

Application Guidance Notes

Please ensure you have read and understood the following guidance before completing an application.

Once complete, please return your application form, character and identity reference and supporting documents to:

Registration Department
General Dental Council
1 Colmore Square
Birmingham, B4 6AJ

If your application is successful, the GDC will:

- Contact you to make payment of your application fee, then
- Add your name to the GDC's online register, and
- Issue a certificate of registration to your registered address.

Your period of registration lasts until 31 December of the year in which you are registered.

It is a criminal offence for any person other than someone registered with the General Dental Council to practise dentistry in the UK.

If the Registrar has any doubt about an application, they reserve the right to require an applicant to attend an interview in person at the Council's offices.

Documents required

Please place a tick against the documents that you are supplying with your application. Your character reference will need to see the original qualification certificate, identity documents and passport photograph for them to certify the copies by countersigning and dating each one.

If you have been working as a dentist in the UK during the time you were not registered with the GDC please enclose a letter setting out the reason why this happened. If this has occurred you are advised to contact your solicitor or defence organisation before submitting your application on the basis that this may give rise to fitness to practise or criminal proceedings.

If you have been working abroad during the time in which you were not registered with the GDC you must provide a Certificate of Good Standing from the dental authority of the country in which you were last working as a dentist. This must state that you are entitled to practise and that you have not been suspended, disqualified or prohibited from working as a dentist. The original of this document is required and cannot be more than 3 months old at the time of your application. If your documents are not in English they must be accompanied by certified translations made by a qualified translator. The General Dental Council will not refund any fees for translation.

Original documents

We strongly advise all applicants to send certified photocopies with their application. Please do not send original documents with your application; if you do send original documents and need them returned, there is a £10 administration fee for this.

The character reference

The character reference can be provided by another professional such as a doctor, a dentist or a lawyer who has known you for over 12 months. The character reference cannot be provided by a member of your family.

The GDC will only use the information provided by the referee to assess your fitness for registration. The person writing the character reference should include any information about your character which might raise a question about the applicant's suitability for registration. The Registrar will decide whether or not the information is relevant and whether any further inquiries need to be made.

The same character referee must also sign the back of the passport photograph. By doing so, they are certifying that the photograph is a true likeness of you.

Evidence of identity

You must provide a clear colour photocopy of one of the following documents, certified by your character referee:

- a valid passport (including the machine readable zone (MRZ), or
- a valid photocard UK driving licence (colour copy of the front and back of the photocard document).

The document must show a photograph of you, your name, date of birth and the expiry date. Your character referee will, as part of their declaration, have to sign to say they have seen the original documents. If you are unable to provide one of the documents mentioned you must provide a certified copy of your birth certificate, adoption certificate or certificate of naturalisation (from any country).

Identity document

The GDC will only accept certified copies of a current passport or UK drivers licence, this should be supplied as a colour photocopy on A4 page size, not enlarged with the machine-readable zone (MRZ) clearly displayed. The copy must be certified by your character reference.

Guidelines for certifying photocopies of originals

The person certifying the photocopies of your documents must be your character and identity referee as well. Your referee will need to see your original documents before they certify a photocopy. Photocopies must be copies of the original document; copies of a photocopy or a fax are not acceptable.

A certified photocopy is one:

- on which the person certifying has confirmed in writing, in English, that they have inspected the original document and that the copy is a true copy; and
- where the person certifying is the head of the applicant's dental training school or their nominee or the person responsible for supervision of the applicant's training, or a dentist, doctor, person entitled to practise law, minister of religion or a civil servant ; and
- where the copy bears the name, address and signature of the person certifying it; and
- where the person certifying the document is not the applicant themselves, or a member of their family.

Guidelines for translation of documents

- Any document not in English must be accompanied by a certified translation. This includes translation of any stamps or statements written by the person certifying a photocopy of your document; and
- A certified translation is an exact translation from the original language into English made by a qualified translator;
- The translation must include the translator's signature, name and address.

Please note: you will have to pay for the translation. The General Dental Council will not refund any fees for carrying out the translation.

Evidence of English language

The Dentists Act 1984 requires the GDC to be satisfied that all applicants have the necessary knowledge of English prior to entry to our registers.

If the GDC is satisfied about your knowledge of English from your initial application for registration we will not request further evidence or information.

If the GDC is not satisfied that you have produced sufficient evidence that you have the necessary knowledge of English we will request further evidence and/or information. Please refer to "Evidence of English language competence: guidance for applicants" document, which can be found on the GDC website gdc-uk.org for types of evidence we are likely to accept as demonstrating that a dental professional has the necessary knowledge of English.

