changes to management. Only nominated individuals can report changes to registered people. Use the email address associated with your Ofsted registration (this is the address that you receive emails from Ofsted on).

### **In your email, include the following:**

- The words 'Report association changes' in the subject line
- Your organisation's unique reference number (URN)
- The change to the registered person(s) including:
  - Their name and date of birth
- If they are joining or leaving your organisation
  - Their role in your organisation