

# Requesting Creation of a Person Record

If a person record that you need for trial registration does not seem to be in the CTRP system, you can request that the CTRO create one.

1. Contact the CTRO at [ncictro@mail.nih.gov](mailto:ncictro@mail.nih.gov) and provide the following information:
  - The person's first name (given name)
  - The person's last name (inherited name)
  - The person's email address
  - The person's city
  - The person's state or province
  - The person's country
  - The organization with which the person is affiliated
2. Wait for a response. After resolving the request, the CTRO will send you an email message.