If this further evidence still does not satisfy us, we will direct you to undertake a test before we register you. The test that we will direct you to undertake is the International English Language Testing System (IELTS) exam. You must achieve the pass scores relevant to your profession.

Passport photograph

You must supply us with a recent passport sized photograph that has been certified by your character reference on the back of the photo. The requirement for individuals applying for registration or restoration with the GDC to submit a passport photo is aligned with the UK Government requirements: gov.uk/photos-for-passports.*

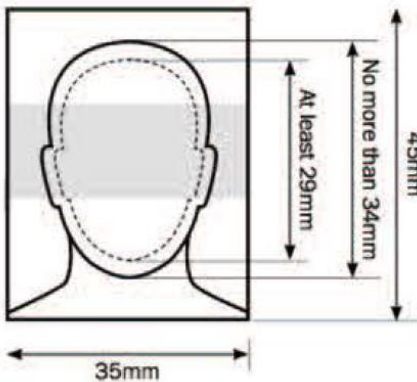
You must make sure that your passport photo meets these requirements otherwise there may be delays to your application.

Your photo must be professionally printed and 45 millimetres (mm) high by 35mm wide - the standard size used in photo booths in the UK.

Your photo must be:

- in colour on plain white photographic paper,
- taken against a plain cream or light grey background,
- taken within the last month,
- clear and in focus,
- without any tears or creases, and
- unaltered by computer software.

The image of you - from the crown of your head to your chin - must be between 29mm and 34mm high (see example below).



* Contains public sector information licensed under the Open Government Licence v3.0.

Evidence of name change

The name you put in your application must be the same you use in your work and must match the proof of identity you provide. If your name has changed since you were last on the register please send us evidence of this, such as a copy of your marriage certificate, divorce certificate, or statutory declaration confirming your name change, this must be certified by your character reference.

Working Abroad

If you have been working abroad as a dental professional between graduation and application for first registration with the GDC, you must provide an original certificate from the dental authority of the country in which you were last working, which states that you are legally entitled to practise dentistry and that you have not been suspended, disqualified or prohibited from working as a dental professional.

This document cannot be more than three months old at the time of your application. If your name is not the same in all documents please send us evidence of name change such as a certified copy of your marriage certificate. If your documents are not in English they must be accompanied by certified translations made by a qualified translator. Please note: you will have to pay for the translation. The General Dental Council will not refund any fees for carrying out the translation.

Data Protection

Under the General Data Protection Regulation and Data Protection law, the GDC processes personal data, like the information in your application, because the processing is necessary for the exercise of the GDC's statutory functions; and the processing is also in the substantial public interest.

Information about how the GDC will use and share the information you give us, the various rights you have in connection with any personal data about you that is held by the GDC, and how long we will keep your information for can be found in the privacy notice on our website gdc-uk.org/privacy.

Publication of your personal details

The GDC's register rules and regulations require us to keep a register of the names of everyone who is registered with us. The registers are public documents and are published on our website. The dentists and DCP registers contain the names and other information about a registrant the GDC is legally obliged to make public.

Registered addresses are not public information. Please note that the GDC may choose to publish your full registered address in the future, therefore the GDC recommends that your registered address is either a business or a practice address. Using your business or practice address will assist, if necessary, with local resolution of complaints.

It is important to note that any formal notices issued by the GDC will be sent to your registered address, therefore you must have access to correspondence at this address.

Change of address and personal details

Please keep us informed if you change registered address, personal details including your email address. Failure to do so could lead to important communications and notices, including those relating to the annual fee, CPD and indemnity not being received, which may result in you being taken off the register. To tell us of a change of address, please log into eGDC or download a change of address form from gdc-uk.org.

Keeping your name on the register

In order to keep your name on the register you are required to pay an Annual Retention Fee (ARF). You will receive notification from us when this payment is due to your registered address. The details of all fees can be found on our website at gdc-uk.org

We would strongly encourage you to set up a Direct Debit for future payments. If you do not pay the ARF by the required deadline you could be removed from the GDC register and would be unable to practice as a Dental Professional in the UK. You can set up and monitor a Direct Debit instruction online through eGDC at eGDC-uk.org.

Health self-certification

The health self-declaration provided online will be taken into account and assessed through the application process. Having a health condition will not necessarily mean we will refuse registration.

You should tell us about any relevant condition, whilst not a definitive list, examples of conditions we would expect to know about are:

- uncorrected visual impairment
- the presence of any infectious disease, blood-borne virus (tuberculosis, hepatitis B) or other transmissible disease
- prescribed medication which substantially impairs the immune response
- psychiatric disease or concerns, or
- alcohol or drug related concerns.

If the registrar is satisfied that you are correctly managing any relevant health condition, by taking steps which will avoid any risk to patients or colleagues and those steps will ensure you have the ability to perform your job safely, you will not be refused registration on health grounds.

The registrar may refuse to register someone with a serious impairment (for example, substance abuse or serious mental illness) where the GDC considers the applicant may have difficulty managing their condition, thus potentially affecting the safety of patients should they practise. Applicants may reapply should their condition improve.

You must ensure you inform the GDC should the responses provided online change and any condition becomes present which may impair your fitness to practise, potentially affecting the safety of yourself, your patients or colleagues.

Self-declaration

As dental professionals are exempt from the UK Rehabilitation of Offenders Act 1974, you must tell us about any previous or pending prosecutions or convictions, including those considered “spent” under this Act (other than a protected conviction or caution). Protected convictions and cautions are defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. We also need to know if you have been the subject of any professional proceedings in the past, or any are being contemplated, by a regulatory or licensing body in the UK or any other country. You will also need to advise the GDC of any future criminal proceedings/police investigations, convictions or cautions.

We will treat the information you provide in confidence. We will only use it to assess your fitness for registration and in the future and will only refuse registration on the basis of this information if we are satisfied about your fitness to practise and/or good character. If you make a false declaration or statement, we may refuse your application for registration and/or prosecute you and/or charge you with professional misconduct.

Indemnity

The Dentists Act 1984 includes a legal requirement for registrants to hold insurance or indemnity cover; it is a condition of registration for all dental professionals to have insurance or indemnity cover. We understand that those who are not/have not yet registered with the GDC will not yet have insurance or indemnity cover in place. The declaration on our application form is that you **will have** indemnity cover in place by the time you start to practise in the UK. The only types of cover recognised by the GDC are:

- Dental defence organisation membership - either your own membership or cover provided by your employer's membership,
- Professional indemnity insurance held by you or your employer, or
- NHS/Crown indemnity.

Your insurance or indemnity cover must be appropriate to the areas of your practice. If you are relying on arrangements made by your employer, you must check the indemnity position with them. All registrants must know the details of their indemnity cover when they start practising, and be able to provide these to the GDC if asked to do so. The GDC may request further information regarding your insurance or indemnity cover during your application.

Indemnity arrangements not required as appropriate to the areas of my practice

If your role does not involve any clinical work whatsoever, and there is absolutely no risk that a patient could need to claim compensation from you (for example if you are not practising, are employed as a lecturer, or work with statistics) then you do not need to have insurance or indemnity cover.

Please note, if your circumstances change and you begin practising in the UK, the Dentists Act 1984 includes a legal requirement for registrants to hold appropriate insurance or indemnity cover.

This does not apply to dental technicians who are working in laboratory and who are signing off work. Dental technicians in such roles currently do, and will continue to, require indemnity for the work that they are doing.

Making a false declaration to the GDC is a serious issue. If you declare that you have or will have appropriate indemnity in place and this is found to be false, there is a risk that you may be subject to fitness to practise proceedings or may be removed from the GDC register.

For more information on insurance or indemnity cover please see:
gdc-uk.org/Dentalprofessionals/Standards/Pages/Indemnity.aspx

Continuing Professional Development

Dental professionals have a duty to keep their skills and knowledge up to date. Anyone intending to restore to the GDC's registers must satisfy the GDC that CPD has been completed while off the register. The CPD section of this form outlines the requirements you will need to meet when applying to restore.

CPD for dentists and DCPs is defined in law as activity which contributes to their professional development and is relevant to their practice or intended practice. Please refer to our website gdc-uk.org/professionals/cpd for further information.

Once you have been restored to the register you may be asked to provide copies of the documentary evidence from your previous 5-year cycle as part of an audit. This can occur any time within 5 years of the end of a cycle. For this reason, you are strongly advised to ensure that you have completed the required amount of CPD and that you retain your documentary evidence for at least 5 years after the relevant cycle has ended. If you are unable to provide the registrar with this evidence your registration may be put at risk.

Fees

Please check our website or call the Registration Team on +44 (0)20 7167 6000 for current restoration fees. If you are applying in November or December, in addition to the restoration fee you will be required to pay your annual retention fee for the following year.

We will contact you by email if your application has been successful and when your application payment is due to complete the registration process. You will be required to access eGDC-uk.org and make the payment online. We accept all major credit cards, except American Express.

Email

Please ensure that the email address provided is specific to you and is not a shared practice or group address. We may send important communications to you at this email address.

Application Status

You will receive an email confirming the completion of the online element of the application process. You will be issued with a link to monitor the progress of your application or re-download your documents. To access this information you will need to provide details of your date of birth, last name and application reference code.

Should we not receive your completed application within 45 days, we may cancel your application and you may be requested to undertake the online application process again.